

Cabinet



Date & time Tuesday, 25 March 2014 at 2.00 pm	Place Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN	Contact Anne Gowing or James Stanton Room 122, County Hall Tel 020 8541 9938	Chief Executive David McNulty
--	--	---	---

anne.gowing@surreycc.gov.uk

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

Cabinet Associates: Mr Steve Cosser, Mrs Clare Curran, Mr Mike Goodman and Mrs Kay Hammond

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 9698, fax 020 8541 9009, or email anne.gowing@surreycc.gov.uk.

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

***Note:** 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

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 25 FEBRUARY 2014

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

3 DECLARATIONS OF INTEREST

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

Notes:

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

4 PROCEDURAL MATTERS

4a Members' Questions

- (i) The deadline for Member's questions is 12pm four working days before the meeting (*19 March 2014*).

4b Public Questions

The deadline for public questions is seven days before the meeting (*18 March 2014*).

4c Petitions

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

4d Representations received on reports to be considered in private

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

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

(Pages 1
- 2)

Council Overview and Scrutiny Committee's recommendations re. the Budget Monitoring Report for January 2014

6 MEDIUM TERM FINANCIAL PLAN 2014 - 2019

(Pages 3
- 280)

The Council set its budget envelope and council tax precept for the 2014/15 financial year on 11 February 2014. At the same time, the council also refreshed its Corporate Strategy 2014-19. Concurrently, the council also approved indicative budgets for the following four years, 2015/16 to 2018/19. This report now presents the detailed service revenue and capital budgets for 2014/15 and indicative budgets for the following four year period. After approval by the Cabinet, the detailed budgets will be published as the 2014-19 Medium Term Financial Plan on the council's website. This will enable users to either view budget details interactively on-line, or access a hard copy of relevant sections by request.

This report also provides an update on the impact of the Final Local Government Financial Settlement (announced on 5 February 2014) and other subsequent Government announcements on grants, as well as the fees & charges to be levied for the use of council services during 2014/15.

The report also includes the proposals for directorates' proposals to support the delivery of the refreshed Corporate Strategy 2014-19.

The Leadership Risk Register, at the end of February, is also presented to the Cabinet in this report for information.

N.B. Please note that Annex 2, Detailed Budgets has been printed separately.

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

7 MONTHLY BUDGET MONITORING REPORT

(Pages
281 -
284)

To consider the budget monitoring report of the council's financial position at the end of period 11 – February of the 2013/14 financial year.

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

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

8 SURREY BETTER CARE FUND

(Pages
285 -
316)

1. The Better Care Fund is designed to improve outcomes for people through better integrated care and support, and a significant expansion of care in community settings. It will achieve this by shifting resources from acute services into preventative services in primary care, community health and social care.
2. The Surrey Better Care Fund return outlines how Adult Social Care and the six Clinical Commissioning Groups will work together to transform local health and social care services during 2015/16, with 2014/15 designed as a transitional year. The Surrey Better Care Fund return has to be agreed between the County Council and Surrey's six Clinical Commissioning Groups, signed-off by the

Surrey Health & Wellbeing Board and submitted to NHS England by 4 April 2014.

[Please note that the 'draft' Surrey Better Care Fund return is attached. Challenging timescales and the complexities of partnership working across the County Council and the six Clinical Commissioning Groups means that work is still underway on the 'final' return – this will be available for the Cabinet meeting on 25 March 2014.]

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

9 PROPOSED EXPANSION OF ST JOHN THE BAPTIST CATHOLIC SECONDARY SCHOOL (Pages 317 - 324)

There is significant demand for new school places within Surrey resulting from increases in the birth rate and inward migration into the County. Since 2010 the Cabinet has approved the expansion of 8 primary schools in the Borough of Woking to meet basic need with further expansions planned in the future. As a result, expansions in the secondary sector are now required to meet the Local Authority's statutory obligations to provide secondary school places in the area.

Two Catholic primary schools in the area have recently completed expansions approved by Cabinet. St Dunstan's Catholic Primary School expanded by one form of entry in 2012 (210 additional places provided in total; 30 per year over 7 years) and The Marist Catholic Primary School expanded by half a form of entry in 2011 (105 additional places in total; 15 per year over 7 years). St Dunstan's and The Marist are direct feeder schools to St John the Baptist, which without expansion would be unable to meet the future demand for catholic secondary school places in the Borough.

Approval is now sought to expand St John the Baptist Catholic Secondary School by two forms of entry to meet the demand coming through the primary sector.

N.B. An annex containing exempt information is contained in Part 2 of the agenda (item 14).

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

10 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING (Pages 325 - 332)

To note any delegated decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting of the Cabinet.

11 SE BUSINESS SERVICES COMMERCIAL OPPORTUNITY (Pages 333 - 336)

Surrey County Council, as with other public sector bodies, is faced with delivering services to the public in the context of reduced funding. One option is to realise alternative sources of revenue through commercial

activities.

S.E. Business Services Ltd (a wholly owned company of the county council) was established in 2013 for the purpose of generating alternative sources of revenue.

SE Business Services has recently been selected as the preferred bidder for the provision of Fire Services to a commercial customer. In common with standard commercial practice this opportunity is covered by a legally binding Non-Disclosure Agreement. Therefore the detail of this opportunity will be covered in Part 2.

This report seeks Cabinet endorsement for S.E. Business Services Ltd (a wholly owned company of the county council) to provide Fire services under a commercial contract arrangement.

N.B. An annex containing exempt information is contained in part 2 of the agenda (item 13).

[The decisions on this item can be called in by the Communities Select Committee]

12 EXCLUSION OF THE PUBLIC

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

PART TWO - IN PRIVATE

13 FIRE SERVICE COMMERCIAL OPPORTUNITY

(Pages
337 -
344)

This is a part 2 annex relating to item 11.

14 PROPOSED EXPANSION OF ST JOHN THE BAPTIST CATHOLIC SECONDARY SCHOOL

(Pages
345 -
350)

The Part 1 paper (item 9) sets out the rationale for the proposal and the key issues for consideration. This paper (Part 2) sets out the financial case including the expected costs of the proposal.

Exempt: Not for publication under paragraph 3

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

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

15 PROPERTY TRANSACTIONS

(Pages
351 -
482)

A: Acquisition of an Retail and Office Premises in Staines

Exempt: Not for publication under paragraph 3

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

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

16 PUBLICITY FOR PART 2 ITEMS

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

David McNulty
Chief Executive
Monday, 17 March 2014

QUESTIONS, PETITIONS AND PROCEDURAL MATTERS

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

Please note:

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

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

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

Thank you for your co-operation

This page is intentionally left blank

COUNCIL OVERVIEW & SCRUTINY COMMITTEE

Item under consideration: BUDGET MONITORING REPORT FOR JANUARY 2014

Date Considered: 5 March 2014

- 1 At its meeting on 5 March 2014 the Council Overview & Scrutiny Committee considered the latest Council-wide budget monitoring report, as well as a summary report highlighting the key issues arising from the budget workshops held by each of the Select Committees to consider their budgets for 2014/2015.
- 2 The Committee discussed the financial impacts on the County Council of the recent flooding, and it was noted that the Government had recently favourably revised the terms of the Bellwin scheme so that 100% of emergency spending incurred by the Council above a threshold of £1.5M could now be reclaimed. However, much of the current estimated £20M cost to the Council from flood damage related to capital expenditure, and this was not eligible for reimbursement under the Bellwin scheme. As the capital required for repairs could not reasonably be met from within the existing Environment & Infrastructure capital budget, it was felt that the only viable option would be to increase borrowing. It was also noted that this additional borrowing would need to be approved as a matter of urgency so that the schemes could be programmed for completion in the 2014/2015 financial year. The Committee agreed the following **recommendation**:
 - (a) That, as a matter of urgency, the Cabinet considers how the Council will fund the cost of repairs required as a result of the recent flooding in the County, including the option to approve additional capital borrowing in 2014/2015, with the interest payments arising from the loan in 2014/2015 and future years to be met from within the Directorate's revenue budget.

Select Committee Feedback from Budget Workshops

In addition to the pressures facing the Environment & Infrastructure budget as a result of the flooding, the Committee was particularly concerned about the issues facing Adult Social Care. These concerns related both to the overall budget and the shortage of trained social worker posts.

The Adult Social Care Select Committee had observed that the Friends, Family and Community Support savings expected in 2013/14 were not achieved and that the £15.5m savings expected in 2014/15 were similarly unobtainable and should be reviewed. In the light of this, and the difficulty of raising the cash limit available to the Directorate without imposing balancing reductions on the budgets of other directorates, the Committee agreed the following **recommendation**:

- (b) That the Cabinet accelerate the Family, Friends and Community Support programme from April 2014 to increase capacity using an Invest to Save bid to review open cases.

The Committee also agreed the following **recommendations**:

- (c) That the effectiveness of voluntary sector grants be reviewed to ensure, where appropriate, these align with and support the objectives of the Family, Friends and Community Support programme.
- (d) That initiatives which have the potential to increase value for money be discussed with providers.
- (e) That efforts to recruit and retain qualified staff to unfilled social worker posts be redoubled.

NICK SKELLETT
Chairman of the Council Overview & Scrutiny Committee
5 March 2013

SURREY COUNTY COUNCIL**CABINET****DATE: 25 MARCH 2014****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: SHEILA LITTLE, CHIEF FINANCE OFFICER AND DEPUTY DIRECTOR FOR BUSINESS SERVICES****SUBJECT: MEDIUM TERM FINANCIAL PLAN 2014 TO 2019****SUMMARY OF ISSUE:**

The council set its budget envelope and council tax precept for the 2014/15 financial year on 11 February 2014. At the same time, the council also refreshed its Corporate Strategy 2014-19. Concurrently, the council also approved indicative budgets for the following four years, 2015/16 to 2018/19. This report now presents the detailed service revenue and capital budgets for 2014/15 and indicative budgets for the following four year period. After approval by the cabinet, the detailed budgets will be published as the 2014-19 Medium Term Financial Plan on the council's website. This will enable users to either view budget details interactively on-line, or access a hard copy of relevant sections by request.

This report also provides an update on the impact of the Final Local Government Financial Settlement (announced on 5 February 2014) and other subsequent Government announcements on grants, as well as the fees & charges to be levied for the use of council services during 2014/15.

The report also includes the proposals for directorates' proposals to support the delivery of the refreshed Corporate Strategy 2014-19.

The Leadership Risk Register, at the end of February, is also presented to the cabinet in this report for information.

RECOMMENDATIONS:

It is recommended that Cabinet:

1. approves the proposals for directorates' contributions to deliver the Corporate Strategy 2014-19.(Annex 1)
2. approves the detailed service revenue and capital budgets for the years 2014/15 and indicative budgets for 2015-19, including amendments resulting from the Final Local Government Financial Settlement and other Government funding changes announced after the 2014/15 budget was approved in February 2014; (Annex 2)
3. approves the publication of the service revenue and capital budgets as the 2014-19 Medium Term Financial Plan

-
4. endorses the fees & charges approved under delegated powers and approves other fee and charge proposals (Annex 3)
 5. notes the work underway to secure the savings allocated to Adults Social Care in each year of the MTFP period. (Para 9)
 6. notes the requirement to re-profile the Adult Social Care savings across the period (Para 9) and approves the use of unused provisions and reserves to support that requirement:
 - a. the reduction of the council's potential loss on its investment in two Icelandic banks, leads to a reduction in the required reserve of £1.0m (Para 12)
 - b. the settling of the council's Mutual Municipal Insurance liability in late February 2014 leads to the release of £3.3m from the Insurance Reserve (Para 13)
 - c. the use of £5.4m from the Budget Equalisation Reserve (Para 14)
 - d. the use of £4.3m from the Economic Downturn Reserve (Para 14)
 7. receives a report in July 2014 on the detailed savings programme following a further review by the Chief Executive and Chief Financial Officer
 8. receives a report in July 2014 on the impact of the severe weather on services work programmes and the council's revenue and capital budgets
 9. notes the Leadership risk register (Annex 4)
 10. notes the Equality Impact Assessment of the savings proposals within the Directorate and service budgets. (Annex 5)

REASON FOR RECOMMENDATIONS:

The 2014–19 MTFP is a five year budget that is aligned to the corporate strategy. It reflects assumptions about the current local and national financial, economic and political environment. Regular reporting through the year will enable progress to be effectively tracked and managed.

The Corporate Strategy 2014-19 sets out the council's key priorities, which are supported by contributions from each directorate to ensure the Council delivers great value to Surrey residents.

DETAILS:

Corporate Strategy

1. Each of the Council's Directorates has revised and updated a one-side document setting out its vision, objectives and priorities. These will demonstrate how they will support the delivery of the *Confident in our future*, Corporate Strategy 2014-19. As part of the Council's performance management arrangements, Strategic Directors and Cabinet Members will ensure that robust plans, personal objectives and tracking arrangements are in place to deliver the Strategies.

Medium Term Financial Plan – Revenue Budget

2. The Medium Term Financial Plan 2014-19 (MTFP) identifies the resources required to achieve the objectives of the corporate strategy. The cabinet approved the indicative five year revenue and capital budgets on 4 February 2014. Following this, the Full County Council approved the 2014/15 budget envelope and set the council tax precept for that year. The MTFP, which is included as Annex 1, now provides the detail service revenue and capital budgets following further scrutiny during February and March 2014 through Select Committees. It also includes other changes due to further government announcements on grant funding.
3. The MTFP (2014-19) is based on the funding for Surrey County Council that the Government announced in the Final Local Government Financial Settlement for 2014/15 and the illustrative settlement for 2015/16, on 5 February 2014. The budget planning process has made assumptions on business rates and other government grants for 2015/16 onwards based upon projections of economic activity and central government spending forecasts from a variety of government and other established economic institutions.
4. In the autumn of 2013, the Government announced a fourth year of Council Tax Freeze Grant for those local authorities that froze or reduced their council tax from the 2013/14 levels. The grant offered is equivalent to a 1% rise and is payable for two years. In the Final Local Government Financial Settlement for 2014/15, the Secretary of State of Communities & Local Government confirmed the threshold for excessive council tax rises that would require a local referendum as being 2% or more for 2014/15.
5. Following due challenge, scrutiny and deliberation, the Full County Council approved a below inflation council tax rise of 1.99% for 2014/15 on 11 February 2014. This was in line with the council's strategy of taking a long term approach to assuring the financial resilience of the council at the same time as balancing the interests of local council tax payers with the users of local council provided services. For the remaining years of the MTFP, the council adopted the assumption of annual council tax rises of 1.99%.
6. The previous Medium Term Financial Plan (for 2013-18) set out service strategies and budgets to achieve total savings of £166m by 2017/18. The new MTFP for 2014-19 continues with these strategies and budgets, adjusted for known changes to service demand and progress of detailed savings plans. For 2014/15 the council faces increased demand for its services, particularly in social care along with the rising demand of school places along with increasing need to maintain county roads. The Full County Council has consciously increased reserves in recent years in anticipation of tough financial challenges (either through rising service demands or reducing funding levels) and agreed a strategy of smoothing expenditure across financial years, (through greater use of the budget equalisation reserve to carry monies forward across years). The Full County Council has agreed to apply £26m of reserves and balances in 2014/15 (£20m from the budget equalisation reserve). The Full County Council has agreed to apply £6m of reserves and balances in 2014/15 and £20m from the budget equalisation reserve.
7. Over the last three years the council has successfully met its savings targets of nearly £200m and is delivering significant further savings in 2013/14 of over £60m. As a result of further reduced central Government funding and the rising

demand for the council's services, particularly in social care, the detailed budget includes a requirement to find a further £253m over the next five years. Of this total £203m is through specific identified savings and additional income, £10m through the work of public service transformation, with the remaining £40m to be identified.

Table 1: Table of income and expenditure efficiencies

	2014/15	2015/16	2016/17	2017/18	2018/19	2014- 19
	£m	£m	£m	£m	£m	£m
Red	4	21	9	4	0	38
Amber	48	33	24	23	10	138
Green	21	3	2	0	1	27
Total savings	73	57	35	27	11	203
Public Service Transformation	0	10	0	0	0	10
Savings to be identified	0	0	7	12	21	40
Total savings	73	67	42	39	32	253

8. Since 2010/11 the council has held a risk contingency budget to mitigate against not achieving the savings and efficiency targets. As a result of the success in delivery of efficiencies, for 4 years, this contingency has not been used. From 2014/15 the approach is therefore being amended and this contingency reduced, to avoid unnecessary pressure on service budgets.
9. In view of this lower level of risk contingency and the challenge of delivering significant further efficiencies for several more years, the Cabinet has required the Chief Executive and Chief Finance Officer to establish a further mechanism to track and monitor progress for achieving the efficiencies across the whole five-year MTFP period. This mechanism will supplement the existing rigorous tracking mechanisms in place across services focused on in year savings.
10. The full programme for tracking efficiencies is still being developed, although the mechanism has reviewed the work underway to secure the savings in the Adult Social Care budget. This has confirmed that the strategies for savings being followed by the directorate are sound, and the detailed budget proposed in this paper adjusts the timing for delivery of the total savings: reducing the amount that can be delivered in 2014/15 but not affecting the overall total over the five years.
11. As a part of the good stewardship of its finances, the council holds reserves for known liabilities where the timing and amount is uncertain. Since the Full County Council agreed the level of reserves in February 2014, two possible liabilities where the council holds reserves have been favourably resolved.
12. The council held investments in two Icelandic Banks that collapsed in 2008. The council has been working with other creditors to reclaim these investments, and had set aside funds to cover any loss. Following the sale of the investments in one of the banks, Landsbanki, the Financial Investment Reserve can be reduced by £1.0m, leaving £0.6m.
13. The council has held a long standing liability and set aside funds in the Insurance Reserve in relation to its share of the Mutual Municipal Insurance

- (MMI), The final claims against MMI have now been settled and the levy paid by the council is less than provided in the Insurance Reserve. The conclusion of this has led the council to assess that the Insurance Reserve can be reduced by £3.3m.
14. The council holds the Budget Equalisation Reserve to balance its budget across years. This currently has a balance of £5.4m and is available for use to support the 2014/15 budget. The Economic Downturn Reserve was created in 2012 with the aim of ensuring the council has the resources to withstand a temporary fall in council tax revenues. This has been funded by the surplus on the council tax collection fund for the last two years and currently stands at £6.3m. The council tax base has grown by 0.5% on average for the last five years – despite the housing recession. Officers assess that a balance of £2m is required for Economic Downturn Reserve, which would be the equivalent to a 0.4% fall in the council tax base.
15. The impact of re-profiling the savings for Adults Social Care in 2014/15 can be funded on a one-off basis by using the reserves described above. These savings are projected to be recovered from 2015/16. Table 2 shows the forecast balance on reserves following the application of these reserves.

Table 2: Forecast Reserves and Balances 1 April 2014

Earmarked revenue reserves	£m
Investment Renewals Reserve	10.6
Equipment Replacement Reserve	1.0
Vehicle Replacement Reserve	5.2
Budget Equalisation Reserve	0.0
Financial Investment Reserve	0.6
Street Lighting PFI Reserve	6.2
Insurance Reserve	3.9
Eco Park Sinking Fund	11.6
Revolving Infrastructure & Investment Fund	20.3
Child Protection Reserve	2.2
Interest Rate Reserve	1.0
Economic Downturn Reserve	4.2
Business Rates Appeals Reserve	1.3
General Capital Reserve	4.6
Total earmarked revenue reserves	72.7
General balances	19.9

16. There have been changes to grant funding since the Full County Council meeting on 11 February 2014, as Government departments have published more details of provisional and final allocations. As in previous years, the principle adopted is that changes in funding are reflected in both the income and expenditure budgets of the relevant service.

17. The Government has confirmed allocations on eight grants since the Full County Council approved the budget envelope. In addition, information from the district and borough councils has enabled us to estimate potential receipts from other anticipated government grant income. These new or adjusted allocations are now reflected in the figures presented in this report, comprising:

- allocations that adjust grants assumed in the February budget report, (namely adjustments in respect of revenue support grant; areas of outstanding natural beauty; Police & Crime panels and SEN reform grant). These changes result in a net increase in income on these grants of £1.4m. Of this total, £1.3m has been included in the Central Income and Expenditure budget, pending Cabinet decisions on its use;
- confirmed the Waste PFI grant as it was stated in the February budget report;
- allocations now advised for grants that were not included in the February budget report total £2.2m. These are in respect of sums that could not be estimated at that time, so were omitted pending the receipt of more information and comprise the adoption reform grant (£1m), bus service operators' grant (£1.1m) and the south east protected landscape tourism grant (£0.1m). The adoption reform grant has been included in the Central Income and Expenditure budget, pending Cabinet decisions on its use. The other two grants have been allocated to the relevant service budgets;
- estimates for the new government grants to be received as a consequence of the new business rates discounts and reliefs introduced in the Autumn Statement 2013 are now included in the budget (£1.6m), though this is partially offset by a consequent reduction in business rates income (-£0.8m). Details of district and borough councils' forecast business rates collection fund balances for 2013/14 are also now available and need to be factored into the council's funding (-£0.3m). The net effect of these changes is a funding increase of £0.5m which has been applied to meet a prior funding commitment made by the Leader to Adults' Social Care, which is now included in the budget figures.

18. Table 3 – Net Revenue Income & Expenditure budget

	13/14 £m	14/15 £m	15/16 £m	16/17 £m	17/18 £m	18/19 £m
Council Tax (incl collection fund)	-550	-571	-578	-593	-607	-622
Business Rates income	-44	-44	-47	-49	-51	-53
UK Government grants	-922	-858	-852	-856	-856	-860
Other income	-148	-152	-155	-159	-167	-171
Total funding & income	-1,664	-1,625	-1,632	-1,657	-1,681	-1,706
Employment	313	312	309	310	312	315
Running Costs	177	182	167	175	178	181
Contracts & Care Packages	638	652	653	666	685	704
Capital financing costs	37	38	42	45	45	45
School expenditure	522	468	461	461	461	461
Total expenditure	1,687	1,652	1,632	1,657	1,681	1,706
Net Budget	23	26	0	0	0	0

19. Table 4 – Net Revenue budget by directorates

	13/14 £m	14/15 £m	15/16 £m	16/17 £m	17/18 £m	18/19 £m
Adults Social Care	338	340	342	355	373	401
Children, Schools & Families	175	183	185	186	191	191
Schools	0	0	0	0	0	0
Customer & Communities	59	57	56	54	55	56
Environment & Infrastructure	125	129	128	130	132	137
Business Services	82	83	81	83	86	88
Chief Executive Office	15	14	14	14	16	15
Public sector Transformation network	0	0	-10	-10	-10	-10
Additional savings	0	0	0	-7	-19	-41
Central Income & Expenditure	-771	-780	-796	-805	-824	-837
Net Budget	23	26	0	0	0	0

Medium Term Financial Plan – Capital Budget

20. Since the February meeting of the council, the Government has provided confirmation of capital funding for the 2014/15 financial year, and provisional funding for 2015/16. There have been no changes to the amounts of grant and the capital programme and its funding remains as it was in the budget report.

21. Table 3 re-presents a summary of the capital budget. Annex 2 includes greater detail of capital schemes within each directorate. The tables within the detailed capital show the amounts the directorates are commissioning themselves and the capital programme that would be utilised by them. A large amount of the capital programme is commissioned by Business Services but other directorates like Children, Schools & Families benefit from the programme ie: school basic need.

Table 5: Capital funding

	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
	£m	£m	£m	£m	£m	£m
Capital Funding:						
- Government Grants	83	90	91	77	74	415
- Third Party Contributions	3	5	8	9	10	35
- Revenue Reserves	5	4	1	2	3	15
- Borrowing	127	66	49	33	20	295
Total capital funding	217	164	150	122	107	760

Table 6: Capital expenditure

	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
	£m	£m	£m	£m	£m	£m
<u>Overall Summary</u>						
Schools basic need	105	69	72	49	32	327
Total recurring programmes	74	63	60	62	67	326
Total projects	38	32	18	11	8	107
Total Capital Schemes	217	164	150	122	107	760

Severe weather budget implications

22. The severe weather and flooding that the county has faced since Christmas 2013 has led to substantial damage to the county council's assets, especially infrastructure such as road and bridges but other properties as well. During the crisis services across the Council have been focused on sustaining services to vulnerable residents at this difficult time and some existing programmes of work have been suspended and or postponed to allow resources to focus on the crisis.
23. As the recovery process continues, so does the activity to identify the total cost of the incident and repairs. This is expected to be millions of pounds and officers are working closely with central Government and other Surrey public services to ensure the council gains maximum support from various central Governments special funding sources, some announced only very recently. However, it is likely that some of the costs will have to be met from the council's own resources.
24. It is proposed to report back to the cabinet in July 2014 on the implications for existing programmes of work as well as the estimated cost of repairs and proposed funding of repairs to the council's infrastructure following the flooding and severe weather.
25. Work has already commenced on the term of reference for a Recovery task group.

Medium Term Financial Plan – Publication

26. The MTFP will be available on the council's website as both an interactive document, allowing the user to 'drill-down' into service budgets, and an electronic version available for printing.

27. There will be three sections followed by a glossary of terminology and relevant abbreviations:
- Section 1 – Overview of the budget
 - Section 2 – Detail revenue and capital budget for all directorates
 - Section 3 – Relevant strategies and committee papers
28. Section 2 of the MTFP details the final budget proposals for each head of service, including changes from the current year's budget, savings, pressures and staffing. The section also includes the directorate strategies and general activity information.

Fees and Charges

29. In addition to government grants, business rates and council tax funding, the Council plans to raise over £90m in fees and charges in 2014/15. The detailed budgets in Annex 2 analyse this income by directorate and the schedules in Annex 3 detail the charges proposed for 2014/15.
30. Some of the fees and charges itemised in the Annex 3 schedules and assumed within directorate budgets, are set within delegated authority, whilst others are subject to approval through this report. Including those within this report provides visibility and an opportunity for members' input to these charging decisions.

Leadership Risk Register

31. The Leadership risk register is owned by the Chief Executive and shows the council's key strategic risks. The register is reviewed by the Strategic Risk Forum (chaired by the Chief Finance Officer) and then by the Continual Improvement Board (chaired by the Strategic Director for Environment and Infrastructure) on a monthly basis. The Audit and Governance Committee reviews the Leadership risk register at each meeting and refers any issues to the appropriate Select Committee.
32. The register is presented to the cabinet for information in Annex 4.

CONSULTATION:

33. As recommended at the Cabinet meeting on 4 February 2014, during February and March 2014, the council's select committees have further reviewed and scrutinised the detailed service budgets that are now reflected in the MTFP 2014-19 detailed budgets.

RISK MANAGEMENT AND IMPLICATIONS:

34. The MTFP (2014-19) includes £253m of savings and additional income to be made over the five-year period. The risk of achieving these savings have been assessed and reported in Section 2 of the MTFP. In view of the increasing challenge to deliver high levels of savings for several more years, the existing rigorous monitoring process in place for the in-year savings, is set to be

supplemented with a mechanism to rigorously review plans for delivery of all savings across the whole MTFP period. This process is being led by the Chief Executive and Chief Finance Officer.

35. The Council maintains an integrated risk framework to manage the significant challenges it faces and the associated emerging risks. The specific risks and opportunities facing the Council and recorded in the Leadership Risk Register are:
- erosion of the Council's main sources of funding (council tax and government grant)
 - delivery of the major change programmes and associated efficiencies;
 - delivery of the waste infrastructure; and
 - changes to health commissioning.
36. Annex 4 presents the current Leadership risk register. In view of the scale of risks facing the council the Leadership risk register will be reported quarterly to the Cabinet going forward.
37. As stated in the February 2014 Cabinet and Full County Council budget reports, the Chief Finance Officer is satisfied the revenue and capital budget, including increased risk contingency is sensible in view of these risks and the processes in place to monitor them.

Financial and Value for Money Implications

38. All the documented budgets and targets have been subject to a thorough value for money assessment.

Section 151 Officer Commentary

39. Throughout the budget planning and setting process, material financial and business risks have been assessed and are reflected in this report and its annexes. The Chief Finance Officer is working with the Chief Executive to further develop the full programme for tracking and monitoring efficiencies across the whole MTFP period. This mechanism will supplement the existing rigorous tracking mechanisms in place across services focused on in year savings.

Legal Implications – Monitoring Officer

40. There are no legal implications/legislative requirements arising directly from this report.
41. The Council has a duty under the Equality Act (2010) to consider the equalities implications of the proposals underpinning the MTFP. These are detailed in the "Equalities implications" section of this report. Further details are provided in Annex 5

Equalities and Diversity

42. An analysis has been undertaken of the equalities implications of the proposals presented in the MTFP for 2014-19. The aim of this analysis is to provide the Cabinet with information about the potential impact of the

proposals on groups with protected characteristics in Surrey. Where potential negative impacts have been identified, information is also provided about the actions that the Council is taking, or will undertake, to mitigate them.

43. Where the Cabinet is required to take further decisions around the implementation of savings proposals, or where proposals are not sufficiently developed to undertake an equalities analysis at this time, additional analysis will be presented to inform decision-making alongside the relevant Cabinet reports. There are a significant number of proposals included in this report for which savings are being assessed but on which decisions remain to be taken. As described above, EIAs will be prepared as more specific proposals to achieve these savings are brought forward but this does mean that the potential equality impacts of some savings which are now being assumed in the Budget have yet to be assessed. Directorates will also continue to monitor the impact of these changes to services and where appropriate will take action to mitigate additional negative impacts that may emerge as part of this ongoing analysis.
44. Equality Impact Assessments (EIAs) for a number of savings proposals in the 2014-19 MTFP are continuations of those undertaken for 2013-18. Where this is the case, the existing EIA has been reviewed by Directorates. For new savings proposals, or proposals with significant material changes, Directorates undertook a new EIA.
45. This section of the report provides information about:
 - the legal requirements around equalities;
 - the high-level findings of the analysis, including information about which new savings proposals have been assessed for equalities implications; and
 - how the findings of this analysis will be used.

Legal requirements

46. Presenting this analysis for Cabinet consideration is regarded as good practice by the Equality and Human Rights Commission¹ and meets legislative requirements around equalities. Specifically in making financial decisions the Council's Cabinet must comply with the Public Sector Equality Duty in section 149 of the Equality Act 2010 which requires it to have due regard to the need to:
 - “eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”²
47. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

¹ Equality and Human Rights Commission – Making Fair Financial Decisions

² Equality Act (2010) Section 149(1)

48. “remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
49. take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
50. encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.”³
51. Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - “tackle prejudice, and
 - promote understanding”.⁴
52. Compliance with the duties in section 149 may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.⁵

Equalities analysis: overarching findings

53. A summary of the savings proposals for each of the Council’s Directorates along with any EIAs which are new for 2014-19 and have not previously been made available to the Cabinet are presented as an annex 5 to this report. The full set of EIAs including those for savings which are ongoing and have previously been presented to the Cabinet are available on the Council’s website.⁶
54. Headline findings from the analysis show that:
 55. A number of savings proposals in the 2014-19 MTFP for Adult Social Care are ongoing and where EIAs have previously been completed these have been reviewed and updated as necessary. **Older people and disabled people** are by far the largest client groups for social care and therefore a number of ongoing potential impacts have been identified for these groups. Overall there is a risk that the cumulative impact of changes may have a negative impact on people who use services and their carers, with changes in social care impacting people’s lives at the same time as for example, welfare reform and financial and demand pressures on public services.
 56. In addition to the existing assessment, an EIA has been completed for a savings proposal relating to **Family, Friends and Community Support**. This project is a development of the Council’s ongoing commitment to personalisation which gives people choice and control over their lives. A number of potential positive impacts arising from this proposal have been identified, including: enabling and encouraging people to play an active part in their community; reducing the risk of social isolation; empowering people

³ Equality Act (2010) Section 149(3)

⁴ Equality Act (2010) Section 149 (5)

⁵ The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

⁶ Full Equality Impact Assessments can be accessed at <http://www.surreycc.gov.uk/your-council/equality-and-diversity/Ensuring-our-decisions-are-fair>

- through a detailed discussion of their care needs; and ensuring staff are able to respond more creatively to people's care needs.
57. Identified potential negative impacts include: the potential for a lower level of funding to be available to meet people's assessed needs as a result of the savings; initial anxiety for care users resulting from changes to traditional care packages; risks about the standard, quality assurance and availability of care from family, friends and community networks; potential safeguarding issues; and pressures for care users and staff who will be required to adapt to new ways of working. A number of actions have been put in place to mitigate these potential negative impacts. Where care and support options involving family, friends and the local community do not prove possible, the local authority has a continuing duty to meet those eligible assessed needs and will continue to do so.
 58. One new saving proposal for **Business Services** has been identified as having potential equalities implications. This is the **Managed Print Service** project which will deliver a new print solution across the organisation. The EIA shows potential negative impacts for the protected characteristics of age and disability, with the most significant potential negative impacts identified for disabled staff. A range of mitigating actions has been developed, including an increased focus on engagement and training for individuals who will need to use the devices.
 59. Two new proposals for the **Chief Executive's Office** have required assessment of equality implications. The first of these is the **Communications Review**, which aims to reduce the amount of spending on printed communications through greater use of digital technology. This proposal could have a negative impact on those who are less able to access online information, a higher proportion of whom are older people, in particular older women, and people with physical and learning disabilities. However, these impacts will be minimal as the Council will continue to provide printed material where needed. The second proposal relates to disbanding the Council's **Olympic Legacy Team**, which is expected to have minimal impact on residents and mitigating actions are in place to support affected staff.
 60. There is one new saving proposal relating to **Public Health** within the Chief Executive's Office budget which relates to savings made through joint functions following the transition of Public Health to the Council. This has been assessed as not requiring an EIA at this point but will continue to be monitored for any potential equalities impacts as proposals develop.
 61. Two new savings proposals for **Children, Schools and Families** have been assessed as not having potential equality implications, these relate to the **funding transfer for DSG services and an adjustment** to previously estimated **demand pressure in safeguarding services**. One further saving has been identified relating to service realignment, this will not be implemented until 2015/16 and relates to proposals being developed through the **Public Value Programme** which are at an early stage. An EIA will be undertaken as the part of the programme's development.
 62. There are five savings proposals within the **Customers and Communities** Directorate which have been the subject of a new EIA. Of these, potential negative impacts have been identified in relation to reductions to the **Members Local Allocations** and **Community Improvement Fund**; this impact is

however expected to be minimal as the funding is a biddable sum which is not part of the main service offer and communities will be supported to access other funding sources. A second relates to a **restructure of the Heritage Service**, which is expected to have a positive impact particularly for younger people through the creation of entry level posts and apprenticeships.

63. The remaining proposals relate to the **Surrey Fire and Rescue Service**. Of these, potentially the most significant is the Spelthorne Fire Station reconfiguration. This is expected to have mostly positive impacts, with a small potential negative impact as a result of slightly decreased first response times within Elmbridge and Spelthorne, but remaining within the Surrey Response Standard of 10 minutes. This EIA was previously the subject of a decision by Cabinet on 4 February 2014. The remaining EIAs relate to staff at Surrey Fire and Rescue and are the subject of ongoing assessments. Where potential negative impacts have been identified mitigating actions are in place.
64. Four new savings proposals for **Environment and Infrastructure** have been identified as requiring an EIA. Of these, only one proposal has been assessed as being at an advanced enough stage for an EIA to be undertaken, this is the proposed saving for the Network Management Information Centre for which a new EIA has been completed. Two further proposals relating to Central Support and Transport Policy are also expected to have potential equalities implications relating to staffing changes and an EIA will be completed once the proposals have reached an appropriate point of development.
65. The fourth new saving proposal relates to the **Transport Review**, which has potentially significant equality implications. Savings for the Review are not planned until 2015/16. This proposal will be the subject to consideration by Cabinet in June 2014, when a full EIA will be presented. Consultation with groups with protected characteristic will take place as these proposals develop further to ensure any potential negative impacts are identified and mitigating actions put in place.

Mitigation

66. As part of this equalities analysis work, Directorates have developed a range of mitigating actions that seek to offset negative impacts of savings proposals. In summary, the Council's approach to mitigating negative impacts of savings proposals within the MTFP has been to adopt one or more of the following:
- Using **co-design and consultation** with service users and staff to assist in the reconfiguration of services.
 - Undertaking detailed **needs assessments** to enable the Council to target services more effectively to vulnerable residents.
 - Undertaking **ongoing evaluation** of the impacts of changes to services to mitigate unforeseen negative impacts.
 - Providing **tailored information** to service users that are impacted negatively by savings proposals.
 - Ensuring that any changes to staffing levels or staff structures are completed in accordance with the **Council's human resources policies and procedures** and take account of the workforce profile.

Using the equalities analysis findings

67. Cabinet should be aware that the public equality duty is not to achieve the particular outcomes set out in section 149 of the Equality Act or to take particular steps. It is instead a duty to bring the important matters identified in

section 149 into consideration as part of the decision making process. "Due regard" is a test of the substance underpinning decisions in the sense that they have been approached with rigour and an open and enquiring mind. This substance is demonstrated through EIAs and the changes that are made to proposals and services as a result of them. "Due regard" also means that the regard that is appropriate in making these decisions. So alongside the proper regard that Cabinet must give to the goals set out in section 149 they should also consider any other relevant factors and it is a matter for them to decide the weight to be given to these factors. In this case the most significant other matters are:

- the statutory requirement to set a balanced budget;
- the outcomes the Council is seeking to achieve, which are set out in the *Confident in Our Future: Corporate Strategy 2014 – 2019*;⁷
- the priorities within the Council's *Confident in Our Future: Fairness and Respect Strategy 2013 – 2018*;⁸
- the demographic pressures facing Surrey County Council that include a rising population, with projected increases in the number of older residents and children and young people. Increases in both these age groups will place additional demands on adult social care services and local schools;
- the Government's localism agenda which seeks to devolve the design and delivery of services to local communities, as well as require residents to take more responsibility for the services they receive; and
- central government's commitment to provide greater choice and personalisation in public services.

WHAT HAPPENS NEXT:

68. The MTFP (2014-19) will be published on the Council's website.
69. Progress against the Council's strategic priorities will be published quarterly on the Council's website. The Chief Executive will submit six-monthly progress reports to the Council meetings in July and December 2014. Select Committees continue to scrutinise work programmes and performance.
70. Cabinet to receive the Leadership risk register on a quarterly basis.

Contact Officer:

Sheila Little, Chief Finance Officer and Deputy Director for Business Services, 020 8541 9223

Liz Lawrence, Head of Policy and Performance

Consulted:

Cabinet, all select committee members, Strategic Directors, Director of Public Health, Heads of Service, business and voluntary sector, residents and unions.

Annexes:

Annex 1 Directorate strategies

⁷ The Council's Corporate Strategy can be accessed at <http://mycouncil.surreycc.gov.uk/documents/s11553/item%20-%20Corporate%20Strategy%202014-19%20-%20Annex%201%20-%20Corporate%20Strategy%202014-19.pdf>

⁸ The Council's Fairness and Respect Strategy can be accessed at <http://www.surreycc.gov.uk/your-council/equality-and-diversity/fairness-and-respect>

Annex 2 Medium Term Financial Plan 2014-19
Annex 3 Fees & Charges schedules 2014/15
Annex 4 Leadership risk register
Annex 5 Equality Assessment summary

Sources/background papers:

- One Country One Team, Corporate Strategy 2014-19, Report to Cabinet 4 February 2014
 - Revenue and Capital Budget 2014-19, Report to Council 11 February 2014
 - Revenue and Capital Budget 2014-19, Report to Cabinet 4 February 2014
 - Budget working papers
 - CLG revenue and capital settlement papers from CLG website
 - Government Equality Office (2011) Equality Act 2010 – Specific Duties to Support the Equality Duty. What do I need to know?
 - Government Equality Office (2011) Public Sector equality Duty. What do I need to know?
-

Adult Social Care 2014-19

Our vision – Work collaboratively with our partners to ensure people have choice and control, so they can maximise their wellbeing and independence in their local community and remain safe

What we will focus on

- **Residents** – individuals, families and communities will have more influence, control and responsibility
- **Quality** – we will ensure the highest quality and encourage innovation
- **Value** – we will create public value by improving outcomes for residents
- **People** – we will develop and equip our officers and Members to provide excellent service
- **Partnerships** – we will work with our partners in the interests of Surrey
- **Stewardship** – we will look after the county's resources responsibly

Our priorities for 2014/15

- 1. Connect individuals with family, friends and community support networks so they can live independently and prevent or postpone the need for funded care and support services**
 - o Reduce the average monthly cost of individual care packages by maximising local support networks to enable people to live independent and safe lives
- 2. Collaborative working with health and other partners to deliver integrated community health and primary care services to improve the health and social care for people**
 - o Work with health and other partners to co-design and plan local models of integrated health and social care using the Better Care Fund
- 3. Provide leadership in the joint commissioning of health and care services**
 - o Work with health partners to jointly commission a more integrated home based care service for Surrey residents based around local Health and Social Care economies
- 4. Offer universal advice and information services to all local people to promote their independence and wellbeing**
 - o Ensure all Surrey residents have access to local information and advice, so they understand the options available
- 5. Continue our commitment to personalisation, with all systems, processes, staff and services giving people choice and control over their lives**
 - o Prepare for the implementation of the new Care Bill cap on care costs which becomes effective from April 2016

Interim Strategic Director



Dave Sargeant

Cabinet Members



Mel Few,
Cabinet Member,
Adult Social Care



Steve Cosser,
Cabinet Associate,
Adult Social Care

Leadership team



Interim Assistant Director - Curtis,
East Surrey



Interim Assistant Director - Shelley Head,
North West Surrey



Interim Assistant Director - Sonya Seller,
Mid Surrey



Interim Assistant Director - Liz Ullasz,
South West Surrey

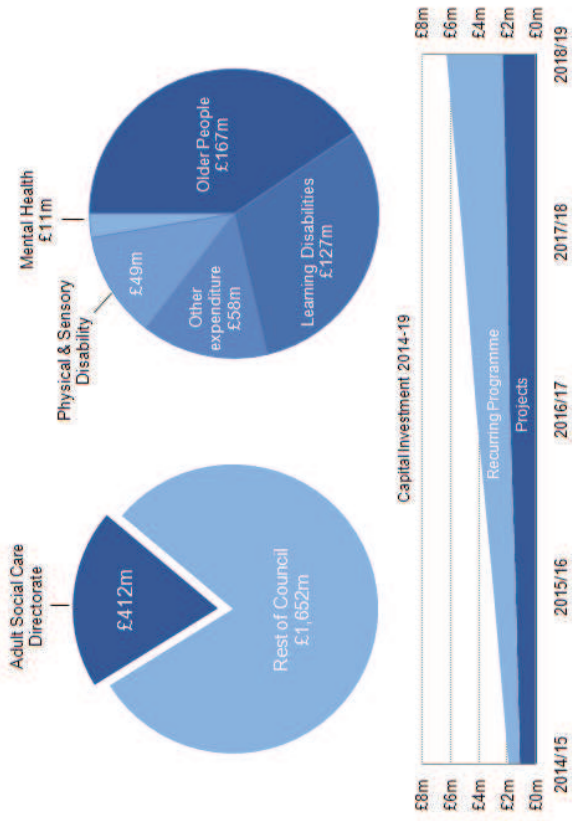


Assistant Director - Anne Butler,
Commissioning



Assistant Director - John Woods,
Policy and Strategy

Our budget





Strategic Director



Nick Wilson

Cabinet Members



Mary Angell,
Children and Families



Linda Kemney,
Schools and Learning



Clare Curran,
Cabinet Associate,
Children and Families

Leadership team



Carole Budden,
Deputy Director
Children Schools
and Families



Garath Symonds,
Assistant Director
for Young People



Peter-John
Wilkinson,
Assistant Director
for Schools



Mark Bisson,
Directorate Head
of Resources



Sean Rafferty,
Head of Family
Services

Our vision – Every child and young person will be safe, healthy, creative, and have the personal confidence, skills and opportunities to contribute and achieve more than thought possible.

What we will focus on

- **Residents** – individuals, families and communities will have more influence, control and responsibility
- **Value** – we will create public value by improving outcomes for residents
- **Partnerships** – we will work with our partners in the interests of Surrey
- **Quality** – we will ensure the highest quality and encourage innovation
- **People** – we will develop and equip our officers and Members to provide excellent service
- **Stewardship** – we will look after the county's resources responsibly

Our priorities for 2014/15

1. Potential

- Meet the need to provide additional school places across the county
- Support all schools to raise educational attainment
- Support high quality early years services

2. Prevention

- Increase the use of multi-agency early help assessments
- Expand the Surrey Family Support Programme, supporting families with multiple and complex needs, as part of Surrey's participation in the national Transforming Public Services Network
- Improve families' experience of special educational needs and disabilities arrangements

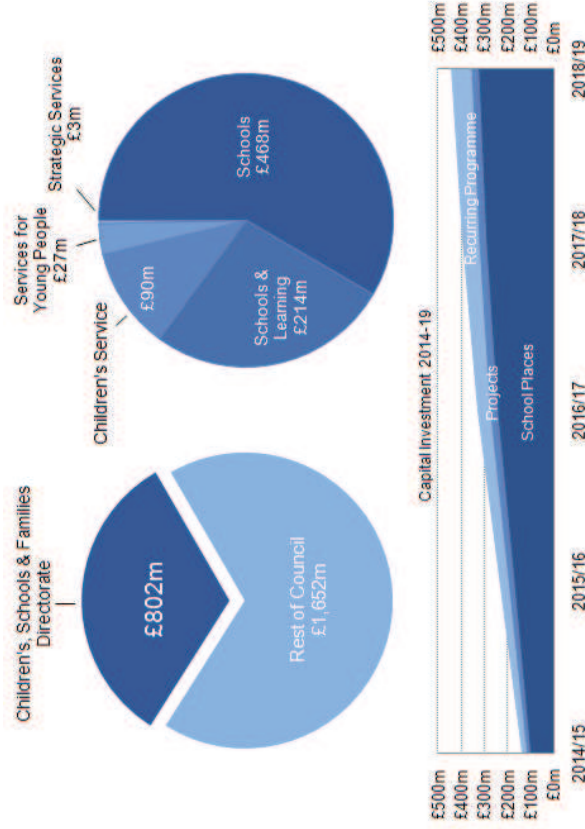
3. Participation

- Help all young people to participate in education, training and employment
- Support young people to access apprenticeships

4. Protection

- Improve outcomes for children in the care of the council in health, education, placements and participation
- Reduce the time it takes for children's futures to be decided through court proceedings
- Improve the quality of multi-agency safeguarding practice

Our budget





Customers and Communities 2014-19

Our vision – To enhance quality of life through supporting healthier, safer and more vibrant communities

What we will focus on

- **Residents** – individuals, families and communities will have more influence, control and responsibility
- **Quality** – we will ensure the highest quality and encourage innovation
- **Value** – we will create public value by improving outcomes for residents
- **People** – we will develop and equip our officers and Members to provide excellent service
- **Partnerships** – we will work with our partners in the interests of Surrey
- **Stewardship** – we will look after the county's resources responsibly

Our priorities for 2014/15

- 1. Protect people and communities from harm**
 - o Increase the number of businesses assisted by Trading Standards
 - o Maintain levels of residents feeling safer following an intervention by Trading Standards, as measured by survey
 - o Timely achievement of targets in project plan for new Trading Standards Service from April 2015
 - o Implementation of the multi-agency Anti-Social Behaviour and Domestic Abuse strategies
- 2. Drive customer service excellence, and reduce the cost of customer contact**
 - o Manage Customer Contact more efficiently by delivering key milestones in the project to introduce new technology (Customer Relationship Management, multi-channel management and unified agent desktop)
 - o Ensure online services are easy to use, intuitive and focused on customer need by meeting key milestones for the delivery of the new website and by increasing online uptake on top 20 transactions
 - o Improve the capture and use of customer feedback and insight by meeting key project milestones
 - o Improve customer service across Surrey by working with services to achieve key milestones in the Customer Service Excellence programme
- 3. Support councillors and increase engagement with residents, businesses and partners**
 - o Increase in number of contacts with the public as measured through local committees, web hits and Twitter
 - o Achieve targets for processing member allocations and other local funds
 - o Improve customer service in line with nationally recognised standards
- 4. Save lives, relieve suffering; protect property and the environment through a modern, innovative efficient Fire Service**
 - o One fire engine at critical incidents within 10 minutes, and a second one (where required) within 15 minutes on 80% of occasions
 - o For all other emergencies, one fire engine on scene within 16 minutes on 95% of occasions
 - o Monitor progress against the service's top priority projects for example station relocations, emergency services collaboration and the development of a new public safety plan
- 5. Review and innovate service provision and delivery so that Surrey Residents continue to have opportunities and services that enrich and make a positive contribution to their lives**
 - o Adult Learning: increase the total number of learners compared with previous year
 - o Progress against actions arising from major change programmes - including increased availability of on-line access to services and outcomes of the Shift programme
 - o Increase the number of initiatives and services available at libraries
 - o Registration: achievement of income targets and service standards
 - o Develop the Surrey music hub and strategic partnerships with schools and community partners to improve the quality of music and arts curriculum in Surrey, measured by achievement of key milestones
 - o Heritage achievement of key milestones for showcase events and outreach activities, including World War I commemorations
 - o Magna Carta achievement of key milestones for 2015 on anniversary event programme
- 6. Keeping libraries at the heart of the community**
 - o Open three Community Partnered Libraries to complete the programme of ten
 - o Maintain user satisfaction survey results
 - o Maintain volunteer numbers/hours
 - o Maintain visits measured by physical and virtual contacts

Strategic Director



Yvonne Rees

Cabinet Members



Helyn Clack, Community Services



Peter Martin, Deputy Leader



Kay Hammond, Cabinet Associate, Fire and Police Services

Leadership team



Steve Ruddy, Community Protection Manager



Mark Irons, Head of Customer Services and Directorate Support



Jane Last, Lead Manager for Community Safety and Partnerships

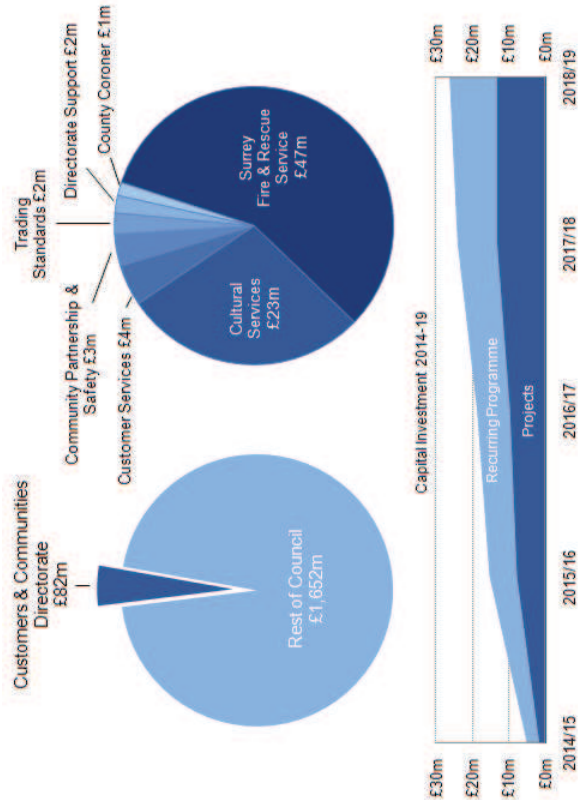


Peter Milton, Head of Cultural Services



Russell Pearson, Chief Fire Officer

Our budget





Our vision – A leading economy and an attractive environment, with better roads and transport networks

What we will focus on

- **Residents** – individuals, families and communities will have more influence, control and responsibility
- **Quality** – we will ensure the highest quality and encourage innovation
- **Value** – we will create public value by improving outcomes for residents
- **People** – we will develop and equip our officers and Members to provide excellent service
- **Partnerships** – we will work with our partners in the interests of Surrey
- **Stewardship** – we will look after the county's resources responsibly

Our priorities for 2014/15

1. Maintain and improve highway and transport infrastructure to support economic growth

- o Repair road defects within appropriate timescales
- o Deliver the county council priority to renew 100 km of the county's roads
- o Work with the Local Enterprise Partnerships (LEPs) to secure funding to enhance highways and transport infrastructure
- o Support the county council priority to invest up to £10m to support the response to flooding

2. Optimise the use of highway and transport infrastructure to support health, wellbeing and economic development

- o Deliver the Travel SMART programme
- o Deliver the Surrey cycling strategy with Local Committees
- o Complete the passenger transport review
- o Develop business cases for major transport schemes to secure required funding

3. Maintain and improve the county's attractive environment

- o Work in partnership to deliver the Countryside Management Transformation Programme
- o Ensure at least 90% of municipal waste is diverted from landfill through recycling, reuse and recovery
- o Work with partners to secure maximum value from waste
- o Ensure the Eco Park will be constructed by 2016
- o Work in partnership to reduce energy costs and carbon impact for the council and schools and to deliver affordable warmth to vulnerable residents

4. Enable and facilitate the sustainable development of key 'places' in Surrey

- o Work with Districts and Boroughs to support investment in key places in Surrey
- o Support the county council priority to deliver the necessary additional school places through a robust and timely planning process

Strategic Director



Trevor Pugh

Cabinet Members



John Furey, Transport, Highways and Environment



Peter Martin, Deputy Leader



Mike Goodman, Cabinet Associate, Environmental Services

Leadership team

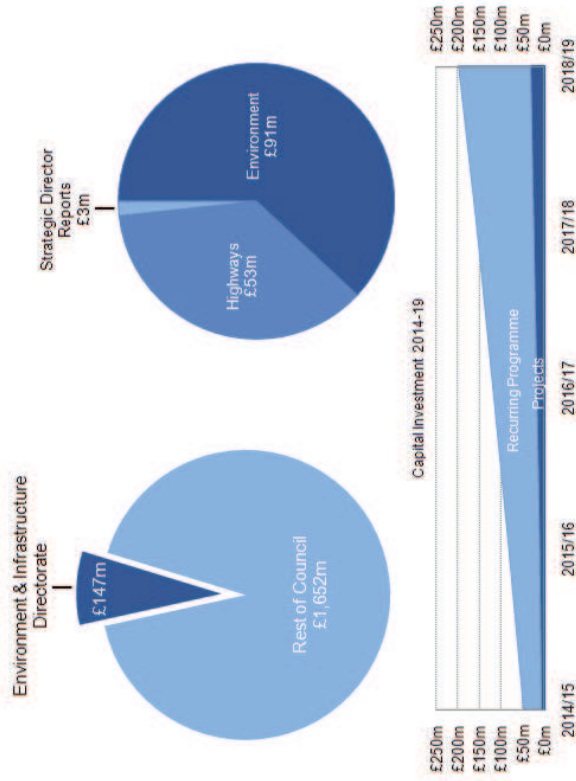


No Boast, Assistant Director, Environment & Infrastructure



Jason Russell, Assistant Director, Environment & Infrastructure

Our budget



Cabinet Members



Denise Le Gal,
Business
Services



Tony Samuels,
Assets and
Regeneration
Programmes

Strategic Director



Julie Fisher

Our vision – To be a leading provider of business services

What we will focus on

- **Residents** – individuals, families and communities will have more influence, control and responsibility
- **Quality** – we will ensure the highest quality and encourage innovation
- **Value** – we will create public value by improving outcomes for residents
- **People** – we will develop and equip our officers and Members to provide excellent service
- **Partnerships** – we will work with our partners in the interests of Surrey
- **Stewardship** – we will look after the county's resources responsibly

Leadership team



Carol Millar,
and
Organisational
Development



Paul Brocklehurst,
Information
Management and
Technology



Sheila Little,
Finance



John Stebbings,
Property



Simon Pollock,
Shared Services



Laura Langstaff,
Procurement
and
Commissioning



Al Braithwaite,
Transformation
Programme

Our priorities for 2014/15

1. Strengthen the organisation through investment in our people

- o Deliver a new Pay and Reward Strategy
- o Deliver the High Performance Development Programme

2. Support economic growth

- o Support young people through the delivery of a range of opportunities including apprenticeships
- o Drive 60% of spend through local suppliers
- o Identify and develop opportunities to maximise the use of assets to support public sector transformation, regeneration and the economic growth agenda in partnership with external organisations for the benefit of Surrey residents
- o Deliver 3,086 school places in 2014/15 in line with published expansion plans
- o Maintain a financial strategy underpinned by a sustainable five year rolling plan, which maintains balances at a level appropriate to the current difficult funding climate

3. Lead and support the organisation, and our partners, to improve service delivery for the benefits of our residents

- o Embed continuous improvement skills and behaviour across Business Services
- o "Join Up" Technology Programme (partnership programme to join up systems and networks across partners)
- o "Open Up" Technology Programme (innovative use of data hubs and shared delivery models)
- o "Smarten Up" Technology Programme (delivery of modern work project and implementation of innovative solutions)
- o Deliver £24.5m of procurement savings in 2014/15

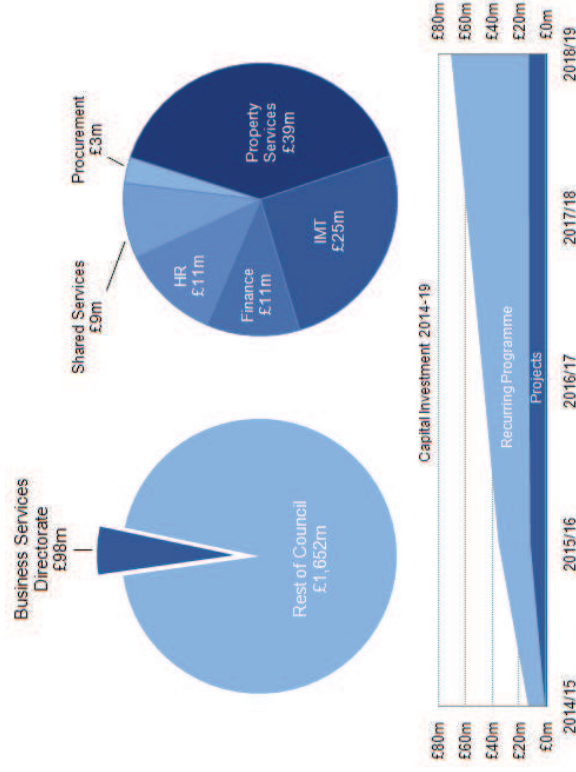
4. Ensure Business Services continues to adopt an operational model that puts the customer at the heart of what we do

- o Support the delivery of a modern Business Services which puts the customer at the heart of what we do
- o Delivery of the Customer Service Excellence standard across Business Services

5. Generate new sources of funding through investment and commercialisation across the organisation

- o Support the organisation in reviewing and implementing effective delivery models
- o Ensure the development and implementation of a strategy to improve funding, by means of partnership working, lobbying, investment and trading

Our budget





Assistant Chief Executive



Susie Kemp

Cabinet Members



David Hodge, Leader



Peter Martin, Deputy Leader



Michael Gosling, Public Health and Health and Wellbeing Board



Denise Le Gal, Business Services



Helyn Clack, Community Services

Leadership team



Anne Charlton, Head of Legal and Democratic Services



Louise Footner, Head of Communications



Liz Lawrence, Head of Policy and Performance



Helen Atkinson, Acting Director of Public Health

Our vision – To have supported the Council to continue delivering great value to Surrey residents

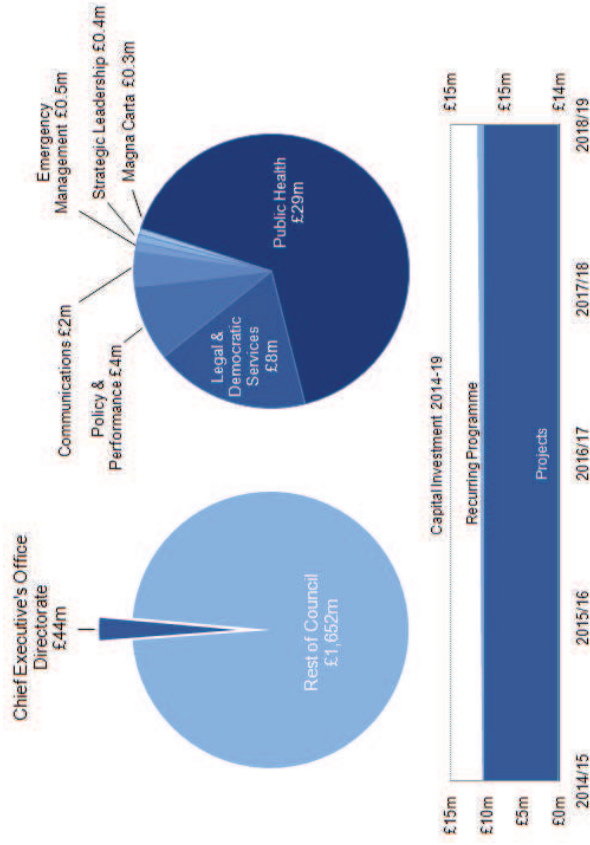
What we will focus on

- **Residents** – individuals, families and communities will have more influence, control and responsibility
- **Quality** – we will ensure the highest quality and encourage innovation
- **Value** – we will create public value by improving outcomes for residents
- **People** – we will develop and equip our officers and Members to provide excellent service
- **Partnerships** – we will work with our partners in the interests of Surrey
- **Stewardship** – we will look after the county's resources responsibly

Our priorities for 2014/15

1. **Use professional expertise to support Services and partners to deliver great value for Surrey residents**
 - o Manage the Surrey Public Service Transformation Programme to improve outcomes and ensure value for money
 - o Strengthen economic growth by securing investment in Surrey and addressing the county's skills needs
 - o Co-design new models of service delivery
 - o Work towards meeting the Government's 26 week timetable for child protection care proceedings cases
2. **Work with Services and partners to improve the health and wellbeing of Surrey residents**
 - o Lead delivery of Surrey's Joint Health and Wellbeing Strategy
 - o Address local priorities such as smoking and alcohol misuse through the delivery of public health programmes and advice
 - o Support the incorporation of public health responsibilities within wider Council services and policies
3. **Promote the Council's strategic priorities and strengthen democratic accountability for their delivery**
 - o Communicate and engage residents, partners and staff with the Council's priorities and progress to deliver them
 - o Ensure Select Committees contribute to the delivery of value for money and the achievement of better outcomes for residents through scrutiny and policy development
4. **Provide an assurance role by safeguarding the Council's resources and protecting residents in an emergency**
 - o Deliver the annual Internal Audit Plan
 - o Prevent and reduce fraud
 - o Ensure the Council can respond quickly and efficiently in emergencies such as flooding
5. **Strengthen the Council's relationship with the voluntary community and faith sector (VCFS), and work with them to deliver agreed outcomes and value for money**
 - o Lead the development of the Council's relationship with the VCFS based on shared goals and objectives
 - o Improve Surrey's VCFS infrastructure arrangements through co-design with partners
6. **Widen access to digital services by connecting communities to high speed broadband**
 - o Complete the delivery of high speed broadband to over 84,000 homes and businesses

Our budget



**Annex 3: Fees &
Charges schedules
2014/15**

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			% change	Charge payable by the customer/ client	
			£	£			% change		
<i>Day Care Charges for people with learning disabilities and people with sensory disabilities - (Clients to be charged a package cost):</i>									
1 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£80.00					#DIV/0!	
2 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£55.00					#DIV/0!	
3 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£40.00					#DIV/0!	
4 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£31.00					#DIV/0!	
5 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£29.00					#DIV/0!	
6 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£26.00					#DIV/0!	
7 - 9 Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£21.00					#DIV/0!	Rates simplified in 2014-15 - rates used in Fairer Charging assessment - Income from these rates will be included under fairer charging yield.
10 plus Multi Activity Programmes (includes trips out) 1 to Locally	VZVE		£18.00					#DIV/0!	
Horticultural work & volunteering projects	Locally	VZVE	£30.00					#DIV/0!	
Arts & Craft - small group	Locally	VZVE	£30.00					#DIV/0!	
Education	Locally	VZVE	£27.00					#DIV/0!	
Arts & Craft - creative group	Locally	VZVE	£25.00					#DIV/0!	
Job Clubs	Locally	VZVE	£25.00					#DIV/0!	
Performing Arts	Locally	VZVE	£19.00					#DIV/0!	
<i>Simplified day care charges</i>									
Band 0 - 1:1 Staff Ratio	Locally	VZVE							
Band 1 - 1:1.5 to 2 Staff Ratio	Locally	VZVE							
Band 2 - 1:2.5 to 3 Staff Ratio	Locally	VZVE							
Band 3 - 1:4.5 to 5.5 Staff Ratio	Locally	VZVE							
Band 4 - 1:8 Staff Ratio	Locally	VZVE							
Band 5 - 1:1 Staff Ratio	Locally	VZVE							
Drop in	Locally	VZVE							
Catering 1:4 Staff Ratio	Locally	VZVE	£35 per half day						
Firestone Rock Band 1:5 Staff Ratio	Locally	VZVE	£28 per half day						
									Charges harmonised into hourly rate based on staff ratio
									£18.57 ph
									£15.14 ph
									£11.14 ph
									£8 ph
									£5.71 ph
									£5.71 ph
									£7.00 Half Day
									£10 ph
									£8.00 ph

For approval - Rate simplified for 2014-15 to be used in Fairer Charging Assessment - income generated from this rate will be included under Fairer

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable		Comments/ special considerations
			Existing charge £	Proposed charge £			Charge payable by the customer/client	% change	
Office Skills Work and Volunteering 1.5+ Staff Ratio	Locally	VZVE	£27 per half day	£7.71 ph					
Horticultural Work & Garden Centre 1.5+ Staff Ratio	Locally	VZVE	£27 per half day	£7.71 ph					
DIY/Maintenance 1.5+ Staff Ratio	Locally	VZVE	£27 per half day	£7.71 ph					
Day Service Access Transport - PER VISIT	Locally	VZVE	£15.00	£15.00					
Residential care for people with learning disabilities - Weekly charges:									
Anundel	Locally	VZVE	£1,024.00	£1,024.00					
Badger's Wood	Locally	VZVE	£1,106.00	£1,106.00					
Coveham	Locally	VZVE	£1,536.00	£1,536.00					
Hillside	Locally	VZVE	£907.00	£907.00					
Mallow Crescent	Locally	VZVE	£1,294.00	£1,294.00					
Langdown	Locally	VZVE	£1,244.00	£1,244.00					
Rodney House	Locally	VZVE	£1,362.00	£1,362.00					
Residential care for people with learning disabilities - Respite, charge per night:									
Anundel	Locally	VZVE	£146.29	£146.29	41,958				
Badger's Wood	Locally	VZVE	£158.00	£158.00					
Coveham	Locally	VZVE	£219.43	£219.43					
Hillside	Locally	VZVE	£129.57	£129.57					
Mallow Crescent	Locally	VZVE	£184.86	£184.86					
Langdown	Locally	VZVE	£177.71	£177.71					
Rodney House	Locally	VZVE	£194.57	£194.57					
Shared Lives Management Fee - Weekly charges for permanently placed clients									
Basic payment	Locally	VZVE	£36.42	£36.42					
Level 1	Locally	VZVE	£51.36	£51.36					
Level 2	Locally	VZVE	£64.43	£64.43					

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		% change	Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £				Existing	Proposed	% change	
Level 3	Locally	VZVE	£81.24	£81.24	0.0%						
Older People:											
Residential weekly charge	Locally	VZVE	£642.68	£642.68	0.0%					#DIV/0!	
Residential nightly charge	Locally	VZVE	£91.81	£91.81	0.0%					#DIV/0!	
Brook Unit at Park Hall (specifically, older LD clients)	Locally	VZVE	£1,163.00	£1,163.00	0.0%					#DIV/0!	
Day Service (excl. meals) - per weekday hour	Locally	VZVE	£6.18	£6.18	0.0%					#DIV/0!	
Day Service (excl. meals) - per weekend hour	Locally	VZVE	£8.02	£8.02	0.0%					#DIV/0!	
Day Service (excl. meals) - per public holiday hour	Locally	VZVE	£10.08	£10.08	0.0%					#DIV/0!	
Night Service (excl. bedroom and meals) - per weekday hour	Locally	VZVE	£9.58	£9.58	0.0%					#DIV/0!	
Night Service (excl. bedroom and meals) - per weekend hour	Locally	VZVE	£12.73	£12.73	0.0%					#DIV/0!	
Night Service (excl. bedroom and meals) - per public holiday hour	Locally	VZVE	£15.88	£15.88	0.0%					#DIV/0!	
Service Delivery: Home Care, per hour	Locally	VZVE	£16.50	£16.50	0.0%					#DIV/0!	
Service Delivery: Supported Living, per hour of staff provision (charge as package)	Locally	VZVE	£16.50	£16.50	0.0%					#DIV/0!	
Accessing premises only - per hour, all buildings	Locally	VZVE	£2.00	£2.00	0.0%					#DIV/0!	
In-house Home Based Care (after Reablement) and Extra Care											
Older People Homes - Lunch provided as part of Day Care											
Residential - CRAG	National Charging Policy	VZVE	Subject to financial assessment	Subject to financial assessment			April '2014			#DIV/0!	National Charging for Residential Accommodation Guide (CRAG) includes local allowance for Respite.
											Review in progress expected to conclude in year
											For approval

Fees & charges approval template, 2014-15

Directorate:	Adult Social Care
Service:	Service Delivery

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable		Expected yield for year £000s	Effective date of new charge	Including VAT, where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £			% change	Charge payable by the customer/ client		
								Existing	Proposed	
Other Community Care Services - Fairer charging	Locally	VZVE	Subject to financial assessment	Subject to financial assessment		April 2014			#DIV/0!	Locally determined policy for Other Community Care Services.
Minimum charge for client assessments	Locally	VZVE	£2.00	£2.00						If Assessed to pay less than £2 then no charge is made.
Standard minimum disability related expenditure disregard	Locally	VZVE	£20.00	£20.00						
Capital limit	Locally	VZVE	£24,500.00	£24,500.00						
Standard High Street saving interest rate applied to capital above	Nationally	VZVE	£14,250.00	£14,250.00						Rates used as disregards within the Financial Assessment
Respite care allowance	Locally	VZVE	£20.00	£20.00						
Deputyship fees are charged in line with the Lord Chancellor's rates for Local Authority Deputies	Nationally		Various	Various						

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Children's Service

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/client		% change	
								Existing	Proposed		
Children's Service											
OLA Fostering	Locally	No VAT	£100	£100	0.0%	10		100	100	0.0%	Charge is per child per week, and covers the cost of Social Worker supervision of placements for children from Other Local Authorities being placed with SCC Foster Carers.
Safeguarding Board - Training	Locally	No VAT	£75	£75	0.0%	41		75	75	0.0%	Charge for staff from non-members of the Surrey Safeguarding Children's Board to attend training provided by the Board. The charge is per place per day.
Inter-agency Adoption - Outside London	Nationally	No VAT	£27,000	£27,000	0.0%	21		27,000	27,000	0.0%	Charges occur where children are placed with families outside Surrey. Charges are paid in instalments over a number of years, and are not a regular form of income. Rates are set nationally and revised rates for 2014/15 have not yet been advised.
Inter-agency Adoption - London	Nationally	No VAT	£29,700	£29,700	0.0%			29,700	29,700	0.0%	

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Schools & Learning

Goods/ service for which charge is made	Charge set nationally/ locally?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
		Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Training subscriptions (Early Years)		No VAT	see comments		72 n/a		see comments			Charges are based on locality and what facilities are available.
Children's centres other income		No VAT	see comments		300 n/a		see comments			None of the services within children's centres have standardised rates as they are based on local costs. There is a drive to make them self sufficient so any uplifts in charges again will be based on local requirements.
School Support to maintained schools per year	Locally	No VAT	1,200		404 n/a		1,200		1,200	Following the restructure of Schools and learning the basis of the charges to schools for additional support from education Officers was reviewed.
Schools Support to Academy Schools per year	Locally	VAT	1,500			1,800				
Not school' education at home per week per child	Locally (but based on AWP/PU Rates)	No VAT	100	10.0%	140	01/09/2014	100	110	10%	
Physical & Sensory Service supporting 16+ students with visual or hearing impairments - includes, text and material modification, exam support and modification and E-coaching. Charges are per hour:										
Teacher of the Deaf		No VAT	81.5	0.0%	461 n/a		81.5	81.5	0.0%	Fees to be reviewed, changes would apply from Sept 2014
Teacher for Vision Impairment		No VAT	81.5	0.0%		81.5	81.5	0.0%		
Teacher for Physical Disability		No VAT	81.5	0.0%		81.5	81.5	0.0%		
Deaf Instructor	Locally	No VAT	42	0.0%			42	42	0.0%	

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Schools & Learning

Goods/ service for which charge is made	Charge set nationally/ locally?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
		Existing charge £	Proposed charge £	% change			Charge payable by the customer/client		% change	
							Existing	Proposed		
Student Support Workers in educational establishments	No VAT	32	32	0.0%	}		32	32	0.0%	Commercially sensitive
Sign Language Interpreters in educational establishments		42	42	0.0%		42	42	0.0%		
Sign Language Interpreters in non-educational establishments		48	48	0.0%		48	48	0.0%		
Amanuensis - Transcription Service		30	30	0.0%		30	30	0.0%		
Educational Audiologist		85	85	0.0%		85	85	0.0%		
Bespoke Assessments		85	85	0.0%		85	85	0.0%		
Schools & Learning Services to Maintained Schools and Academies	Locally					717			n/a	Commercially sensitive
Commercial Services fees & charges	Locally					25,439			n/a	Commercially sensitive

27,533

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Services for Young People.

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client				
								Existing	Proposed	% change		
Services for Young People												
Surrey Outdoor Learning and Development (SOLD)												
Surrey Outdoor Learning	Locally		130	135	3.8%	1,534	1-Apr-2014	130	135	3.8%	A session is for a maximum of 10	
Session rate (3 hours) for Groups of Young People	Locally		280	320	14.3%		1-Apr-2014	280	320	14.3%		
Adult Development sessions (3 hours)	Locally		17.5	18.5	5.7%		1-Apr-2014	17.50	18.50	5.7%		Adult meals are charged as per the individual customer needs
Food per 24 hours per person (3 meals)	Locally		300	315	5.0%		1-Apr-2014	300	315	5.0%		
Log Cabin Accommodation	Locally		174	190	9.2%		1-Apr-2014	174	190	9.2%		Minimum occupancy 32 persons
Duke of Edinburgh												
Provision of Duke of Edinburgh Award Scheme Books - Bronze & Silver	Locally	zero rated	33	33	0.0%	176	n/a	33	33	0.0%		
Provision of Duke of Edinburgh Award Scheme Books - Gold	Locally	zero rated	39	39	0.0%		n/a	39	39	0.0%		

Fees & charges approval template

Directorate:	Children's, Schools & Families
Service:	Strategic Services

Goods/ service for which charge is made	Charge set nationally/ locally?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
		Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client			
							Existing	Proposed	% change	
Health & Safety Service Buyback by Academies - Per Pupil Charge	Locally	1.5	1.5	0.00%	54	N/A	1.5	1.5	0.00%	Only Academies that opt to buy back this service

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Overdue books, Adult books per open day	Local	Non-business	0.17	0.20	17.6%	281	Apr-14	0.17	0.20	17.6%	Plan to increase max no of books/other items borrowed to 20 (books currently max 9). Max fine currently reached after 40 days, reduction to 30 days.
Overdue adult books, maximum charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%	
Overdue books, Young Adult/Children's books on an adult ticket, per open day	Local	Non-business	0.05	0.05	0.0%		Apr-14	0.05	0.05	0.0%	
Overdue young adult/Children's books, maximum charge	Local	Non-business	2.00	1.50	-25.0%		Apr-14	2.00	1.50	-25.0%	
Overdue books, administrative charge for reminder @ <u>6</u> weeks	Local	Non-business	2.00	2.00	0.0%		Apr-14	2.00	2.00	0.0%	
Replacement Library Card	Local	Non-business	2.50	2.50	0.0%		9	Apr-14	2.50	2.50	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Charge payable by customer / client						
						Existing £			Proposed £	% change		
Entertainment DVD lowest popularity/length per week	Local	Non-business	2.00	2.00	0.0%	164	Apr-14	2.00	2.00	0.0%		
Entertainment DVD low popularity/length, per week	Local	Non-business	2.50	2.50	0.0%		Apr-14	2.50	2.50	0.0%		
Overdue charge low/lowest cost entertainment DVD, per open day	Local	Non-business	0.50	0.50	0.0%		Apr-14	0.50	0.50	0.0%		
Maximum overdue charge for low/lowest cost entertainment DVD, 40 days	Local	Non-business	20.00	15.00	-25.0%		Apr-14	20.00	15.00	-25.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Entertainment DVD high popularity/length per week	Local	Non-business	3.00	3.00	0.0%		Apr-14	3.00	3.00	0.0%		
Entertainment DVD multiple disc set/length per week	Local	Non-business	6.00	6.00	0.0%		Apr-14	6.00	6.00	0.0%		
Overdue charge high/highest cost entertainment DVD, per open day	Local	Non-business	0.60	0.60	0.0%		Apr-14	0.60	0.60	0.0%		
Maximum overdue charge for high/highest cost entertainment DVD, 40 days	Local	Non-business	24.00	18.00	-25.0%		Apr-14	24.00	18.00	-25.0%	Max fine currently reached after 40 days reduction to 30 days.	
Information DVD	Local	Non-business	Free	Free			Apr-14	Free	Free		Most Information DVDs are to be withdrawn due to low turnover. Max fine currently reached after 40 days, considering reduction to 30 days.	
Information DVD, overdue charge per open day	Local	Non-business	0.17	0.20	17.6%		Apr-14	0.17	0.20	17.6%		
Information DVD, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Music CD single disc, per week	Local	Non-business	0.75	0.75	0.0%	25	Apr-14	0.75	0.75	0.0%	Service to be withdrawn in spring 2014. Max fine currently reached after 40 days, reduction to 30 days.
Music CD, two or more in set, per week	Local	Non-business	1.00	1.00	0.0%		Apr-14	1.00	1.00	0.0%	
Music CD overdue charge per open day	Local	Non-business	0.17	0.20	17.6%	81	Apr-14	0.17	0.20	17.6%	Low stock and take up in this category
Music CD, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%	
Spoken word CD, single or set of two, 3 week loan	Local	Non-business	0.75	0.75	0.0%	81	Apr-14	0.75	0.75	0.0%	Max fine currently reached after 40 days, reduction to 30 days.
Spoken word CD, set of 3/4/5, 3 week loan	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%	
Spoken word CD, set of six or more, 3 week loan	Local	Non-business	2.00	2.00	0.0%	81	Apr-14	2.00	2.00	0.0%	Max fine currently reached after 40 days, reduction to 30 days.
Spoken word CD overdue charge per open day	Local	Non-business	0.17	0.20	17.6%		Apr-14	0.17	0.20	17.6%	
Spoken word CD, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%	81	Apr-14	6.80	6.00	-11.8%	Max fine currently reached after 40 days, reduction to 30 days.
Spoken word cassettes, adult titles, single	Local	Non-business	0.40	0.40	0.0%		Apr-14	0.40	0.40	0.0%	
Spoken word cassettes, adult titles, 2/3 cassettes	Local	Non-business	0.50	0.50	0.0%	81	Apr-14	0.50	0.50	0.0%	Max fine currently reached after 40 days, reduction to 30 days.
Spoken word cassettes, adult titles, 4 or more	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%	
Spoken word Cassette overdue charge per open day	Local	Non-business	0.17	0.20	17.6%	81	Apr-14	0.17	0.20	17.6%	Max fine currently reached after 40 days, reduction to 30 days.
Spoken word Cassette, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		Apr-14	6.80	6.00	-11.8%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Spoken word CDs and cassettes, children's, 3 week loan	Local	Non-business	Free	Free		Apr-14	Free	Free			
Children spoken word CD/cassette overdue charge per day on an adult card	Local	Non-business	0.05	0.05	0.0%	Included on Spoken Word Above	0.05	0.05	0.0%		
Children spoken word CD/cassette overdue charge per day on an early years/child/young adult card	Local	Non-business	Free	Free			Free	Free			
Children's spoken word CD/Cassette, on an adult card, maximum overdue charge	Local	Non-business	2.00	1.50	-25.0%		2.00	1.50	-25.0%	Max fine currently reached after 40 days, reduction to 30 days.	
Language courses on CD or cassette	Local	Non-business	Free	Free		Apr-14	Free	Free			
Language courses overdue charge per open day	Local	Non-business	0.17	0.20	17.6%	56	0.17	0.20	17.6%		
Language courses, maximum overdue charge	Local	Non-business	6.80	6.00	-11.8%		6.80	6.00	-11.8%	Max fine currently reached after 40 days	
Request for adult book in Surrey library stock	Local	Non-business	1.00	1.20	20.0%		1.00	1.20	20.0%		
On line request for adult book in Surrey library stock	Local	Non-business	0.50	0.60	20.0%	56	0.50	0.60	20.0%		
Reservation fee for reading groups per title	Local	Non-business	2.50	2.70	8.0%		2.50	2.70	8.0%		
Request for periodical article	Local	Non-business	4.00	6.00	50.0%		4.00	6.00	50.0%		
Copy of periodical article, per A4 sheet	Local	Non-business	0.20	0.20	0.0%		0.20	0.20	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Request for a large print book	Local	Non-business	Free	Free		Apr-14	Free	Free			
Request for book not in Surrey library stock obtained <u>within</u> the UK	Local	Non-business	4.00	6.00	50.0%	} Included in request fees above	Apr-14	4.00	6.00	50.0%	
Request for book not in Surrey library stock obtained <u>outside</u> the UK	Local	Non-business	6.00	10.00	66.7%		Apr-14	6.00	10.00	66.7%	
Renewal of inter library loan (first renewal)	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%	
Renewal of inter library loan (second renewal)	Local	Non-business	1.50	1.50	0.0%		Apr-14	1.50	1.50	0.0%	
Request for a children's/young adult book in Surrey library stock	Local	Non-business	Free	Free			Apr-14	Free	Free		
On line request for audio book/music CD/Video or DVD	Local	Non-business	0.50	0.60	20.0%	Apr-14	0.50	0.60	20.0%		
Request for audio book/music CD/Video or DVD	Local	Non-business	1.00	1.20	20.0%	Apr-14	1.00	1.20	20.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Charge payable by customer / client						
						Existing £			Proposed £	% change		
Replacement of a lost/damaged item still in print (refunded if lost item found within 12 months)	Local	Non-business	Full replacement price	Full replacement price		25	Apr-14	Full replacement price	Full replacement price			
Replacement of a lost/damaged item out of print	Local	Non-business	Suppliers average price	Suppliers average price			Apr-14	Suppliers average price	Suppliers average price			
Use of a computer - first two hours	Local	Non-business	Free	Free		Free	Apr-14	Free	Free			
Use of a computer - a further two hours	Local	Non-business	4.00	4.00	0.0%	15	Apr-14	4.00	4.00	0.0%		
Use of a computer, non-member guest log-in, two hours	Local	Non-business	4.00	4.00	0.0%		Apr-14	4.00	4.00	0.0%		
Room hire	Local	exempt	Various	Various		135	Apr-14	Various	Various		Increases have been made in individual libraries	
Performing Arts, reservation fee (per title) for sets ordered in advance	Local	Non-business	3.00	3.00	0.0%	Minimal	Apr-14	3.00	3.00	0.0%		
Performing Arts, inter-library loan fee per application to other library authorities	Local	Non-business	4.00	4.00	0.0%	Minimal	Apr-14	4.00	4.00	0.0%		
Performing Arts, Surrey/West Sussex groups, annual subscription	Local	Non-business	25.00	25.00	0.0%	65	Apr-14	25.00	25.00	0.0%		
Performing Arts, other groups, annual subscription	Local	Non-business	32.00	32.00	0.0%		Apr-14	32.00	32.00	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change	Charge payable by customer / client						
						Existing £			Proposed £	% change		
Performing Arts, Surrey/West Sussex groups, loan of vocal scores, per month	Local	Non-business	5.00	5.00	0.0%	} Included in performing arts fees & charges above	Apr-14	5.00	5.00	0.0%	There is a full review being undertaken for Performing Arts. This will impact on the prices PA charges. Changes only to orchestral sets to bring them up to parity with other authorities.	
Performing Arts, Surrey/West Sussex groups, loan of packaged vocal sets, per month	Local	Non-business	4.00	4.00	0.0%		Apr-14	4.00	4.00	0.0%		
Performing Arts, Surrey/West Sussex groups, loan of orchestral sets, per month	Local	Non-business	8.00	8.00	0.0%		Apr-14	8.00	8.00	0.0%		
Performing Arts, Surrey/West Sussex groups, loan of play sets, per month	Local	Non-business	4.00	4.00	0.0%		Apr-14	4.00	4.00	0.0%		
Performing Arts, other groups, loan of vocal scores, per month	Local	Non-business	7.00	7.00	0.0%		Apr-14	7.00	7.00	0.0%		
Performing Arts, other groups, loan of orchestral sets, per month	Local	Non-business	10.00	10.00	0.0%		Apr-14	10.00	10.00	0.0%		
Performing Arts, other groups, loan of packaged vocal sets, per month	Local	Non-business	6.00	6.00	0.0%		Apr-14	6.00	6.00	0.0%		
Performing arts, other groups, loan of play sets, per month	Local	Non-business	5.00	5.00	0.0%		Apr-14	5.00	5.00	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Printing from computer, black & white, A4	Local	Standard	0.13	0.17	33.3%	}	Apr-14	0.15	0.20	33.3%	
Printing from microform readers (microfilm/microfiche), per page	Local	Standard	0.42	0.42	0.0%		80	Apr-14	0.50	0.50	0.0%
Printing from computer, colour, A4	Local	Standard	0.83	0.83	0.0%	}	Apr-14	1.00	1.00	0.0%	
Photocopying, A4 B&W, per sheet	Local	Standard	0.08	0.08	0.0%		Apr-14	0.10	0.10	0.0%	
Photocopying, A3 B&W, per sheet	Local	Standard	0.17	0.17	0.0%	}	Apr-14	0.20	0.20	0.0%	
Photocopying, A4 colour, per sheet	Local	Standard	0.83	0.83	0.0%		57	Apr-14	1.00	1.00	0.0%
Photocopying, A3 colour, per sheet	Local	Standard	1.25	1.25	0.0%	}	Apr-14	1.50	1.50	0.0%	
Fax service, send to UK & Eire - first page	Local	Standard	1.25	1.25	0.0%		Apr-14	1.50	1.50	0.0%	
Fax service, send to UK & Eire - further pages	Local	Standard	0.83	0.83	0.0%	}	Apr-14	1.00	1.00	0.0%	
Fax service, send to Europe - first page	Local	Standard	2.08	2.08	0.0%		Apr-14	2.50	2.50	0.0%	
Fax service, send to Europe - further pages	Local	Standard	1.25	1.25	0.0%	}	Apr-14	1.50	1.50	0.0%	
Fax service, send to rest of world - first page	Local	Standard	3.33	3.33	0.0%		17	Apr-14	4.00	4.00	0.0%
Fax service, send to rest of world - further pages	Local	Standard	1.67	1.67	0.0%	}	Apr-14	2.00	2.00	0.0%	
Fax service, to receive a fax - first page	Local	Standard	1.25	1.25	0.0%		Apr-14	1.50	1.50	0.0%	
Sale of miscellaneous items (stationery, books, stamps)	Local	Mixed	Various	Various		127	Apr-14	Various	Various		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Libraries

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
			Car Parking	Local	Standard			Various	Various	9	
Author talks	Local	Standard	Various	Various	14	Apr-14	Various	Various			
Loan of headphones	Local	Standard	0.42	0.42	1	Apr-14	0.50	0.50	0.0%		
Other services e.g. laminating	Local	Standard	Various	Various	34	Apr-14	Various	Various			
Sale of ex stock	Local	Zero rated	Various	Various	66	Apr-14	Various	Various			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Adult & Community Learning

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Course fees, per hour	Local	Exempt	5.60 - 8.40	5.80 - 8.50	3.5%	1,611		5.60 - 8.40	5.80 - 8.50	3.5%	
Course fees for learners with learning difficulties	Local	Exempt	2.10	2.30	9.5%			2.10	2.30	9.5%	
Sale of course materials	Local	Exempt	Various	Various		116		Various	Various		
Café income	Local	Exempt	Various	Various				Various	Various		
Vending	Local	Exempt	Various	Various				Various	Various		
Sole use hire of space in centres, per m ²	Local	Exempt	14.50	15.00	3.4%			14.50	15.00	3.4%	
Classrooms for up to 39 people, non commercial use per hour	Local	Exempt	19.30	20.00	3.6%			19.30	20.00	3.6%	
Classrooms for up to 39 people, commercial use per hour	Local	Exempt	36.60	38.00	3.8%			36.60	38.00	3.8%	
Halls for 40 people or more, non commercial use per hour	Local	Exempt	35.60	37.00	3.9%			35.60	37.00	3.9%	
Halls for 40 people or more, commercial use per hour	Local	Exempt	68.00	70.00	2.9%			68.00	70.00	2.9%	
Reduction for longer hire periods, 6 hours or more in a day	Local	Exempt	10%	10%				10%	10%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Adult & Community Learning

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Reduction for longer hire periods, more than 2 hours per session for more than 3 days or more per term	Local	Exempt	20%	20%	3.3%			20%	20%		
Hire of equipment	Local	Standard	2.50	2.58	3.3%			3.00	3.10	3.3%	
Out of hours, additional charge	Local	Standard	Cost recovery plus 10%	Cost recovery plus 10%				Cost recovery plus 10%	Cost recovery plus 10%		
Hire to other SCC Directorates	Local	Internal, not applicable	No charge for one off use - £10 per hour for ongoing room usage	No charge for one off use - £10.50 per hour for ongoing room usage				No charge for one off use - £10.50 per hour for ongoing room usage	No charge for one off use - £10.50 per hour for ongoing room usage		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client			
									Existing £	Proposed 2014/15 £	% change	
Full certificate of Birth/Death/Marriage, on day of registration	National	Non-business	4.00	4.00	0.0%	4.00		4.00	4.00	0.0%	4.00	Statutory fees are set by central government. Review of fees expected early 2014 no date for the outcome of the review
Full certificate of Birth/Death/Marriage, from a current register standard service	National	Non-business	7.00	7.00	0.0%	7.00	Minimal	7.00	7.00	0.0%	7.00	
Full certificate of Birth/Death/Marriage, from a completed register standard service	National	Non-business	10.00	10.00	0.0%	10.00	100	10.00	10.00	0.0%	10.00	
Short Birth Certificate from a current register, standard service	National	Non-business	7.00	7.00	0.0%	7.00	Minimal	7.00	7.00	0.0%	7.00	
Short Birth Certificate from a completed register, standard service	National	Non-business	10.00	10.00	0.0%	10.00	Minimal	10.00	10.00	0.0%	10.00	
Civil Partnership certificates, on day of registration	National	Non-business	4.00	4.00	0.0%	4.00	Minimal	4.00	4.00	0.0%	4.00	
Civil Partnership certificates, after day of registration standard service	National	Non-business	10.00	10.00	0.0%	10.00	Minimal	10.00	10.00	0.0%	10.00	
Notice of Marriage or civil partnership	National	Non-business	35.00	35.00	0.0%	35.00	300	35.00	35.00	0.0%	35.00	
Certificates, additional fee for Priority service (in addition to statutory fees above)	Local	Non-business	6.00	6.00	0.0%	6.00	22	6.00	6.00	0.0%	6.00	
Amendment fee	Local	Non-business	30.00	30.00	0.0%	30.00	Minimal	30.00	30.00	0.0%	30.00	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client			
									Existing £	Proposed 2014/15 £	% change	
Commemorative Certificate	Local	Non-business	5.00	5.00	0.0%	5.00		5.00	5.00	0.0%	5.00	
Non refundable booking fee for ceremonies (included in fees below)	Local	Non-business	100.00	100.00	0.0%	100.00	40	100.00	100.00	0.0%	100.00	2014/15 fees already agreed as fees are taken up to 2 years in advance
Marriage/Civil Partnership at Register Office, Monday - Thursday	Local	Non-business	105.00	110.00	4.8%	115.00	251	105.00	110.00	4.8%	115.00	
Marriage/Civil Partnership at Register Office, Friday	Local	Non-business	180.00	195.00	8.3%	200.00		180.00	195.00	8.3%	200.00	
Marriage/Civil Partnership at Register Office, Saturday	Local	Non-business	240.00	255.00	6.3%	260.00	Minimal	240.00	255.00	6.3%	260.00	
Statutory Register Office Ceremony	National	Non-business	45.00	45.00	0.0%	45.00		45.00	45.00	0.0%	45.00	Statutory fee
Attend venue for civil marriage/civil partnership, Monday - Thursday	Local	Non-business	380.00	395.00	3.9%	410.00	762	380.00	395.00	3.9%	410.00	
Attend venue for civil marriage/civil partnership, Friday and Saturday	Local	Non-business	420.00	455.00	8.3%	470.00		420.00	455.00	8.3%	470.00	
Attend venue for civil marriage/civil partnership, Sunday and Bank Holidays	Local	Non-business	490.00	500.00	2.0%	520.00	20	490.00	500.00	2.0%	520.00	
Marriage/Civil Partnership, small room at Arlington House or Tynney room at The Mansion	Local	Non-business	60.00	60.00	0.0%	60.00		60.00	60.00	0.0%	60.00	
Renewal of Vows and naming ceremonies at Register offices, Monday - Thursday	Local	Standard	105.00	110.00	4.8%	115.00	Minimal	126.00	132.00	4.8%	138.00	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable				Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client		Proposed 2015/16 £		
									Existing £	Proposed 2014/15 £		% change	
Renewal of Vows and naming ceremonies at Register offices, Friday	Local	Standard	180.00	195.00	8.3%	200.00	Minimal	Apr-14	216.00	234.00	8.3%	240.00	
Renewal of Vows and naming ceremonies at Register offices, Saturday	Local	Standard	240.00	255.00	6.2%	260.00	Minimal	Apr-14	288.00	306.00	6.3%	312.00	
Renewal of Vows/naming ceremony at another venue, Monday-Thursday	Local	Standard	205.00	210.00	2.4%	215.00	Minimal	Apr-14	246.00	252.00	2.4%	258.00	
Renewal of Vows/naming ceremony at another venue, Friday	Local	Standard	270.00	275.00	1.9%	280.00	Minimal	Apr-14	324.00	330.00	1.9%	336.00	
Renewal of Vows/naming ceremony at another venue, Saturday	Local	Standard	270.00	275.00	1.9%	280.00	Minimal	Apr-14	324.00	330.00	1.9%	336.00	
Renewal of Vows/naming ceremony at another venue, Sunday	Local	Standard	325.00	330.00	1.5%	335.00	Minimal	Apr-14	390.00	396.00	1.5%	402.00	
Licensing premises for civil ceremonies, one room	Local	Non-business	2,000.00	2,000.00	0.0%	2,000.00	50		2,000.00	2,000.00	0.0%	2,000.00	
Licensing premises for civil ceremonies, each additional room	Local	Non-business	195.00	205.00	5.1%	210.00	Minimal	Apr-14	195.00	205.00	5.1%	210.00	
Licensing premises for civil ceremonies, appeal/review following rejection/revocation (non refundable)	Local	Non-business	350.00	350.00	0.0%	350.00	Minimal		350.00	350.00	0.0%	350.00	
Nationality application checking service, single application, adult or child	Local	Standard	60.00	65.00	8.3%	70.00	20	Apr-14	72.00	78.00	8.3%	84.00	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Registrars

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable				Expected yield for year £000s	Effective date of new charge	Including VAT where applicable				Comments/ special considerations
			Existing charge £	Proposed 2014/15 £	% Change	Proposed 2015/16 £			Charge payable by customer / client		Proposed 2014/15 £	Proposed 2015/16 £	
									Existing £	% change			
Nationality application checking service, child as part of a family	Local	Standard	60.00	65.00	8.3%	70.00	Apr-14	72.00	78.00	8.3%	84.00		
Nationality application checking service, additional appointment	Local	Standard	25.00	25.00	0.0%	25.00		30.00	30.00	0.0%	30.00		
Citizen Ceremony fee, Individual Additional fee for Private Ceremony	Local	Non-business	80.00	85.00	6.3%	90.00	Apr-14	80.00	85.00	6.3%	90.00		
Citizen Ceremony fee Family Additional fee for Private Ceremony	Local	Non-business	120.00	130.00	8.3%	150.00	Apr-14	120.00	130.00	8.3%	150.00		
Citizenship Ceremony fee received from the Home Office for each new citizen	National	Non-business	80.00	80.00	0.0%	80.00		80.00	80.00	0.0%	80.00	Fee from the Home Office	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Surrey Arts

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Children's music lessons (10per term), varies depending on number of participants and length of lesson	Local	Exempt	41.00 - 349.00	42.00 - 359.00	2.5%	2,183	Sep-14	41.00 - 349.00	42.00 - 359.00	2.5%	Surrey Arts tuition fees are reviewed prior to the start of each new academic year in September. This is when the annual price increase is normally applied. Surrey Arts will keep the increase as low as possible. Music tuition is supported by government grant. New arrangements are in place for grant funding which include an open competitive bidding process. Surrey Arts is acting as lead organisation for the Surrey Music Education Hub. Grant funding has been agreed for three years from October 2012 but decreases from £1,208,000 to £1,043,000 in 2013-14. The grant for 2014-15 should be in the region of £1,061,000.
Adult music lessons (10 week term), varies depending on number of participants and length of lesson	Local	Exempt	63.00 - 377.00	65.00 - 388.00	3.0%		Sep-14	63.00 - 377.00	65.00 - 388.00	3.0%	
Tuning up programme (10 sessions per term)	Local	Exempt	21.00	49.00	133.3%	42	Sep-14	21.00	49.00	133.3%	
Primary Festivals Concerts Ticket	Local	Exempt	7.00	7.00	0.0%	32		7.00	7.00	0.0%	
Ensemble membership	Local	Exempt	47.00 - 63.00	48.00 - 65.00	2.3%	152	Sep-14	47.00 - 63.00	48.00 - 65.00	2.3%	
Instrument hire, per term	Local	Standard	13.33	40.00	200.0%	32	Sep-14	16.00	48.00	200.0%	
Assisted purchase admin fee	Local	Non-business	5%, max £50	5%, max £50	0.0%	Minimal		5%, max £50	5%, max £50	0.0%	
Examination administration fee, per entry	Local	Non-business	7.50	7.50	0.0%	Minimal		7.50	7.50	0.0%	
School recitals	Local	Non-business	105.00 - 210.00	105.00 - 210.00	0.0%	Minimal		105.00 - 210.00	105.00 - 210.00	0.0%	
Gatton Residential Course	Local	Exempt	60.00 - 260.00	60.00 - 260.00	0.0%	Minimal		60.00 - 260.00	60.00 - 260.00	0.0%	
Artists open studios	Local	Standard	35.00 - 235.83	40.00 - 277.00	14.3%	32	Sep-14	35.00 - 235.83	40.00 - 277.00	14.3%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Surrey Arts

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change		
Wardrobe hire, per item first seven days	Local	Standard	0.23 - 21.67	0.23 - 21.67	0.0%	49		0.28 - 26.00	0.28 - 26.00	0.0%	Wardrobe hire fees were restructured in Nov 2010 onto a simplified per item basis.	
Wardrobe hire, per item further 7days	Local	Standard	25% of first week fee	25% of first week fee	0.0%			25% of first week fee	25% of first week fee	0.0%		
Wardrobe membership (group and family/individual)	Local	Standard	39.17 - 56.67	39.17 - 56.67	0.0%			47.00 - 68.00	47.00 - 68.00	0.0%		A concessionary membership fee of £25.00 is available for students and those receiving unemployment and low income benefits
Concert ticket sales	Local	Standard	4.17 - 26.67	4.17 - 26.67	0.0%	Minimal		5.00 - 25.00	5.00 - 25.00	0.0%	Fee varies dependent upon demand/popularity/event costs.	
Arts Events (Boys Dance, Jnr Art School, Surrey Youth Theatre)	Local	Standard	Various	Various	0.0%	Minimal		Various	Various	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Baptism certificates	National	Standard	17.50	17.50	0.0%	65		21.00	21.00	0.0%	These fees are set by the Church of England Price will vary to ensure recovery of printing costs.
Marriage Certificates	National	Standard	8.33	8.33	0.0%			10.00	10.00	0.0%	
Certified copies of other documents	Local	Standard	12.50	12.50	0.0%			15.00	15.00	0.0%	
Postage of certificates, if required	Local	Exempt	1.50	1.50	0.0%			1.50	1.50	0.0%	
Photocopy, A4 & A3 per sheet	Local	Standard	0.50	0.58	16.7%			0.60	0.70	16.7%	
Postage of up to five copies	Local	Exempt	5.00	5.00	0.0%			5.00	5.00	0.0%	
Postage, each additional copy	Local	Exempt	0.60	0.70	16.7%			0.60	0.70	16.7%	
A0 copies of 25" OS maps out of copyright	Local	Standard	8.33	10.00	20.0%			10.00	12.00	20.0%	
Postage of copied maps, if required	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Removal of staples, pins etc from archive materials for photocopying	Local	Standard	14.58	15.00	2.9%			17.50	18.00	2.9%	
Prints from microfilm/microfiche, A3 or A4	Local	Standard	0.50	0.58	16.7%			0.60	0.70	16.7%	
Postage of up to five copies	Local	Exempt	5.00	5.00	0.0%			5.00	5.00	0.0%	
Postage of each additional copy	Local	Exempt	1.00	1.00	0.0%			1.00	1.00	0.0%	
Copies of microfiche, up to 4	Local	Standard	19.33	20.00	3.4%			23.20	24.00	3.4%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Copy of each additional microfiche	Local	Standard	4.83	5.00	3.4%	Included in general fees and charges above	Apr-14	5.80	6.00	3.4%	
Postage of microfiche, per order	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Copies of microfilm	Local	Standard	66.00	67.92	2.9%			79.20	81.50	2.9%	
Postage of microfilm, per order	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Print out from SHC lists or databases, first 20 sheets	Local	Standard	Free					Free			
Postage, per order	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Printouts from internet/CD ROMs on site at SHC, per sheet	Local	Standard	0.13	0.13	0.0%			0.15	0.15	0.0%	
Colour print outs from Sites and Monument Record, per sheet	Local	Standard	1.00	1.00	0.0%			1.20	1.20	0.0%	
Photography Permit, one day	Local	Standard	6.58	6.75	2.5%			7.90	8.10	2.5%	
Photography Permit, five days	Local	Standard	19.79	20.25	2.3%			23.75	24.30	2.3%	
Removal of staples, pins etc from archive materials for photography	Local	Standard	14.58	15.00	2.9%			17.50	18.00	2.9%	
Talk by a member of staff to groups within Surrey	Local	Standard	50.00	54.17	8.3%			60.00	65.00	8.3%	
Tour of SHC, group of up to 15 people	Local	Standard	29.17	30.83	5.7%			35.00	37.00	5.7%	
Digital image, A4 basic paper	Local	Standard	6.58	6.75	2.5%			7.90	8.10	2.5%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Digital image, A4 photo quality paper	Local	Standard	9.42	9.67	2.7%	Included in general fees and charges above	Apr-14	11.30	11.60	2.7%	
Digital image, A3 basic paper	Local	Standard	10.33	10.67	3.2%		Apr-14	12.40	12.80	3.2%	
Digital image, A3 photo quality paper	Local	Standard	18.83	19.33	2.7%		Apr-14	22.60	23.20	2.7%	
Digital image on CD, first image	Local	Standard	9.42	9.67	2.7%		Apr-14	11.30	11.60	2.7%	
Digital image on CD, subsequent images	Local	Standard	5.67	5.83	2.9%		Apr-14	6.80	7.00	2.9%	
Postage, per digital image order UK	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Postage, per digital image order overseas	Local	Exempt	4.00	4.00	0.0%			4.00	4.00	0.0%	
Books, stamps, cards, gifts etc from shop	Local	Standard	Various	Various				Various	Various		
Reproduction historic map, John Speed 1610	Local	Standard	10.00	10.00	0.0%			12.00	12.00	0.0%	
Reproduction historic map, John Blaeu 1645	Local	Standard	10.00	10.00	0.0%			12.00	12.00	0.0%	
Reproduction historic map, Emanuel Bowen c. 1753-1760	Local	Standard	8.33	8.33	0.0%			10.00	10.00	0.0%	
Postage of maps, UK	Local	Exempt	2.80	2.80	0.0%			2.80	2.80	0.0%	
Postage of maps, overseas	Local	Exempt	4.00	4.00	0.0%			4.00	4.00	0.0%	
Postage of books from shop	Local	Exempt	2.40	2.80	16.7%			2.40	2.80	16.7%	
Postage of books from shop, large orders	Local	Exempt	On application	On application			On application	On application			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Paid research service, per half hour	Local	Standard	14.58	15.00	2.9%	Included in general fees and charges above	Apr-14	17.50	18.00	2.9%	
One to One surgeries, per hour	Local	Standard	29.17	30.00	2.9%		Apr-14	35.00	36.00	2.9%	
Filming fee, per day	Local	Standard	166.67	166.67	0.0%		Apr-14	200.00	200.00	0.0%	
Publication fee: scholarly, non-profit making, with print runs < 1,000copies, per image	Local	Zero rated	6.00	6.20	3.3%		Apr-14	6.00	6.20	3.3%	
Publication fee: books with print runs > 1,000 copies, per image	Local	Zero rated	35.00	36.00	2.9%		Apr-14	35.00	36.00	2.9%	
Publication fee, book and magazine covers, per image	Local	Zero rated	55.00	56.00	1.8%		Apr-14	55.00	56.00	1.8%	
Publication fee, TV, film, video stills or moving image, per image	Local	Standard	45.83	46.67	1.8%		Apr-14	55.00	56.00	1.8%	
Publication fee, digital publication intranet only, per image	Local	Standard	5.00	5.17	3.3%		Apr-14	6.00	6.20	3.3%	
Publication fee, digital publication commercial use, per image	Local	Standard	29.17	30.00	2.9%		Apr-14	35.00	36.00	2.9%	
Publication fee, digital publication non profit CD ROM, per image	Local	Standard	5.00	5.17	3.3%		Apr-14	6.00	6.20	3.3%	
Publication fee, commercial interior design and decoration, per image	Local	Standard	45.83	46.67	1.8%		Apr-14	55.00	56.00	1.8%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Publication fee, postcards, greeting cards, calendars, giftware, mugs, posters etc, per image	Local	Standard	45.83	46.67	1.8%	Included in general fees & charges above	Apr-14	55.00	56.00	1.8%	
Conference Room hire, full day	Local	Exempt	230.00	240.00	4.3%		Apr-14	230.00	240.00	4.3%	
Conference Room hire, half day	Local	Exempt	118.00	120.00	1.7%		Apr-14	118.00	120.00	1.7%	
Seminar Room hire, half day	Local	Exempt	73.00	75.00	2.7%		Apr-14	73.00	75.00	2.7%	
Seminar Room hire, full day	Local	Exempt	138.00	140.00	1.4%		Apr-14	138.00	140.00	1.4%	
Events Room hire, full day	Local	Exempt	118.00	120.00	1.7%		Apr-14	118.00	120.00	1.7%	
Events Room hire, half day	Local	Exempt	62.00	65.00	4.8%		Apr-14	62.00	65.00	4.8%	
Catering with room hire	Local	Standard	Cost recovery	Cost recovery				Cost recovery	Cost recovery		
Out of hours room hire, additional fee	Local	Standard	Cost recovery	Cost recovery				Cost recovery	Cost recovery		
Historic Environment Record planning consultation	Local	Standard	50.00	50.00	0.0%			60.00	60.00	0.0%	
Talk at SHC or other venue, per ticket	Local	Standard	4.17	4.17	0.0%			5.00	5.00	0.0%	

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Heritage

Goods / service for which charge is made	Charge set Nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Colour copies from tithe maps A4	Local	standard	1.00	1.00	0.0%	Included in general fees & charges above 477		1.20	1.20	0.0%	
Colour copies from tithe maps A3	Local	Standard	1.42	1.42	0.0%			1.70	1.70	0.0%	
Archive sources packs for schools already made up	Local		29.17	30.00	2.9%		Apr-14	35.00	36.00	2.9%	
Archive sources packs for schools requiring new research	Local		45.83	46.67	1.8%		Apr-14	55.00	56.00	1.8%	
Archaeology services	Local	Standard	Cost recovery	Cost recovery			Cost recovery	Cost recovery			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Trading Standards

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Fireworks Registration, one year	National	Non business	105.00					105.00			The service has been working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives. However transfer has not been agreed
Fireworks Registration, one year renewal	National	Non business	52.00					52.00			
Fireworks Licence, one year	National	Non business	178.00					178.00			The service has been working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives. However transfer has not been agreed
Fireworks Licence, one year renewal	National	Non business	83.00					83.00			
Fireworks Registration, annual licence (outside permitted periods)	National	Non business	500.00					500.00			The service has been working in partnership with Mole Valley Environmental Health with a view to transfer this activity and the associated income for explosives. However transfer has not been agreed
Variation of the licensee or registrant, site address/ Transfer of Licence or registration/ replacement licence/registration	National	Non business	35.00					35.00			
Petrol licence, storage of up to 2,500 litres	National	Non business	42.00					42.00			Purchased on a 3 years cycle. Any fee increases will be minimal (controlled by statute). HSE are reviewing this area for possible change in 2014 which may end income stream.
Petrol licence, storage of 2,500-50,000 litres	National	Non business	58.00					58.00			
Petrol licence, storage of more than 50,000 litres	National	Non business	120.00					120.00			Purchased on a 3 years cycle. Any fee increases will be minimal (controlled by statute). HSE are reviewing this area for possible change in 2014 which may end income stream.
Change or transfer of an existing licence	National	Non business	8.00					8.00			

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Trading Standards

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
Site searches of premises where petroleum has been stored, full information	Local	Standard	108.15	Free	-100.0%	0		129.78	Free	-100.0%	<p>Case law established in 2013 that the authority can no longer charge for site searches under environmental legislation. Therefore the charge was removed mid year</p>
Site searches of premises where petroleum has been stored, no information	Local	Standard	54.08	Free	-100.0%	0		64.89	Free	-100.0%	
Plans of premises subject to site search	Local	Standard	10.82	Free	-100.0%	0		12.98	Free	-100.0%	
Poisons licence, initial registration, per premise	National	Non business	35.50	35.50	0.0%	Included in licence fees above		35.50	35.50	0.0%	<p>The service are working in partnership with Mole Valley Environmental Health. Responsibility for these income streams will pass to Mole Valley from March 2014.</p>
Poisons licence, registration renewal, per premise	National	Non business	18.55	18.55	0.0%			18.55	18.55	0.0%	
Variation of an existing poisons registration	National	Non business	9.30	9.30	0.0%			9.30	9.30	0.0%	
Performing animals licence	National	Non business	25.00	25.00	0.0%			25.00	25.00	0.0%	Statutory. Published March / April.

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Trading Standards

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / client			
								Existing £	Proposed £	% change	
Credit fitness checks per hour	National	Non business	Set by OFT	Set by OFT	144		Set by OFT	Set by OFT	0.0%	<p>Conducted at request of OFT who also set fee levels, believe with transfer of function this service may end/change</p> <p>Yield based on average officer charge (£67 per hour). No planned increase as restricted to cost recovery.</p> <p>Yield depends on third party demand for officer services.</p> <p>BWC scheme management group has agreed maximum fees for all authorities, awaiting review and alternatives for service provision</p>	
Primary Authority Principle Agreements	Local (cost recovery limit - National)	Standard	Various	Various		Various	Various	Various	0.0%		
Recovery of Officer time	Local	Standard	67.00	67.00		67.00	67.00	67.00	0.0%		
Buy with Confidence, initial application fee	Local	Standard	222.50	222.50		222.50	267.00	267.00	0.0%		
Buy with Confidence, annual fee, businesses with 1-5 employees	Local	Standard	121.67	121.67		121.67	146.00	146.00	0.0%		
Buy with Confidence, annual fee, businesses with 6-20 employees	Local	Standard	178.33	178.33		178.33	214.00	214.00	0.0%		
Buy with Confidence, annual fee, businesses with more than 20 employees	Local	Standard	279.17	279.17		279.17	335.00	335.00	0.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Fire and Rescue

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Existing £	Proposed £	% change	
			Cost recovery for "special services", per hour	Local	Standard			302.86	308.92	2.0%	
Extracts from Fire Reports, per report	Local	Zero	64.07	65.35	2.0%	Apr-14	64.07	65.35	2.0%		
Safe Drive Stay Alive	Local	Exempt	2.50	2.55	2.0%	Apr-14	2.50	2.55	2.0%		

Fees & charges approval template

Directorate:	Customers and Communities
Service:	Customer Services

Goods / service for which charge is made	Charge set nationally / Locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% Change			Charge payable by customer / client			
								Existing £	Proposed £	% change	
Blue parking badge	National	Non business	10.00	10.00	0.0%	135		10.00	10.00	0.0%	Maximum charge remains at £10. Expected income based on 3 yearly estimated renewals and actual average over last 12 months and actual average over same period last year (from BBIS system).

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Environment & Infrastructure
Service:	Environment (Countryside)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed charge £	% change		Expected yield for year £000s	Charge payable by the customer/ client			
			£	£			Existing	Proposed	% change		
Utilities temporary closure of Rights of Way (RoW) by Notice (5 day)	locally	non-business	£347	£400	15.3%	4	£347	£400	15.3%		
Utilities temporary closure of Rights of Way (RoW) by Order (6 month)	locally	non-business	various	various	n/a	13	various	various	n/a		
Diversion of ROW at request of landowner	locally	non-business	n/a	£2,500	n/a	15	n/a	2,500	n/a	New	
Landowner Statutory Highway Declaration and Statement	locally	non-business	n/a	500	n/a	5	n/a	500	n/a	New following change in legislation	
Lower Mole and Downlands Project	Cost recovery	cost recovery	cost recovery	cost recovery	n/a	91	cost recovery	cost recovery	n/a	Income related to actual costs incurred	

128

2060

Total Environment

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing variable, subject to product and location	Proposed variable, subject to product and location	% change	
Recovery of laboratory testing services	Locally	non-business	variable, subject to product and location	variable, subject to product and location	0.0%	307		variable, subject to product and location	variable, subject to product and location	0.0%	
Core investigation failure	Nationally	non-business	122.75	122.75	0.0%	69		122.75	122.75	0.0%	
Core investigation inspection fee (D1)	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Highways information team, standing charge	Locally	non-business	22.00	22.00	0.0%			22.00	22.00	0.0%	
Enquiry fee, up to 50m ²	Locally	non-business	10.00	10.00	0.0%			10.00	10.00	0.0%	
Enquiry fee, additional 50 meters (up to 500m)	Locally	non-business	10.00	10.00	0.0%			10.00	10.00	0.0%	
Enquiry fee, additional 10 meters (over 500m)	Locally	non-business	1.00	1.00	0.0%	685		1.00	1.00	0.0%	
Copy of agreement, including plans	Locally	non-business	60.00	60.00	0.0%			60.00	60.00	0.0%	
Electronic copy of agreements and plans	Locally	non-business	32.00	32.00	0.0%			32.00	32.00	0.0%	
Highway land search - Con29R	Locally	non-business	29.00	32.00	10.3%		1-Apr-14	29.00	32.00	10.3%	
Highway land search - Con29O	Locally	non-business	13.00	14.00	7.7%		1-Apr-14	13.00	14.00	7.7%	
Application to create vehicle crossover/dropped kerb (not refundable)	Locally	non-business	177.00	181.00	2.3%		1-Apr-14	177.00	181.00	2.3%	
Initial assessment of suitability for crossover	Locally	non-business	75.00	75.00	0.0%			75.00	75.00	0.0%	
Crossover Company registration fee	Locally	non-business	95.00	95.00	0.0%			95.00	95.00	0.0%	
Temporary notice (Emergency) section 14 (3) and 5, Day notice section 14(2)	Locally	non-business	725.00	740.00	2.1%	441	1-Apr-14	725.00	740.00	2.1%	
Temporary traffic order, section 14 (1)	Locally	non-business	719.00	734.00	2.1%		1-Apr-14	719.00	734.00	2.1%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
Temporary traffic order, section 14 (5) (Diversions)	Locally	non-business	303.00	309.00	2.0%		1-Apr-14	303.00	309.00	2.0%	
Licence to open road (s50)	Locally	non-business	145.00	145.00	0.0%			145.00	145.00	0.0%	
Inspection of road works (3 inspections required)	Locally	non-business	162.00	162.00	0.0%			162.00	162.00	0.0%	
Licence to open road (s184)	Locally	non-business	457.00	457.00	0.0%			457.00	457.00	0.0%	
Banner application	Locally	non-business	26.00	26.00	0.0%			26.00	26.00	0.0%	
Licence to place building materials on the highway	Locally	non-business	73.00	73.00	0.0%			73.00	73.00	0.0%	
Licence to place scaffolding/ hoardings on the highway	Locally	non-business	206.00 per 28 day period	206.00 per 28 day period	0.0%			206.00 per 28 day period	206.00 per 28 day period	0.0%	
HIPPO bags placed on the highway	Locally	non-business	35.00	35.00	0.0%			35.00	35.00	0.0%	
Skips placed on the highway, two weeks	Locally	non-business	70.00	72.00	2.9%		1-Apr-14	70.00	72.00	2.9%	
Skips placed on the highway, 28 days	Locally	non-business	95.00	97.00	2.1%		1-Apr-14	95.00	97.00	2.1%	
Licence to place crane on highway	Locally	non-business	145.00	145.00	0.0%	198		145.00	145.00	0.0%	
Construction over the highway	Locally	non-business	240.00	240.00	0.0%			240.00	240.00	0.0%	
Cultivation of the highway	Locally	non-business	78.00	78.00	0.0%			78.00	78.00	0.0%	
Pavement café annual fee	Locally	non-business	Min £104 up to 10 m ² , then £52 per additional m ¹	Min £104 up to 10 m ² , then £52 per additional m ¹	0.0%			Min £104 up to 10 m ² , then £52 per additional m ¹	Min £104 up to 10 m ² , then £52 per additional m ¹	0.0%	
Temporary road sign	Locally	non-business	145.00	145.00	0.0%			145.00	145.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Tourist road sign	Locally	non-business	145.00	145.00	0.0%			145.00	145.00	0.0%	
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	87.00	87.00	0.0%			87.00	87.00	0.0%	
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	173.00	173.00	0.0%			173.00	173.00	0.0%	
SCC Officer attendance to adjust permanent traffic signals or signalised crossings	Locally	non-business	229.00	229.00	0.0%			229.00	229.00	0.0%	
Weekend/Bank holiday	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Sample inspection fees on utility works	Nationally	non-business	68.00	68.00	0.0%	417		68.00	68.00	0.0%	
Third Party Report inspection fees	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Joint site meeting defect fee (D1)	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Defect inspection whilst remedial is in progress fee (D2)	Nationally	non-business	47.50	47.50	0.0%	43		47.50	47.50	0.0%	
Defect inspection fee on remedial completion (D3)	Nationally	non-business	47.50	47.50	0.0%			47.50	47.50	0.0%	
Daily charges for Utilities overstaying notified time limits on Traffic Sensitive or Protect street not in road categories 2, 3, or 4	Nationally	non-business	5000.00	5000.00	0.0%			5,000.00	5,000.00	0.0%	
Daily charges for Utilities overstaying notified time limits on non Traffic Sensitive or non Protect street not in road categories 2, 3, or 4	Nationally	non-business	2500.00	2500.00	0.0%			2,500.00	2,500.00	0.0%	
Daily charges for Utilities overstaying notified time limits on Traffic Sensitive or Protect street in road categories 2	Nationally	non-business	3000.00	3000.00	0.0%			3,000.00	3,000.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
Daily charges for Utilities overstay notified time limits on non Traffic Sensitive or non Protect streets in road category 2	Nationally	non-business	2000.00	2000.00	0.0%			2,000.00	2,000.00	0.0%	
Daily charges for Utilities overstay notified time limits on Traffic Sensitive or Protect street in road categories 3 or 4	Nationally	non-business	750.00	750.00	0.0%			750.00	750.00	0.0%	
Daily charges for Utilities overstay notified time limits on non Traffic Sensitive or non Protect streets in road categories 3 or 4	Nationally	non-business	250.00	250.00	0.0%			250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits on works other than on the carriageway not in street category 2, 3 or 4	Nationally	non-business	2500.00	2500.00	0.0%			2,500.00	2,500.00	0.0%	
Daily charges for Utilities overstay notified time limits on works other than on the carriageway in street category 2	Nationally	non-business	2000.00	2000.00	0.0%			2,000.00	2,000.00	0.0%	
Daily charges for Utilities overstay notified time limits on works other than on the carriageway in street category 3 or 4	Nationally	non-business	250.00	250.00	0.0%	267		250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 0 or 1 roads	Nationally	non-business	2500.00	2500.00	0.0%			2,500.00	2,500.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 2 roads	Nationally	non-business	2000.00	2000.00	0.0%			2,000.00	2,000.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 3 or 4 traffic sensitive roads	Nationally	non-business	750.00	750.00	0.0%			750.00	750.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
			£	£	% change			£	£	% change	
Daily charges for Utilities overstay notified time limits, minor or intermediate works on category 0, 1 or 2 roads	Nationally	non-business	500.00	500.00	0.0%			500.00	500.00	0.0%	
Daily charges for Utilities overstay notified time limits, minor or intermediate works on category 3 or 4 traffic sensitive roads	Nationally	non-business	250.00	250.00	0.0%			250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits, major or standard works on category 3 or 4 non-traffic sensitive roads	Nationally	non-business	250.00	250.00	0.0%			250.00	250.00	0.0%	
Daily charges for Utilities overstay notified time limits, minor or intermediate works on category 3 or 4 non-traffic sensitive roads	Nationally	non-business	100.00	100.00	0.0%			100.00	100.00	0.0%	
Fixed penalty notices for utilities failure to make required notifications to Surrey as street authority	Nationally	non-business	120.00	120.00	0.0%			120.00	120.00	0.0%	
Fixed penalty notices for utilities failure to make required notifications to Surrey as street authority payment received within 90 days	Nationally	non-business	80.00	80.00	0.0%			80.00	80.00	0.0%	
Permit Transcription Fee	Nationally	non-business	21.60	21.60	0.0%			21.60	21.60	0.0%	
Provisional advance authorisation - Main Roads*	Nationally	non-business	83.00	83.00	0.0%			83.00	83.00	0.0%	
Provisional advance authorisation - Minor Roads**	Nationally	non-business	66.00	66.00	0.0%			66.00	66.00	0.0%	
Major activity [over 10 days] and all major works requiring a traffic regulation order - Main Roads*	Nationally	non-business	216.00	216.00	0.0%			216.00	216.00	0.0%	
Major activity [over 10 days] and all major works requiring a traffic regulation order - Minor Roads**	Nationally	non-business	141.00	141.00	0.0%			141.00	141.00	0.0%	
Major activity [4-10 days] - Main Roads*	Nationally	non-business	127.00	127.00	0.0%			127.00	127.00	0.0%	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client			
								Existing	Proposed	% change	
Major activity [4-10 days] - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%		0.00	0.00	0.0%		
Major activity [up to 3 days] - Main Roads*	Nationally	non-business	58.00	58.00	0.0%	1,137	58.00	58.00	0.0%		
Major activity [up to 3 days] - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%		0.00	0.00	0.0%		
Standard activity - Main Roads*	Nationally	non-business	127.00	127.00	0.0%		127.00	127.00	0.0%		
Standard activity - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%		0.00	0.00	0.0%		
Minor activity - Main Roads*	Nationally	non-business	58.00	58.00	0.0%		58.00	58.00	0.0%		
Minor activity - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%		0.00	0.00	0.0%		
Immediate activity - Main Roads*	Nationally	non-business	52.00	52.00	0.0%		52.00	52.00	0.0%		
Immediate activity - Minor Roads**	Nationally	non-business	0.00	0.00	0.0%		0.00	0.00	0.0%		
Permit variation - Main Roads*	Nationally	non-business	45.00	45.00	0.0%		45.00	45.00	0.0%		
Permit variation - Minor Roads**	Nationally	non-business	35.00	35.00	0.0%		35.00	35.00	0.0%		

* Main roads - all 0,1,2 Streets & Traffic Sensitive (at any time) 3 & 4 Streets

** Minor Roads - 3 & 4 / Non Traffic Sensitive Streets

Fees & charges approval template

Directorate:	Environment & Infrastructure
Service:	Environment (Waste & Sustainability)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge	Proposed charge	% change			Charge payable by the customer/ client			
			£	£	% change			Existing	Proposed	% change	
Trade waste, recovery of disposal costs	local	non-business	cost recovery	cost recovery	n/a	n/a	cost recovery	cost recovery	n/a	The costs of disposing of trade waste are met by the districts and boroughs based on the actual costs of disposal. The level of income will depend upon the volume of trade waste disposed of.	
Bikeability, cycle training, level 1, per trainee	local	non-business	10.50	10.50	0	310	cost recovery	cost recovery	n/a	Supplemented by grant received. Charges and courses offered currently under review	
Bikeability, cycle training, level 2, per trainee	local	non-business	22.00	22.00							
										1,240	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Environment (Transport)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children under 16 years	local	zero rated	158	162	2.3%	316	Sep-13	158	162	2.3%	Charges to be reviewed in April and changes implemented in September 2014 for the new academic year. Income will be dependent on the number of entitled students and the number of coaches
Charges for spare seats on SCC run school coaches for non entitled scholars, per term children aged 16 - 19	local	zero rated	210	225	7.1%	49	Sep-13	210	225	7.1%	
Replacement coach or bus pass (child) £5 for 1st & 2nd replacement £10 for 3rd or subsequent in an academic year	local	non business	5	5	0.0%	n/a	Sep-13	5	5	0.0%	Increased to cover costs of additional member of staff
Replacement rail pass (child)	local	non business	10	10	0.0%	2	Sep-13	10	10	0.0%	
CRB checks for transport contractors (drivers and escorts)	local	non business	57	70	22.8%	105	Apr-14	57	70	22.8%	To be reviewed during 2014 as part of scheme review
Post 16 (subsidised) travel pass - student fare card (bus)	local	non business	25	25	0.0%	160	Sep-13	25	25	0.0%	
Replacement of Concessionary bus pass (people aged 60+ and disabled people)	local	non business	5	5	0.0%	n/a	Sep-13	5	5	0.0%	Previously increased in line with TfL rates. TfL increases for 2014/15 not yet known.
Bus Stop suspension charge to utilities / developers for 1 day	local	non business	120	120	0.0%	60	Apr-14	120	120	0.0%	
Bus Stop suspension charge to utilities / developers for 2 days or more	local	non business	240	240	0.0%			Apr-14	240	240	0.0%

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Highways (Strategy)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client			
								Existing	Proposed	% change	
Traffic data - first site	local	standard	88	90	2.5%	2	Apr-14	105	108	2.5%	Increased in line with inflation
Traffic data - each additional site	local	standard	31	32	3.2%		Apr-14	37	38	3.2%	
Personal Injury Collision (PIC) New site data (supply of data to consultants)	local	standard	103	105	1.6%	6	Apr-14	124	126	1.6%	Joint responsibility with the Highways Agency. Now working in partnership and sharing data to reduce casualties
Personal Injury Collision (PIC) Repeat site data (supply of data to consultants)	local	standard	62	65	4.8%		Apr-14	74	78	4.8%	
Personal Injury Collision (PIC) No PIC data at site	local	standard	26	27	4.5%		Apr-14	31	32	4.5%	
Personal Injury Collision (PIC) provision of data to Highways Agency (HA)	local	standard	cost recovery	0	n/a	n/a	n/a	cost recovery	0	n/a	

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Directorate (Planning)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Charge payable by the customer/ client		% change	
								Existing	Proposed		
County applications, new buildings, new floor space less than 40m ²	national	non-business	195	195	0.0%		195	195	0.0%		
County applications, new buildings, new floor space 40-75 m ²	national	non-business	385	385	0.0%		385	385	0.0%		
County applications, new buildings, new floor space greater than 75 m ² (but less than 3,750 m ²), for each 75m ² or part thereof	national	non-business	385	385	0.0%		385	385	0.0%		
County applications, new buildings, new floor space greater than 3,750 m ² ,	national	non-business	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000		No changes. Charges in force since 22 Nov 2012	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	£19,049 + £115 for each 75m ² in excess of 3750m ² , max £250,000	0.0%	Extracts from Statutory Instrument fee schedule	
County application for change of use	national	non-business	385	385	0.0%		385	385	0.0%		
County application for construction of car parks or service roads	national	non-business	195	195	0.0%		195	195	0.0%		
County application for construction of all weather pitch, for each 0.1 hectare or part thereof	national	non-business	195	195	0.0%		195	195	0.0%		
County application for other equipment (light columns/play equipment) if permission required	national	non-business	195	195	0.0%		195	195	0.0%		
						106					

Waste related applications, site area not more than 15 hectares, per 0.1 hectare or part thereof	national	non-business	195	195	0.0%		195	0.0%	Extracts from Stat Instrument fee schedule
Waste related applications, site area greater than 15 hectares, per 0.1 hectare or part thereof	national	non-business	£29,112 +£1115 for each 0.1 hectare above 15 hectares, max £65,000	195	0.0%	No changes. Charges in force since 22 Nov 2012	195	0.0%	Extracts from Stat Instrument fee schedule
Minerals related applications, site area not more than 15 hectares, per 0.1 hectare or part thereof	national	non-business	195	195	0.0%		195	0.0%	Extracts from Stat Instrument fee schedule
Waste related applications, site area greater than 15 hectares, per 0.1 hectare or part thereof	national	non-business	£29,112 +£1115 for each 0.1 hectare above 15 hectares, max £65,000	110	0.0%	No changes. Charges in force since 22 Nov 2012	110	0.0%	Extracts from Stat Instrument fee schedule
Planning monitoring visits to closed sites	national	non-business	110	110	0.0%		110	0.0%	Extracts from Stat Instrument fee schedule
Planning compliance visits to mineral extraction and waste sites (a maximum six chargeable visits p.a. per site)	national	non-business	331	331	0.0%		331	0.0%	Extracts from Stat Instrument fee schedule

Note: There is a new requirement (introduced at the end of 2013) that if an application is not determined within 26 weeks then the fees must be refunded unless an extension is agreed in writing

106.0

Fees & charges approval template

Directorate:	Environment and Infrastructure
Service:	Directorate (TDP)

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change	
			£	£				12% of estimated construction cost	12% of estimated construction cost		
Vetting of developers construction, improvement or alterations to the highway prior to adoption as part of the highway (s278/s38 agreements)	local	non-business	12% of estimated construction cost	12% of estimated construction cost	0.0%	606		12% of estimated construction cost	12% of estimated construction cost	0.0%	
PRE-PLANNING ADVICE											
1) Residential development											
i) written response											
a) 1-4 Dwellings	local	standard	100	125	25.0%			120	150	25.0%	
b) 5 - 9 Dwellings	local	standard	250	315	26.0%			300	378	26.0%	
c) 10 - 24 Dwellings	local	standard	450	560	24.4%			540	672	24.4%	Current charges are now the same whether the response is written, at a meeting or a site visit
d) 25 - 49 Dwellings	local	standard	750	950	26.7%			900	1,140	26.7%	and only varies by the number of dwellings
e) 50 - 80 Dwellings	local	standard	1,200	1,200	0.0%			1,440	1,440	0.0%	
f) 81 or more Dwellings	local	standard	2,000	2,000	0.0%			2,400	2,400	0.0%	
ii) with Meeting											
a) 1-4 Dwellings	local	standard	125	125	0.0%			150	150	0.0%	
b) 5 - 9 Dwellings	local	standard	315	315	0.0%			378	378	0.0%	
c) 10 - 24 Dwellings	local	standard	560	560	0.0%			672	672	0.0%	Current charges are now the same whether the response is written, at a meeting or a site visit
d) 25 - 49 Dwellings	local	standard	950	950	0.0%			1,140	1,140	0.0%	and only varies by the number of dwellings

e) 50 - 80 Dwellings	local	standard	1,200	1,200	1,200	0.0%	1,440	1,440	0.0%
f) 81 or more Dwellings	local	standard	2,000	2,000	2,000	0.0%	2,400	2,400	0.0%
2) Commercial and retail development									
i) written response									
Gross floor area									
a) up to 100m ²	local	standard	100	125	120	25.0%	150	150	25.0%
b) 101 - 500m ²	local	standard	450	560	540	24.4%	672	672	24.4%
c) 501 - 1,000m ²	local	standard	750	950	900	26.7%	1,140	1,140	26.7%
d) 1,001 - 2,000m ²	local	standard	1,200	1,500	1,440	25.0%	1,800	1,800	25.0%
e) 2,001 - 5,000m ²	local	standard	1,750	1,750	2,100	0.0%	2,100	2,100	0.0%
f) 5,001m ² or more	local	standard	2,000	2,000	2,400	0.0%	2,400	2,400	0.0%
ii) with meeting									
Gross floor area									
a) up to 100m ²	local	standard	125	125	150	0.0%	150	150	0.0%
b) 101 - 500m ²	local	standard	560	560	672	0.0%	672	672	0.0%
c) 501 - 1,000m ²	local	standard	950	950	1,140	0.0%	1,140	1,140	0.0%
d) 1,001 - 2,000m ²	local	standard	1,500	1,500	1,800	0.0%	1,800	1,800	0.0%
e) 2,001 - 5,000m ²	local	standard	1,750	1,750	2,100	0.0%	2,100	2,100	0.0%
f) 5,001m ² or more	local	standard	2,000	2,000	2,400	0.0%	2,400	2,400	0.0%

Current charges are now the same whether the response is written, at a meeting or a site visit and only varies by the gross floor area of the site

Current charges are now the same whether the response is written, at a meeting or a site visit and only varies by the gross floor area of the site

53

659

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Business Services
Service:	All services

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Effective date of new charge	Including VAT where applicable			Comments/ special considerations
			Existing charge	Proposed charge	% change		Existing	Proposed	% change	
			£	£						
Property - management fee for School maintenance buy back service	Locally		-	-		645	-	-		
Human Resources & Organisational Development (HR&OD) - charges for HR consultancy (for specific individuals)	Locally		-	-		158	-	-		
HR&OD - charges to provide social care training	Locally		-	-		206	-	-		
Shared Services - schools for payroll	Locally		-	-		1,275	-	-		
Shared Services - CRB checking service	Locally		-	-		45	-	-		
Shared Services - recruitment	Locally		-	-		35	-	-		
Shared Services - additional income target but not yet identified where from	Locally		-	-		27	-	-		
Finance - insurance charges to schools	Locally		-	-		1,487	-	-		

All charges itemised are considered commercially sensitive, so are not disclosed.

FEES & CHARGES SCHEDULE 2014/15

Fees & charges approval template

Directorate:	Chief Executives Office
Service:	Communications Service

Goods/ service for which charge is made	Charge set nationally/ locally?	VAT?	Before VAT, where applicable			Expected yield for year £000s	Effective date of new charge	Including VAT where applicable			Comments/ special considerations	
			Existing charge £	Proposed charge £	% change			Existing	Proposed	% change		
Communications												
Surrey Matters advertising	Locally	Standard rated				15	1-Apr-2014					various amounts charged dependent on size of advert and SCC offer

Leadership risk register as at 21 February 2014

ANNEX 4

LEADERSHIP RISK REGISTER AS AT 21 FEBRUARY 2014

The Leadership risk register is owned by the Chief Executive and shows the council's key strategic risks. The register is reviewed by the Strategic Risk Forum (chaired by the Chief Finance Officer) and then by the Continual Improvement Board (chaired by the Strategic Director for Environment and Infrastructure) on a monthly basis. The Audit and Governance Committee reviews the Leadership risk register at each meeting and refers any issues to the appropriate Select Committee.

Leadership risk register as at 21 February 2014

Owner: David McNulty

Ref	Directorate register ref	Description of the risk	Inherent risk level (no controls)	Controls	Risk owner – Officer	Risk owner – Member	Residual risk level (after existing controls)
L14	ASC5 BUS17,21, 22,23 CAC1 CSF4,16,22 EAI1,13	<p>Future Funding</p> <ul style="list-style-type: none"> - Erosion of the council's main sources of funding: <ul style="list-style-type: none"> • council tax – through legislative controls on levels of increase • central government grants – through further austerity cuts, policy changes, top slicing and diversion of grants to Local Enterprise Partnerships and failure to generate new income streams as planned e.g. trading <p>lead to lack of financial resilience and failure to deliver statutory and essential services.</p>	High	<ul style="list-style-type: none"> - Robust quarterly monitoring to Continual Improvement Board, Corporate Leadership Team and Cabinet of actual funding (eg council tax and business rate collection levels) achieved through close working with district and borough colleagues. - Continued horizon scanning of the financial implications of existing and future government policy changes. - Development of alternative / new sources of funding (e.g. bidding for grants). - Review how systems and processes can lead to greater efficiencies. <p>Notwithstanding actions above, there is a high risk of central government policy changes /austerity measures impacting on the council's long term financial resilience.</p>	Corporate Leadership Team / Sheila Little	Cabinet / David Hodge	High
L1	ASC2,5 BUS9 CAC8,19 CSF4,16,22 EAI1	<p>Medium Term Financial Plan (MTFP) 2014-19</p> <ul style="list-style-type: none"> - Failure to achieve the MTFP which could be as a result of: <ul style="list-style-type: none"> • not achieving savings • additional service demand and/or • over optimistic funding levels <p>lead to lack of financial resilience and failure to deliver statutory and essential services.</p>	High	<ul style="list-style-type: none"> - Monthly reporting to Continual Improvement Board, Corporate Leadership Team (CLT) and Cabinet on the forecast outturn position is clear on the impacts on future years and enable prompt management action (that will be discussed with informal Cabinet / CLT). - As recommended in the Chief Finance Officers statutory budget report (Sec25) to full County Council on 11 February 2014, a mechanism whereby the Chief Executive and Chief Finance Officer will check the robustness of efficiencies delivery plans and report back to Cabinet as necessary. - Clear management action reported promptly detailing alternative savings / income if original plans become non deliverable or funding levels alter in year - Reduced risk contingency for 2014/15, from £8m (base) to £5m, takes pressure off services to find more efficiencies. 	Corporate Leadership Team / Sheila Little	Cabinet / David Hodge	High

Leadership risk register as at 21 February 2014

Owner: David McNulty

L7	BUS12 EAI2	Waste - Failure to deliver key waste targets (including key waste infrastructure) leads to increased cost to residents and tax payers and impacts on the environment.	High	<ul style="list-style-type: none"> - Monthly tracking of actual demand compared to budget reported and reviewed by the Productivity and Efficiency Panel. - Monthly formal budget reports focus on funding levels comparing actuals to forecasts. Finance to sustain pro-active horizon scanning for insight into potential funding change. 	Trevor Pugh	John Furey	High
L15	ASC5 CSF4,16	Welfare Reform - Multiple central government welfare reform changes impact adversely on Surrey residents and put additional pressure on all public services.	High	<ul style="list-style-type: none"> - Strong resourcing and project planning monitored by the Waste Board - Further work with the Districts and Boroughs continue, to review waste plans to achieve the targeted increase in recycling. - Contract variation signed with SITA to deliver the Eco-park. - Notwithstanding the controls above, there is still a risk that delivery could be delayed by external challenge and levels of recycling are strongly influenced by district and borough collection arrangements which are not within SCC's direct control. Although the council continues to work in partnership to achieve the desired outcome. 	Nick Wilson and Dave Sargeant	Cabinet / Mary Angell and Mel Few	High
L16	ASC9 BUS22,23, 24 CEO13 CSF8,20,23 EAI3	Partnership working Failure or breakdown of: (a) a significant partnership (where the council has entered into a formal partnership)	High	<ul style="list-style-type: none"> - Effective horizon scanning to ensure thorough understanding of intended changes - Implementation of a welfare reform programme including districts and boroughs covering: <ul style="list-style-type: none"> • Advice and information • Financial resilience • Emergency assistance • Localisation of council tax support • Housing and homelessness • Employment training and support - Taking opportunities to influence central government e.g. via the Local Government Association. 	Corporate Leadership Team / Susie Kemp	Cabinet	High

Leadership risk register as at 21 February 2014

Owner: David McNulty

		or (b) a partner (other public bodies eg NHS) leads to service failure and delivery of savings due to increased reliance on partners to deliver services. (c) A breakdown in partnership working, or the failure of a key partner, results in our inability to coordinate and integrate health and social care services, reducing our collective impact on improving health outcomes, failing to develop a sustainable financial model across health and social care, and damaging the reputation of all partners.		faller. (b) Contracts are managed effectively through strong governance and early warning mechanisms are put in place. - Intelligence on partners is shared and areas of risk identified as a consequence. (c) The council will maintain a regular ongoing dialogue with partners to ensure collective delivery of health outcomes with regular meetings. - Additional support will be provided where possible/appropriate to ensure development of sustainable financial model. - Regular discussions at Health and Wellbeing Board around priorities focusing on resources required to deliver. - Assistant Chief Executive chairing SCC-wide Strategic Health Board.		
ASC12 BUS26 CEO7 CSF18	Information Governance - Failure to effectively act upon and embed standards and procedures by the council leads to financial penalties, reputational damage and loss of public trust. - Cabinet Office zero tolerance policy in relation to accessing data, will impede progress towards smarter working across the organisation and may limit improvements to service delivery	High	- Encrypted laptops - Secure environment through the Egress encrypted email system - Internal Audit Management Action Plans in place that are monitored by Audit & Governance Committee and Select Committees - Twice-yearly communications campaign linked to known peaks for breaches, and a refreshed and re-launched information security e-learning package. - SCC has received GCSx accreditation certificate (while many authorities have so far failed) - introduction of the Information Governance Board and the launch of the data classification project, both of which will start in the first quarter of 2014, will help to manage this risk. Despite the actions above, there is a continued risk of human error that is out of the council's control.	Corporate Leadership Team	Denise Le Gal	High
L4 ASC19, 22 BUS20,26	IT systems - Major breakdown and disruption of systems leads to an inability to	High	- Additional resilience has been brought about by the go-live of the Primary and Secondary Data Centres. - Design and implementation of a new 64 bit Citrix	Julie Fisher	Denise Le Gal	High

Leadership risk register as at 21 February 2014

Owner: David McNulty

L3	ASC18 CAC8,18,19 CEO3 EAI4,5,7	deliver key services	High	<p>farm is in progress that will bring resilience and performance enhancements.</p> <ul style="list-style-type: none"> - Work in progress to increase the performance of login/logout times. - There are also some teething issues with the new UNICORN network in the areas of voice delivery to smaller sites and Contact Centre resilience. Special improvement projects have been established with BT to increase the efficiency of dealing with network issues to reduce the impact on service delivery. 	Corporate Leadership Team	Denise le Gal / Helyn Clack	Medium
L4	ASC4,9,20 BUS2 CEO8 CSF4,20 EAI2,3,10	<p>Business Continuity, Emergency Planning</p> <ul style="list-style-type: none"> - Failure to plan, prepare and effectively respond to a known event or major incident results in an inability to deliver key services <p>Staff resilience to major change</p> <p>Preparing for and managing the significant challenges faced over the next 4 years may result in change fatigue and lack of resilience for any future change.</p>	High	<ul style="list-style-type: none"> - The Council Risk and Resilience Forum reviews, moderates, implements and tests operational plans. - Close working between key services and the Emergency Management Team to update plans and share learning - Continued consultation with Unions and regular communication to staff. - External risks are assessed through the Local Resilience Forum. 	Corporate Leadership Team	Cabinet	Medium
L5	ASC7 CSF6,16	<p>Safeguarding</p> <ul style="list-style-type: none"> - Avoidable failure in Children's and/or Adults care leads to serious harm or death 	High	<ul style="list-style-type: none"> - Communication, consultation and engagement is a priority for the Council with an emphasis placed on thoroughly addressing the concerns of staff and their representatives - Currently eight training courses available that address various aspects of change. Also over 40 trained coaches who are available to support staff. - Questions in the Staff Survey provide a measure of the staff satisfaction with the council and its management of change. - The smarter working framework and flexible working policy are in place to support managers and their teams to work differently. - Promotion of support mechanisms for staff. - Staff are encouraged to get involved in finding innovative solutions to redesign services. 	Caroline Budden/ Dave Sargeant	Mel Few/ Mary Angell	Medium

Leadership risk register as at 21 February 2014

Owner: David McNulty

L17	ASC21 BUS27	<p>Supply chain / contractor resilience</p> <ul style="list-style-type: none"> - Poor understanding, monitoring or management of the councils supply chain leads to service failure. 	<p>High</p>	<ul style="list-style-type: none"> - Supply chain business continuity plans for strategic/critical contracts to meet required standards. - Consistent management of supply chain risks across all key suppliers through common reporting. - Regular supplier intelligence reporting in place to track industry and supplier news. 	<p>Corporate Leadership Team</p>	<p>Cabinet</p>	<p>Medium</p>
-----	----------------	--	--------------------	--	----------------------------------	----------------	----------------------

Key to references:

ASC = Adult Social Care

BUS = Business Services

CAC = Customers and Communities

CEO = Chief Executive's Office

CSF = Children, Schools and Families

EAI = Environment and Infrastructure

Movement of risks

Ref	Risk	Date added	Residual risk level when added	Movement		Current residual risk level
L1	Medium Term Financial Plan	Aug 12	High	-	-	High
L2	Major change programmes	May 10	High	Jan 12	↓	Medium
L3	Business Continuity and Emergency Management	May 10	Medium	Aug 12	↓	Medium
L4	IT systems	May 10	Medium	June 13	↑	High
L5	Safeguarding	May 10	Medium	-	-	Medium
L6	<i>Resource Allocation System in adults personalisation</i>	<i>May 10</i>	-	<i>Aug 12</i>	*	-
L7	Waste	May 10	High	-	-	High
L8	<i>Integrated Childrens System</i>	<i>May 10</i>	-	<i>Feb 11</i>	*	-
L9	<i>NHS reorganisation</i>	<i>Sep 10</i>	<i>High</i>	<i>May 13</i>	*	-
L10	<i>2012 project management</i>	<i>Sep 10</i>	-	<i>Aug 12</i>	*	-
L11	Information governance	Dec 10	High	-	-	High
L12	<i>LLDD budget transfer</i>	<i>May 11</i>	-	<i>Mar 12</i>	*	-
L13	<i>2012 command, control, coordination and communication</i>	<i>Dec 11</i>	-	<i>Sep 12</i>	*	-
L14	Future funding	Aug 12	High	-	-	High
L15	Welfare reform	Feb 13	High	-	-	High
L16	Partnership working	June 13	High	-	-	High
L17	Supply chain / contractor resilience	Jan 14	High	-	-	Medium

* Removed from the risk register

This page is intentionally left blank

ANNEX 5: EQUALITY IMPACT ASSESSMENT SUMMARY

This Annex provides a summary of the equalities analysis for savings proposals that appear in the MTFP for 2014-19 set out by Directorate. Where there are new savings proposals which have been assessed as having potential equality implications, analysis has been completed and is included as part of this Annex. For savings which are ongoing and analysis was undertaken in 2012/13, copies are available on the Council's website¹.

1. DIRECTORATE SUMMARIES

a. Adult Social Care

The Adult Social Care Directorate has submitted 23 savings proposals, of which 18 have been assessed as having potential equalities implications. The majority of proposals are continuations from the 2013-18 MTFP and therefore have existing EIAs which are ongoing.

There are two new savings for Adult Social Care which have been assessed as requiring new Equality Impact Assessments:

- Family, Friends and Community Support – a thorough EIA has been completed for this proposals and has been made available as part of this annex;
- Savings from Traded Activity – this proposal relates to planned savings arising from restructuring of management and support from the creation of a Local Authority Trading Company. These proposals are at an early stage, and further assessment will be undertaken as part of the detailed project planning which will take place up to August 2014.

The savings plan for the current year has been checked against the savings schedule proposed at the point in time it was initiated. Where the plan is consistent, the original EIA has been refreshed with the current year's values, where the savings plan is new, or not consistent with the original schedule, a new EIA has been prepared. These actions are summarised within the following table.

The proposals focus on three broad areas - increasing personalisation of care services, including utilising an individual's personal support network; driving for greater value for money within adult social care services; and adopting a preventative approach to social care services.

Analysis has shown that the majority of the proposals will have a neutral or positive impact on people who use services and their carers as a result of the mitigating actions identified throughout the business planning process. These include:

- Embedding personalisation to empower people who require support and equipping staff to empower people who require support to shape their own lives within their own personal support networks and to shape the services they receive around their own lives and friends, families and community.

¹ See <http://www.surreycc.gov.uk/your-council/equality-and-diversity/Ensuring-our-decisions-are-fair>

- To equip social care staff to support people to feel empowered to shape their own care and support they receive from friends, family and community
- Working with partners to grow a more diverse range of services in Surrey, with more specialists and micro-providers, with whom people can use their personal budgets.
- An on-going commitment to prevention through partnership, including signposting, reablement, supported living and telecare.
- Securing better value for money from commissioned services etc.
- Continuing work with Children, Schools & Families (CS&F) to optimise the care pathway for young people in transition.
- Working to develop an integrated local area workforce strategy which will take a whole systems approach with partners to planning Surrey's social care workforce.

Seven of the proposals may potentially have a negative impact on people who use services and their carers across one or more of the nine protected characteristics². A range of mitigating actions has therefore been developed. These include:

- Encouraging people to address their care and support needs by first looking towards their personal network of family and friends, together with their community
- Balancing telecare with other preventative services such as meals on wheels, volunteering, in-touch service etc to retain personal contact.
- Maintaining the statutory eligibility criteria with a continuing duty to meet assessed needs.
- Working closely with commissioned organisations to maximise value for money and maintain as wide a range of services as possible, despite significant cuts in funding eg optimising Supporting People services.
- On-going monitoring of the outputs from the Resource Allocation System to highlight the need for recalibration and practice improvement.
- Targeted recruitment in Personal Care & Support and Service Delivery.

Content

The table below explains the assessment associated with each savings proposal.

Description of Efficiency		2014/15 £000	Impact	Rationale
1	Strategic review of In-house services	0	+ impact Previous EIA with no material change	This efficiency is planned to be delivered from 2015/16 onwards
2	Preventative savings through whole life systems interventions & telecare	(250)	+/- impact Previous EIA with no material	Whole Life Systems interventions into areas such as integrated virtual wards, reablement and therapy intervention and the use of

² These include – Preventative savings through whole life systems interventions & telecare, Strategic shift from residential to community based provision, Recommission supporting people contracts, Apply Resource Allocation System more consistently, Strategic supplier review, Manage costs below budget, and Friends, Family and Community Support.

			change	telecare will avoid or delay incurring of costs. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
3	Optimisation of spot care rates	(4,005)	+ impact Previous EIA with no material change	This is the continuation of an ongoing efficiency, for which a new EIA was prepared as part of the Medium Term Financial Plan for 2013-2018
4	Maximising income through partnership arrangements	(2,500)	No impact Previous EIA with no material change	Individuals will be appropriately assessed in order that their care needs are funded from the correct source. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
5	Section 256 client group savings	(1,500)	No impact Previous EIA with no material change	The age profile of this client group will result in a gradual decline in numbers therefore reducing costs. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
6	Learning Disabilities Public Value Review	(1,000)	Previous EIA with no material change	This is the continuation of an ongoing efficiency programme for which EIAs have previously been prepared on each recommendation
7	Extract better value from block contracts	(433)	+ impact Previous EIA with no material change	This efficiency is delivered through working with block contract suppliers to obtain better value for money in terms of both price and volume to create savings. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
8	Strategic shift from residential to community based provision	(118)	+/- impact Previous EIA with no material change	The use of residential settings will decrease by providing personal accommodation options for individuals, increasing the numbers of people remaining at home or accessing other community

				based care. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
9	Optimisation of Transition pathways	(250)	+ impact Previous EIA with no material change	Optimising the way in which services are planned and delivered for young people will mean that services can be delivered more efficiently. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
10	Other commissioning strategies	(730)	+ impact Previous EIA with no material change	This efficiency will be delivered through reduced costs on retendered areas of work by introducing new commissioning arrangements and re-designing pathways. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
11	Recommission Supporting People contracts	(1,000)	- impact Previous EIA with no material change	The Supporting People service helps people to live in their own homes so that they can lead more independent lives. The budget proposal is to reduce costs through recommissioning and negotiating existing contracts. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
12	Efficiency savings through community budgets	(600)	+ impact Previous EIA with no material change	Community budgets take a holistic view of budgets deployed by different organisations in local communities. This will give local public service partners the freedom to work together to redesign services around the needs of individuals, improving outcomes, reducing duplication and waste and so saving money. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
13	Optimisation of other block contract rates	(396)	+ impact Previous EIA	Block contracts are contracts for a fixed volume of service over a specified period. This proposal

			with no material change	will ensure, through the procurement process, the optimisation of the rates paid for block contracted services such as residential and day care. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
14	Apply Resource Allocation System more consistently	(3,000)	+/- impact Previous EIA with no material change	See 'Action to offset increased demand' below
15	Strategic supplier review	(1,500)	+/- impact Previous EIA with no material change	Working with strategic suppliers through negotiation to achieve best value for money from the business placed with them. This is an ongoing efficiency for which an EIA was completed for the Medium Term Financial Plan 2012-2017
16	Additional efficiencies to be achieved in year	(3,000)	No impact	Proposals will be developed during the course of the year; it is not possible therefore to assess their impact on people and carers at the current time. The impacts of these efficiencies on people with protected characteristics will be considered as they are identified.
17	Manage costs below budget	(4,070)	+/- impact Previous EIA with no material change	Budgets will be managed to identify areas where expenditure can be contained below budgeted levels. This will include staffing costs, but there may be other aspects which will contribute towards this area of saving. This a new efficiency proposal for which therefore an EIA has been completed
18	Families, Friends and Community Support (see EIA p.22)	(10,000)	+/- impact New 2014/15 EIA	Adult Social Care will encourage people to address their care and support needs by first looking towards the care and support their family, friends and local community network may be able to offer, and to paid services where there are gaps.

				This is an on-going efficiency.
19	Temporary changes in care packages and overprovision in call off funding	(1,500)	No impact	This saving plan is an accounting adjustment arising from estimating existing care packages for the entire year. This represents estimated breaks in care provision arising from breaks in provision from, for instance, holidays.
20	Savings from Traded Activity	(700)	Potential impact – to be assessed as proposals are developed.	Planned saving arising from restructuring of management and support from the creation of an Local Authority Trading Company. This will be achieved without additional changes to front line services
21	Protection of Adult Social Care from Better Care Fund	(4,000)	No impact	This represents a funding adjustment from the implementation of the Better Care Fund. There will be no changes in provision of care services.
22	Strategic renegotiation of main block contracts	(1,400)	No impact	The saving is an accounting adjustment arising from changing the funding model within block contracts. Care provision will not be altered by this adjustment
23	Contribution from Reserves	(14,000)	No impact	A one off contribution from Reserves that will not alter care provision.
	Total	(55,952)		

b. Business Services

The savings within Business Services consist of 15 proposals, of which 12 relate to the 2014/15 financial year. There are a number of savings which are continuations of those begun in either 2012/13 or 2013/14 savings and as such have already had EIAs carried out.

In 2014/15 there is one budget proposal line that has been assessed as requiring an analysis of the equalities implications. This is the Managed Print Service project which will deliver a new print solution across the organisation. As this has such a wide ranging impact an EIA has been undertaken and an action plan has been integrated into the project objectives to mitigate negative impacts where identified.

The Managed Print Service project is profiled to deliver £110k of savings in 2014/15.

Potential positive impacts	Potential negative impacts
<p>Disability –</p> <ul style="list-style-type: none"> - Modern displays on the equipment may be more effective than current devices - There is likely to more flexibility and adaptability with the modern technology. - The engagement that will be undertaken as part of the rollout will provide an opportunity for individuals who may have additional needs to shape the new technology. 	<p>Age –</p> <ul style="list-style-type: none"> - difficulty adapting to the new technology <p>Disability –</p> <ul style="list-style-type: none"> - usability issues with interface for those with physical and learning difficulties as well as the reduction in device numbers across the estate.

The assessments show possible negative impacts for the protected characteristics of age, and disability. The most significant possible negative implications were identified for disabled staff.

A range of mitigating actions have been developed alongside the savings proposals to reduce the potential negative impact. These include:

- Significant engagement with all staff as part of the contractually agreed process with the Contractor
- A training and communications drive alongside the rollout of the new equipment to support staff in using the new technology.

	Savings Line 2014/15	Amount	Decision	Rationale
1	Organisational design from Public Value Review	£150k	Ongoing, previous EIA and no material change	Savings identified from service redesign which took place in 2012/13 and already an EIA on the original proposals – savings fall between 2013/14 – 2015/16.
2	Making a Difference	+£415k	No impact	Due to the rent free period on Quadrant Court coming to an end an additional spend of £415k has been included so is an additional pressure rather than a saving in 2014/15
3	Responsive maintenance	£500k	No impact	Savings have been identified in the responsive maintenance budget by delivering more effect planned maintenance reducing the need for reactive delivery.
4		£175k	No Impact	This relates to income generated from revenue generated from the SCC

	Property Income			property portfolio
5	Public Sector Offer Income – Data Centre	£150k	No Impact	This relates to income generated from the provision of services through the Surrey Primary Data centre
6	Public Sector Offer – Other income	£100k	No Impact	This relates to income generated from the provision of Treasury Management and transactional services.
7	Partnerships & Collaboration	£300k	No Impact	More effective delivery of property services due to the implementation of the PAMS (Property Asset Management System) in partnership with Hampshire County Council.
8	Productivity – Staffing	£415k	No Impact	Savings on this line relate to either a reduction in staffing budget either via natural wastage, deletion of vacant posts or a reduction in FTE.
9	Productivity – Other	£200k	No Impact	This savings line relates to a reduction in the Audit Fee for SCC and a small reduction in the training budget.
10	Leases	£300k	No Impact	This saving is down to the expected demand on the lease budget not being realised for 2014/15 i.e. For example not as much space in District & Borough offices will be needed as was initially forecast in the budget and therefore a £300k reduction in budget is feasible for 2014/15.
11	Managed Print Service (see EIA p. 54)	£110k	New Proposal – EIA required	This project is to replace the existing printer/scanner/copier estate with a managed solution by an external supplier. As well as an overarching EIA, this project has also ensured that the solution procured is DDA compliant and the rollout will be managed on a site by site basis taking into account the needs of individuals.
12		£205k	No Impact	This is made up on income from our ESCC partnership, income from

	Income			payroll services, property fire and risk advice services and HR services.
--	--------	--	--	---

c. Chief Executive’s Office

Two savings within the Chief Executive’s Office budget proposals for 2014-19 have been identified as requiring an Equality Impact Assessment.

The first of these is the Communications Review, which aims to reduce the amount of spending on printed communications through greater use of digital technology. This proposal could have a negative impact on those who are less able to access online information, a higher proportion of whom are older people, in particular older women, and people with physical and learning disabilities. There could also be negative impacts for staff who are less able to access to digital technology. However, these impacts will be minimal as the Council will continue to meet its statutory duties to provide accessible material and information will continue to be made available in paper format where appropriate. Translation and interpreting services are not in scope for the purposes of this Review.

The second proposal relates to disbanding the Council’s Olympic Legacy Team. The impact of this on residents is expected to be minimal as the work of the legacy team is being transferred to other parts of the Council where it can be carried out as business as usual. There are ongoing discussions with partners as to where the work would be best located to ensure the best outcomes for residents and the community. The impact of the changes on staff have been mitigated through regular meetings and one to ones, support throughout from the Employee Assistance Programme, career coaching support, CV and interview skills and job matching services through the redeployment support team.

There is one new saving relating to Public Health which has been assessed as not requiring an EIA. This relates to savings made through joint functions following the transition of Public Health to the Council. These changes will continue to be monitored for any potential equalities impacts.

Content

Description of Efficiency	£000 2014-19	Impact	Rationale	Page
Disband Legacy Team (see EIA p.76)	400	+/- impact	An EIA has been completed.	xx
Legal advocacy	400	No impact	This will involve reducing the use of external contractors and bringing more staff in-house and is not expected to	N/A

Description of Efficiency	£000 2014-19	Impact	Rationale	Page
			have equalities implications.	
Publicity Budget Review and Communications Review ³ (see EIA p.64)	1100	+/- impact	An EIA has been completed.	xx
Staffing efficiencies	105	No impact	No impact is anticipated from this saving as reduction will be made through vacant posts.	N/A
Other savings	93	No impact	These savings are made up of number of small reductions which are not expected to have an equalities impact.	N/A
Synergies with inclusion of Public Health	3000	No impact	This relates to savings made as a result of the transition of Public Health to the Council and subsequent reduction of duplicate functions. No equality impact is anticipated however this will be monitored as decisions are taken in the future.	N/A

³ The £1m savings relating to the Communications review will appear in the Central Income and Expenditure budget and has been included here for ease of reference. Savings made will be reallocated across the Directorates.

d. Children, Schools and Families

There are three new savings for the Children Schools and Families Directorate in the MTFP for 2014-19 which have been assessed for equalities implications.

Two new savings proposals for **Children, Schools and Families** have been assessed as not requiring the completion of an EIA, these relate to the funding transfer for DSG services and an adjustment to previously estimated demand pressure in safeguarding services. One further saving has been identified relating to service realignment, this will not be implemented until 2015/16 and relates to proposals being developed through the Public Value Programme which are at an early stage. An Equality Impact Assessment will be undertaken as the part of the programme's development.

Content

Description of Efficiency	£m 2014-19	Impact	Rationale
Funding Transfer for DSG Services	4.5	No impact	Transfer of funding to come from Dedicated Schools Grant. This will result in no overall reduction in existing budget or material impact on services delivered
Inflation funding for DSG Services	3.0	No impact	As above
Child Protection additional MTFP pressure - not to be funded	3.1	No impact	Adjustment to previously estimated demand pressure
Contain inflationary pressure	1.5	No impact	Ongoing Market Management EIA with assessment of no impact
Commission effectively (non-inflation)	8.5	No impact	Ongoing Market Management EIA with assessment of no impact
Service realignment	3.5	Equality Impact Assessment to be completed	This saving will not be implemented until 2015/16. It relates to proposals being developed through the Public Value Programme which are at an early stage, and a Equality Impact Assessment

Description of Efficiency	£m 2014-19	Impact	Rationale
			will be undertaken as the part of the programme's development

e. Customers and Communities

Twenty separate initiatives that will deliver budget savings over the period have been assessed. Fifteen of these will have an impact in 2014/15. Seven have been determined as requiring EIA assessment at this stage and these are attached as part of this annex. The table below provides more detail on the savings and the assessment undertaken for each saving stream, and these are numbered 1-20 for ease of reference in the paragraphs that follow.

Of the five EIAs, one – the reduction in the Member Local Allowance and the Community Improvement Fund (Savings 1 and 2, combined) – has been developed as part of the review and has been updated to reflect comments and advice received at the C&C DEG in late February.

There are a number of savings based on additional income generation where initiatives are still being defined and may need an EIA assessment at the appropriate stage (Savings 4 and 10).

A number of projects are known to require EIA assessment but are not at an appropriate developmental stage to merit this being done at this time (Savings 8, 11, 14, and 19).

No impacts have been identified for the remaining savings (3, 5, 6, 13, and 16), which relate primarily to planned and agreed staff budget reductions and the benefits of partnership activity. It has been determined that EIA assessments are not needed on these.

The potential impacts and mitigation that have been identified for the five EIA assessments attached can be summarised as:

Savings stream	Impacts identified	Mitigating actions
Savings streams 1 & 2 Reductions in Members Local Allocation and Community Improvement Fund	<ul style="list-style-type: none"> Lack of awareness of the funds Process complexity Higher Impact on disadvantaged communities Less funding reaching communities Lack of service data on the specific benefits for protected characteristic groups and the additional funding awards attract 	Much has been done to promote and raise the profile of the funds and simplify processes. Training and advocacy also provides communities with support in identifying other income sources. Members' role in promoting, especially to disadvantaged communities, has been enhanced and supported by officers. A specific action identified is to improve understanding of the positive impact of awards within more vulnerable communities, and to establish better information on

Savings stream	Impacts identified	Mitigating actions
		the gearing effect for attracting other funding that this creates
Savings stream 7 Woking Fire staff changes	The EIA relates to the building design and has addressed all identified accessibility and design considerations. The service changes planned as a result of the project will require a separate EIA at an appropriate stage.	Building designed to enable disable access and facilities and meet all DPA requirements
Savings stream 12 Heritage service restructure	The principle impact is a positive one – increasing the number of entry-level positions and permanent apprenticeship opportunities.	All job profiles and processes have been fully compliant with HR and legislative requirements
Savings stream 17 Spelthorne fire station reconfiguration	Impacts are mainly positive – Improved balance of service and average first response time across the county as a result of the full programme delivery. - More specifically improved first response time in Runnymede A small negative impact as a result of slightly decreased first response times within Elmbridge and Spelthorne, but remaining within the Surrey Response Standard of 10 minutes	None identified
Savings stream 18 Fire contingency arrangements	Impacts identified are positive. The contingency crewing arrangements - public vs private sector provision – are not expected to affect the service provided. The staffing agency arrangements will allow employees greater flexibility to do additional hours under a secondary contract.	Continuous review and updating of arrangements. Refreshed EIA to be undertaken at the end of the pilot period.

The overall assessment is that the initiatives are reducing the negative impacts identified through effective action and mitigation. In many case there is a positive impact expected or being realised. There is no appreciable compounded impact as a result of these savings on any of the protected characteristic groups.

Content

6

Description of Efficiency	£m 2014-19	Impact	Rationale
GROUP 1: Savings impacting from 2014/15			
1. CPT - Reduction of Members Allocations - 20% reduction (see EIA p.81)	(-0.190)	- impact (Vulnerable communities)	This is a biddable sum that is not part of the main service offer. It does however have a positive impact on communities, often disadvantaged. Well established and well taken up.
2. CPT - Reduction of Community Improvement Fund (25% reduction on normal annual budget) (see EIA p.81)	(-0.500) (2014/15)	- impact (Vulnerable communities)	As above (CIF is in its 3 rd year but there are earlier precedents such as the Leader's Fund). The fund for 2013/14 was increased as a one-off by £250,000 to £1.25m. The 25% saving is based on a recurring £250,000 reduction from the £1m annual budget
3. Trading Standards: Reduce investigations undertaken by tightening criteria.	(-0.075)	No impact The saving arises from the deletion of a post which has been unfilled for a year. Prioritisation of vulnerable cases means that the reduced capacity has little or no impact on those consumers	Reducing the criteria for investigations and the number undertaken means that consumers will receive less direct support. Vulnerable people are more at risk from abusive trading practices. However the service actively prioritises those complainants who are designated as vulnerable and there is no expected reduction in the support available to those with protected characteristics as a result of this reduction
4. Trading Standards: Increase income from business incl Primary Authority Agreements	(-0.035)	No impact (NB: the enhanced income is likely to be a positive since it helps to maintain or extend the other aspects of the service which deliver more protective activity)	Income is generated primarily from the commercial sector.

Description of Efficiency	£m 2014-19	Impact	Rationale
<p>5. Customer Services / Directorate Support:</p> <ul style="list-style-type: none"> - Merge middle management function, - reduced posts, - improved productivity. 	(-0.17)	No impact	<p>Includes removal of some CS roles and greater productivity arising from greater efficiencies in the Blue Badge database.</p> <p>Assessed as No Impact since the reductions are being achieved through natural staff turnover</p>
<p>6. Directorate Support – planned reductions</p>	(-.11)	No impact	<p>Assessed as No Impact since the reductions are being achieved through natural staff turnover</p>
<p>7. Fire & Rescue: Changed appliance crewing systems at: Woking (see EIA p.96)</p>	(-.90)	<p>+ Impact (Building) Initial screening assessment completed on main new build project– Full EIA not assessed as needed.</p> <p>Potential negative impact (Staffing) EIA to be undertaken later in the project. Potential negative staff impact</p>	<p>Use of on-call staff to crew second appliances at Woking and Camberley.</p> <p>Projects are not at the stage where EIAs can be completed but these will be developed when appropriate.</p>
<p>8. Fire & Rescue: Changed appliance crewing systems at: Camberley</p>		<p>No negative impacts identified – relates to changing from wholetime to on-call provision. Options being developed in first half of 2014 for implementation Aug 2014. EIA to be developed as part of this process</p>	<p>EIA provided for the new Woking Station build</p>
<p>9. Fire & Rescue: Contractual value-for-money – contingency crewing</p>	(-.70)	<p>Impact unclear at this stage as the proposal is still at definition</p>	<p>Will require assessment once proposals are more fully developed</p>

Description of Efficiency	£m 2014-19	Impact	Rationale
		stage	
10. Fire & Rescue: Additional Income / cost reductions	(-1.30)	No impact	MTFP target for the period increased to reflect current opportunities and Public Sector Transformation Network – Blue Light project. Target for 14/15 reduced. Future income generation initiatives will be assessed once defined for equalities impacts.
11. Cultural Services: Heritage Service: Heritage Enterprise Unit	(-.15)	Potential negative Impact (Staffing)	Removal of Heritage Enterprise Unit subsidy. The Unit will seek to enhance income to offset the reduction. Decision will be taken in 2014 on longer term options
12. Cultural Services: Heritage Service: Service restructure (see EIA p.99)		Positive Impact	Restructure of service arrangements has been managed in accordance with HR and legislative requirements but is creating more opportunities for younger / entrance level employment
13. Cultural Services: Unallocated funding	(-.10)	No impact	Remove unallocated funding for cultural activities,
14. Cultural Services: Libraries staffing efficiency savings		Potential negative impact (Staff) EIA not developed yet – project and EIA to be developed from Feb/Mar 2014	Efficiencies within Libraries (Arising from wider staffing restructure).
GROUP 2: Savings impacting after 2014/15			
16. Trading Standards: Shared service provision inside and outside Surrey	(-0.023)	No impact (potential for improved or extended service arising from efficiencies and shared activity)	Proposals build upon the Mole Valley model (shared database joint management etc.) Discussions for shared service model with another TS authority underway No staff impacts arising and

Description of Efficiency	£m 2014-19	Impact	Rationale
			public protection / service levels managed
<p>17. Fire & Rescue: Reconfigure fire stations Spelthorne (15/16). Planning for Elmbridge (16/17) and Epsom / Burgh Heath (17/18) (see EIA p.110)</p>	<p>(-1.50)</p>	<p>Negative and Positive Impacts Other EIAs to be created as part of project development</p>	<p>EIA in place for Spelthorne. Over programme of station reconfiguration has a positive impact by improving the balance of first arrival response times across the county. Impacts within the Spelthorne station catchment area from the changes include improved and decreased response times depending on locality but assure that all remain within the agreed service response standard.</p>
<p>18. Fire & Rescue: Fire staffing agency agreements (see EIA p.180)</p>	<p>(-.50)</p>	<p>Positive Impact Pilot EIA will be reviewed and updated if the initiative is extended</p>	<p>Targeted for 15/16. Planning is still at an early stage and subject to agreement and proven success of the pilot currently being tested, the EIA for which is attached. However the Service will evaluate whether to extend or discontinue this initiative, on which the savings are based. The impacts create greater opportunities and flexibilities for staff and are therefore assessed as positive</p>
<p>19. Fire & Rescue: Reduce staffing level - Fewer FF's on Fire engines increasing productivity.</p>	<p>(-3.00)</p>	<p>Potential negative Impact (Staff) EIA will be created as proposals develop</p>	<p>This will be reflected in the refreshed Public Safety Plan (2015 – 2025) which is under development for adoption and implementation by April 2015. Aim is to achieve savings mainly through natural wastage but may need to consider some redundancies if necessary to meet targets.</p>
<p>20. Fire & Rescue: Management reductions</p>		<p>Impact to be determined Continued implementation of Middle management Review and detail of</p>	<p>This is the continuing roll out of PVR actions from 2011. Specific proposals for this phase of the review are still in development and an EIA will be undertaken once these are confirmed.</p>

Description of Efficiency	£m 2014-19	Impact	Rationale
		this phase yet to be fully developed	

f. Environment and Infrastructure

Four new savings proposals for Environment and Infrastructure have been identified as requiring an EIA. Of these, only one proposal has been assessed as being at an advanced enough stage for an EIA to be undertaken, this is the proposed saving for the Network Management Information Centre for which a new EIA has been completed. Two further proposals relating to Central Support and Transport Policy are also expected to have potential equalities implications relating to staffing changes and an EIA will be completed once the proposals have reached an appropriate point of development.

The fourth new saving proposal relates to the Transport Review, which has potentially significant equality implications. Savings for the Review are not planned until 2015/16. This proposal will be the subject to consideration by Cabinet in June 2014, when a full EIA will be presented. Consultation with groups with protected characteristic will take place as these proposals develop further to ensure any potential negative impacts are identified and mitigating actions put in place.

Two further savings proposals are ongoing and have existing EIAs; including for Highways Maintenance and Highways street lighting. A range of mitigating actions have been developed alongside these savings proposals to reduce the potential negative impact. These include:

- Providing tailored service information for groups of service users negatively impacted by these proposals, with alternative methods of accessing services highlighted.
- Ensuring changes made to services do not exclude certain communities.
- Maintenance of services for high-need communities.
- Engagement with key community groups to gain their input on how services are delivered.

	Savings Line 2014/15	Amount	Decision	Rationale
Refresh of MTFP – July 2013				
1	Transport Review	None 2014/15	New proposal	Savings will begin from 2015/16. Potential for significant impact on travelling public. Full EIA to be completed and presented to Cabinet in June 2014.
2	Countryside savings	£200k	No impact	This represents new income from offering various services

				to landowners regarding access and is not expected to have an impact on the public.
3	Economic development	£100k	No impact	Saving from deleting one vacant post plus reducing subscriptions.
4	Support services and other reviews, consisting of:	£500k total	Various	Various as below
4a	Central support	£100k	New proposal	Savings from staff changes. A new EIA will need to be completed as proposals are developed.
4b	Transport Development Planning	£100k	No impact	This represents increase of charges to developers for planning advice. No impact on the public.
4c	Network Mgmt Information Centre	£100k	New proposal	Savings from early staff changes. An EIA has been completed for this proposal however has not been published at this point due to sensitive information relating to staff.
4d	Transport Policy	£100k	New proposal	Savings from staff changes. A new EIA will need to be completed as proposals are further developed.
4e	Design Review	£100k	New proposal	This relates to charges to developers and is not expected to have equalities implications. There may be some staff reorganisation as a result of this proposal and this will continue to be monitored.
Additional savings for 2014/15				
5	Highways maintenance	£400k	Ongoing, previous EIA with no material	EIA for 'Reactive Maintenance Review' 2013

			change	
6	Highways street lighting	£140k	Ongoing, previous EIA with no material change	Previous street light dimming was not undertaken in 2012/13. Previous EIA applies.
7	Transport Development Planning	£40k	No impact	This represents increase of charges to developers for planning advice. No impact on the public.
8	Sustainability	£20k	No impact	Small staff change, to be covered in 2014 staff change EIA.
9	Road safety	£145k	No impact	Savings are from increased recharge to the police and from income/sponsorship.
10	Additional savings as required	£155k	No impact	This is a balancing figure. If further savings are required, they will be determined in-year.

2. NEW EQUALITY ANALYSIS FOR 2013/14

This section provides the equality analysis for new savings proposals in 2013/14. The table below provides a summary of these by directorate:

Directorate	Equality Impact Assessment	Page
Adult Social Care	Friends, Family and Community Support	22
Business Services	Managed Print Service	54
Chief Executive's Office	Communications Review	64
	Disbanding the Olympic Legacy Team	76
Customers and Communities	Reductions in Members' Local Allowance and Community Improvement Fund	81
	Fire & Rescue – Changed appliance crewing at Woking	96
	Heritage Service – Staffing restructure	99
	FRS changes to emergency response cover for Spelthorne	110
	Fire staffing agency agreements	180

EQUALITY IMPACT ASSESSMENT

1. Topic of assessment

EIA title:	Medium Term Financial Plan (MTFP) 2014-19 efficiency saving Family, Friends and Community Support
-------------------	---

MTFP efficiency saving (£000s)	14/15	15/16	16/17	17/18	18/19
	10,000	10,000	10,000	5,000	-

EIA author:	Kathryn Pyper, Neill Moore and Rebecca Brooker
--------------------	--

2. Approval

	Name	Date approved
Approved by	Dave Sargeant, Interim Strategic Director, Adult Social Care	4 March 2014
Approved by	Anne Butler, Assistant Director Commissioning, Adult Social Care	4 March 2014
Approved by	Paul Carey-Kent, Strategic Finance Manager - Adult Social Care	4 March 2014
Approved by	Adult Social Care, Directorate Equality Group (DEG)	4 March 2014

3. Quality control

Version number	8	EIA completed	4 March 2014
Date saved	4 March 2014	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Kathryn Pyper	Lead Project Manager	Surrey County Council	Business Planning
Rebecca Brooker	Project Manager	Surrey County Council	Family, Friends and Community Support Project Manager
Neill Moore	Senior Principal Accountant	Surrey County Council	Finance
Allan Wells	Lead Manager Legal Services	Surrey County Council	Legal advice

EQUALITY IMPACT ASSESSMENT

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>Through 'Family, Friends and Community Support', Adult Social Care is making a shift to an asset based approach. This values the capacity, skills, knowledge, connections and potential – the social capital - in a community. It recognises the positive contribution people in local communities can make towards the provision of social care and support and how it can bring about positive outcomes for the individual and their community.</p> <p>'Family, Friends and Community Support' is a development of our on-going commitment to personalisation which gives people choice and control over their lives.</p> <p>The £10m efficiency saving in 2014/15 has been identified as part of the Medium Term Financial Planning process as an achievable target for Adult Social Care. Further efficient savings of £10m are planned for 2015/16 and for 2016/17, followed by a further £5m saving in 2017/18. This brings the total efficiency saving to £35m over a four-year period.</p>
<p>What proposals are you assessing?</p>	<p>The demand for adult social care, without offsetting action, is estimated to exceed the available budget provision. In order to offset these potential pressures, Adult Social Care will encourage people to address their care and support needs by first looking towards the care and support their family, friends and local community network may be able to offer, and to paid services where there are gaps. It is thus hoped to reduce the cost of care packages whilst continuing to meet assessed need. It is hoped this will deliver efficiency savings, whilst ensuring better outcomes for individuals and improved value for money.</p> <p>The four main areas of work are:</p> <ol style="list-style-type: none"> 1. Improving Access <ul style="list-style-type: none"> • Empowering communities and individuals to help themselves. This is being addressed through the Sourcing and Admin review, the Referral and Assessment review, Surrey Information Point (SIP) and the introduction an online self-assessment tool. • Ensuring access to information and advice. 2. Empowering Staff <ul style="list-style-type: none"> • Reducing assessment time, which frees up staff time, so they can spend more time 'face to face', talking with the individual and how their needs can best be met. • Having asset-based conversations encouraging practitioners and individuals to look at existing positive assets in an individual's life- and how they could build on these, rather than replace them with local authority services. These conversations provide the opportunity for the individual to take control of their care support plan and implement choice and personalisation in the provision of their care support – an approach which user representatives have asked us to promote in our practice. Staff training in this approach is underway. 3. Developing Providers <ul style="list-style-type: none"> • Understanding and stimulating the wider marketplace, particularly the community support services available to people. • Developing local networks, including district and borough, locality team and commissioning staff to better understand the local context and community assets.

EQUALITY IMPACT ASSESSMENT

6

	<ul style="list-style-type: none"> • Revising the Joint Strategic Needs Assessment (JSNA) to take an asset based approach. • Taking an asset based approach to commissioning, increasing the co-production of services and development of existing assets. <p>4. Monitoring and Evaluating</p> <ul style="list-style-type: none"> • Developing a monitoring framework to measure the impact and value of family, friends and community support in Surrey. This will include financial savings, added value for residents and the impact on communities as a whole. <p>It is recognised that delivery of this will require the wide involvement of a range of teams and projects, including Members, to enable the development of a vibrant market and sustainable networks and services. It is dependent upon the whole health and social care system working seamlessly and the growing availability and effective use of social capital within communities. A key component of the project will be securing culture change across the public, voluntary, community and faith sector and within Surrey County Council itself. It is part of moving towards a sustainable future model.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>The proposals will affect:</p> <ul style="list-style-type: none"> • People who use services and their carers • Surrey County Council staff, particularly those involved in care planning • External organisations we commission to deliver services on behalf of the Council or in partnership

6. Sources of information

Engagement carried out
<p>The following engagement has been undertaken:</p> <p>Staff:</p> <ul style="list-style-type: none"> • Staff events - May 2013 • Senior manager's workshop - Sept 2013 • Visits to all locality teams including HR training rep - Jan/Feb 2014 • Seminar for lead staff with Professor Jon Glasby - Jan 2014 • Ongoing weekly articles in e-brief. <p>Members:</p> <ul style="list-style-type: none"> • Select Committee - Nov 2013 • Overview and Scrutiny Committee - Dec 2013 • Member Briefing - Jan 2014 • Local Committees - Jan/Feb 2014 • Two representatives from Select Committee sit on the Project Board <p>Providers:</p> <ul style="list-style-type: none"> • Provider Network - Nov 2013 • Information Summit - Jan 2014 <p>Other Stakeholders:</p> <ul style="list-style-type: none"> • Surrey Officers' Group (borough and district representatives) - Jan 2014 <p>The Project Board includes representatives from corporate partnerships teams, Chief Executive's Office, Children, Schools & Families (CSF) and Surrey Community Action (voluntary sector)</p>

EQUALITY IMPACT ASSESSMENT

representative).

Adult Social Care Directorate Strategy makes a commitment to “...work with partners to co-design and deliver services which are local, universal and preventative ...”. Co-design is at the heart of all we do in Adult Social Care and is part of the approach we have taken to shaping the Medium Term Financial Plan (MTFP) savings proposals.

The Adult Social Care Implementation Programme Board is a co-design Board, which oversees our change programme. The Board is attended by our strategic partners and chaired by the Cabinet Member for Adult Social Care and the Chair of the Surrey Coalition of Disabled People. As part of the budget setting process we asked the Board to help us undertake an equality assessment on our Medium Term Financial Plan (MTFP). The Board reviewed the Family, Friends and Community Support proposed savings on 27 January 2014 and assessed its impact on the protected characteristics of residents, people who use services and their carers and our staff.

The 2012-13 budget public survey using SIMALTO has enabled residents to engage in the budget setting process by providing their views on different investment scenarios. The four key headline findings have particular relevance to Adult Social Care:

- Our current spending closely reflects the spending priorities of Surrey’s residents.
- We understand our residents with a notable similarity between our current spending and residents’ preferences.
- A majority of residents (58%) would be willing to see a slight increase in council spending and their council tax in return for current service levels being maintained and specific investments and improvements being made in supporting more older people to live independently.
- Residents attach value to our services and reductions will cause dissatisfaction – ‘residential care for dementia sufferers’ and ‘independent living for older people’ were two of the four areas that should be protected even if savings have to be made.

Data used

- This assessment draws upon local data from engagement with people who use services, carers, representatives from user-led organisations and adult social care staff from 2012/13 undertaken as part of the Surrey Referral and Assessment Rapid Improvement Event (RIE)
- Data from Surrey (www.surreyi.gov.uk), including the Surrey Joint Strategic Needs Assessment (2013)
- Surrey County Council Adult Social Care Directorate Data Pack – Progressing the Workforce Priority in the Fairness and Respect Strategy 2013-2018
- Mini Employee Survey, September 2012, Directorate Results – Adult Social Care
- Summary of staff feedback from the Staff Briefing Events on Social Capital led by the Strategic Director Adult Social Care in May 2013
- Research by CIRCLE, University of Leeds 2013 to evaluate Carer Demonstration Projects funded through the National Carers Strategy
- Gender Variance In the UK: Prevalence, Incidence, Growth and Geographic Distribution - June 2009
- As We Grow Older – A Study of the Housing and Support Needs of Older Lesbians and Gay Men - Polari – 2005
- Gender Identity Research and Education Society (GIRES) literature
- Surrey County Council RIE Project Team (June 2013) Engagement findings from ASC staff and user-led organisations

EQUALITY IMPACT ASSESSMENT

- Carers UK's analysis of the 2001 Census findings, 'In Poor Health'
- Healthy Lives Healthy People 2010 report
- Surrey Carers' Health Survey, 2011

6

EQUALITY IMPACT ASSESSMENT

7a. Impact of the proposals on residents, service users and carers with protected characteristics

** Please note: Potential positive and negative impacts which relate to all protected characteristics are listed under age, those which then relate to each specific protected characteristic are then listed against that characteristic

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence																				
Age**	<p>1. People will be encouraged to have a more detailed discussion, exploring what care and support options their family, friends and local community might be able to provide. It will encourage creativity and a more varied and interesting support package including a mix of formal and informal support options.</p> <p>2. It will enable and encourage people to continue to play an active part in their community and to sustain their social networks, thus avoiding the risk of social isolation.</p> <p>3. People will be empowered to shape</p>	<p>1. Adult Social Care has a continuing duty of care to meet eligible assessed need, against an exceptionally challenging demographic, policy and financial environment. The efficiency saving of £10m means there is a potential for a lower level of funding to be available to meet people's assessed needs.</p> <p>2. The shift towards more creative and informal care packages utilising family, friends and community networks will mean a move away from traditional services. This may generate some initial anxiety for people who use services and their carers.</p> <p>3. Care packages utilising family, friends and community support</p>	<ul style="list-style-type: none"> The following shows a breakdown of adults known to Adult Social Care in Surrey by age group. <table border="1"> <thead> <tr> <th colspan="2"><u>Open Cases by Age February 2013¹</u></th> </tr> </thead> <tbody> <tr> <td>Under 18</td> <td>25</td> </tr> <tr> <td>Not Known</td> <td>55</td> </tr> <tr> <td>85 to 99</td> <td>6729</td> </tr> <tr> <td>75 to 84</td> <td>4869</td> </tr> <tr> <td>65 to 74</td> <td>2527</td> </tr> <tr> <td>55 to 64</td> <td>1933</td> </tr> <tr> <td>18 to 54</td> <td>5910</td> </tr> <tr> <td>100+</td> <td>173</td> </tr> <tr> <td>Total</td> <td>22,221</td> </tr> </tbody> </table> In 2013, there were 208,200 people over 65 living in Surrey – approximately 17% of the county's population. Of these 14,125 were receiving support from Adult Social Care. By 2020 the number of older people living in Surrey will rise to 235,800² - a project rise of 23%. The population of over 85s will double within the next 20 years. The ageing process brings increased risks to independence and wellbeing through disease, frailty, sensory impairments and other long term conditions, especially in the "oldest old" (ie people over the age of 85). This ageing population therefore raises specific challenges for the future of social 	<u>Open Cases by Age February 2013¹</u>		Under 18	25	Not Known	55	85 to 99	6729	75 to 84	4869	65 to 74	2527	55 to 64	1933	18 to 54	5910	100+	173	Total	22,221
<u>Open Cases by Age February 2013¹</u>																							
Under 18	25																						
Not Known	55																						
85 to 99	6729																						
75 to 84	4869																						
65 to 74	2527																						
55 to 64	1933																						
18 to 54	5910																						
100+	173																						
Total	22,221																						

¹ Surrey (2013) Number of Adult Social Care Open Cases split by age and ethnicity
² Surrey Joint Strategic Needs Assessment (2013) Older People Chapter



EQUALITY IMPACT ASSESSMENT

	<p>their own lives and the services they receive. The approach will enable people who wish to do so, to access services in their local community, which reflect their protected characteristics.</p> <p>4. Having a network of friends, family and community support around an individual may enable them to identify any issues at an early stage, so appropriate early interventions can be put in place.</p> <p>5. An increasing reliance upon family, friends and community networks will enable Adult Social Care to support more people whilst delivering efficiency savings.</p>	<p>networks may be perceived as lower cost and thus providing a lower quality of care.</p> <p>4. There is a potential quality assurance issue around the quality and consistency of care provided by family, friends and community networks, how quality is assured and to whom an individual should raise any concerns. This may present a risk of challenge from people who feel disadvantaged by the 'Family, Friends and Community Support' approach.</p> <p>5. People will have access to varying levels of support from their family, friends and local community networks, creating a disparity, perceived inequality and lack of choice. Adult Social Care has a continuing duty of care to meet eligible assessed need.</p> <p>6. It may be quite difficult for people with established packages of care who are accustomed to particular services being funded, to</p>	<p>care services; resources will need to be allocated to support more people (JSNA, 2013)³.</p> <ul style="list-style-type: none"> • 22% of Surrey households consisted of only people over 65 years old. 13% were single person households over the age of 65. • 84,143 people aged over 85 live alone.
--	---	--	---

EQUALITY IMPACT ASSESSMENT

		<p>instead have to look towards their family, friends and community networks to provide these services in the future.</p> <p>7. There may be a cumulative impact of change with a move towards 'Family, Friends and Community Support' in both Adult Social Care and Children's Services, welfare benefit reform and pressure upon public services. This may have a negative impact upon people who use services and their carers who are may have to cope with changes at the same time and pressure upon their finances.</p> <p>8. Some people who were previously using their personal budget to pay family or friends to provide care and support, may feel they can no longer do so and now have to ask their family and friends to continue to do so at no or low cost. This may have a knock on effect on the willingness or ability of those family members and friends to provide care, for example, they may not be</p>	
--	--	---	--

EQUALITY IMPACT ASSESSMENT

		able to afford it.	
		<p>9. Safeguarding concerns arising from the breakdown of care and support provided by friends, family and community support, that may mean people do not get the care they need.</p> <p>10. Family, friends and community support may place additional pressure on older people, who already provide most care and support to their family, friends and local community</p>	
Disability**	<p>6. People with particular disabilities may be well placed to access friends, family and community support. There may for example, be more opportunities for people with a learning disability who are readily accepted within society and who are encouraged to get involved in delivering local community support eg helping at lunch club, gardening etc</p>	<p>11. It will be more difficult for people with some particular disabilities to access community networks as their disabilities are less well understood and are more challenging to support eg mental health</p> <p>12. Safeguarding issues need to be considered, particularly perhaps for people with learning disabilities or mental health needs, who may be</p>	<ul style="list-style-type: none"> 6% of Surrey residents said their day to day activities were "limited a lot by long term illness or disability."⁴ A further 8% said their day to day activities were limited to some extent by long term illness or disability.⁵ It is estimated that in 2010 there was 33,000 people with moderate or severe personal care disabilities in Surrey. This is 4.8% of its population⁶. In November 2007, the county had 15,430 people claiming disability living allowance; this was approximately 2.3% of the 18-64 population. In 2012/13, Surrey ASC supported 6,781 older people, 1,880 people with physical and sensory disabilities, 3,405 people with learning disabilities and 331 people with mental

⁴ Surrey (June 2011) JSNA Chapter: Physical Disabilities

⁵ Surrey (June 2011) JSNA Chapter: Physical Disabilities

⁶ Surrey (June 2011) JSNA Chapter: Physical Disabilities

EQUALITY IMPACT ASSESSMENT

		more vulnerable in some community situations	health needs.
<p>Gender reassignment**</p>	<p>7. People will be empowered to shape their own lives and the services they receive. This approach will enable people who wish to do so, to access support from their friends, family and community which reflect their gender reassignment choice.</p>	<p>13. There is limited specialist community provision for gender reassignment. Individuals may be isolated or estranged from their families, limiting their opportunity to ask family to help with their care and support needs.</p>	<ul style="list-style-type: none"> The report “Gender Variance In the UK: Prevalence, Incidence, Growth and Geographic Distribution (June 2009)” includes information on the geographical distribution of the transsexual community. This distribution is based on an estimation of the implied prevalence of people who have presented with gender dysphoria (a condition where a person feels that they are trapped within a body of the wrong sex) in individual police authorities. For Surrey, the estimation is 37 per 100,000 persons 16 and over. If this figure is applied to the current estimate of Surrey’s 16+ population then the estimated number is 337. On the matter of issues faced by trans people Gender Identity Research and Education Society (GIRES) state in their literature⁷ that: <ul style="list-style-type: none"> Many find that their families reject them. Sometimes, despite being protected by employment law, they are made to feel very uncomfortable at work, as well as elsewhere. It takes great courage for trans people to reveal their true gender identities.
<p>Pregnancy and maternity**</p>	<p>8. People will be encouraged to explore care and support options from amongst their family, friends and local community which help build an ongoing support network and to meet others experiencing</p>	<p>-</p>	<ul style="list-style-type: none"> In Surrey, based on national data, we can expect between 900 and 2,000 mothers to experience postnatal mental health problems (PNMH) problems. In south east Surrey in 2007-8, health visitors identified 270 (15%) mothers with postnatal mental health problems and offered them support. Of these mothers, 150 accepted the offer. Surrey has a large proportion of women that give birth later in life. A few studies on the outcomes in pregnancy of healthy, older mothers suggest some health problems that increase with age. For instance, diabetes mellitus may

⁷ <http://www.gires.org.uk/assets/supporting-families.pdf>



EQUALITY IMPACT ASSESSMENT

	pregnancy and maternity		<p>increase the chances of complications in pregnancy. In addition, older women have a greater risk of endometriosis, pelvic infections, leiomyomas (fibroids), all of which may lead to decreased fertility. Therefore more women may be reliant on In Vitro Fertilisation (IVF).</p> <ul style="list-style-type: none"> • Teenage parents come from all social classes, religious backgrounds and ethnic groups. However, rates of teenage pregnancy are highest among deprived communities, so the negative consequences of teenage pregnancy are disproportionately concentrated among those who are already disadvantaged. 																		
<p>Race**</p>	<p>9. People will be empowered to shape their own lives and the services they receive. The approach will enable people who wish to do so, to access services in their local community, which reflect their race and culture.</p>	<p>14. There are relatively small concentrations of people of particular races in Surrey. This makes it more difficult to reach the critical mass needed to provide a range of community support networks.</p>	<ul style="list-style-type: none"> • In 2009, the estimated proportion of the Surrey population who do not describe themselves as white was 10.4%. This proportion is currently concentrated amongst those below the age of 65. 97.5% of the population in Surrey 65 years or over are classified as white - though this will inevitably change as the population ages. <p><u>Open Cases by Ethnicity February 2013⁸</u></p> <table border="1" data-bbox="826 152 1193 922"> <tr> <td>Asian / Asian British</td> <td>447</td> </tr> <tr> <td>Black / Black British</td> <td>182</td> </tr> <tr> <td>Chinese</td> <td>40</td> </tr> <tr> <td>Mixed</td> <td>125</td> </tr> <tr> <td>Other</td> <td>185</td> </tr> <tr> <td>White British</td> <td>19895</td> </tr> <tr> <td>White Other</td> <td>905</td> </tr> <tr> <td>Unknown / Not Recorded / Information Refused</td> <td>421</td> </tr> <tr> <td>Total</td> <td>22,200</td> </tr> </table> <ul style="list-style-type: none"> • There are significant pockets of black and minority ethnic groups, for example in Elmbridge and Woking. Access to services for black and minority ethnic older people and their carers may be challenging. Barriers might include language, knowledge of what services are available, attitudes and 	Asian / Asian British	447	Black / Black British	182	Chinese	40	Mixed	125	Other	185	White British	19895	White Other	905	Unknown / Not Recorded / Information Refused	421	Total	22,200
Asian / Asian British	447																				
Black / Black British	182																				
Chinese	40																				
Mixed	125																				
Other	185																				
White British	19895																				
White Other	905																				
Unknown / Not Recorded / Information Refused	421																				
Total	22,200																				

⁸ Surrey (2013) Number of Adult Social Care Open Cases split by age and ethnicity

EQUALITY IMPACT ASSESSMENT

			<p>practices of service providers and cultural factors in perceiving and understanding mental illness.</p> <ul style="list-style-type: none"> Gypsies Roma and Travellers (GRT) are some of the most disadvantaged and excluded communities in our society. Historically, GRT needs have often not been fully considered when developing the services intended to support them. This has the effect of making universal services 'hard to reach' for the GRT community, compounding poor outcomes and perpetuating inter-generational patterns of exclusion and deprivation. A number of barriers exist for the GRT community in accessing universal health provision. These include a lack of cultural sensitivity by service providers, for example use of inappropriate written communication. For some sectors of the GRT population difficulties in maintaining contact with health services are compounded due to their transient lifestyles. If someone is labelled as No Fixed Abode, they are often denied services. A number of BME outreach groups exist in Surrey to bring support services to minority groups, such as Friends of the Elderly BME outreach and BME Carers' Support.
<p>Religion and belief**</p>	<p>10. People who share a religion or belief system will be encouraged to access support from within their local faith community</p>	<p>15. People who don't share a religion or belief system may feel excluded or unwilling to ask for help and support from that community.</p>	<ul style="list-style-type: none"> The religion and belief of people who use services and carers should be recorded as part of the referral and assessment process, as this creates a fuller understanding of the person. A person's support needs could be informed by their religion or belief, therefore capturing this makes an assessment more personalised and responsive to individual need⁹. This information is already being captured in the new Surrey referral and assessment process. Over the last decade the proportion of Christians in Surrey has decreased from 74.6% in 2001 to 62.8% in 2011. The proportion of people reporting "No religion" increased from 15.2% to 24.8%. There was an increase in all other main

⁹ Surrey County Council RIE Project Team (June 2013) Engagement findings from ASC staff and user-led organisations



EQUALITY IMPACT ASSESSMENT

				<p>religions. The number of Muslims increased the most from 1.3% in 2001 to 2.2% in 2011¹⁰.</p> <ul style="list-style-type: none"> • 49% of Surrey residents are male, while 51% are female. This is aligned with the UK as a whole. • 80% of Surrey males are economically active compared to 68% of women. • 70% of carers are women and 30% men.¹¹ • Support planning must take account of the autonomy, privacy and dignity of the person. Where a person has a preference for a male or female care worker, based upon their religion, belief, gender, or any other equality characteristic, then the assessment must consider the implications on their own merit
Sex**	<p>11. Community networks tend to be well established to involve and support women eg WI, WRVS, Mothers Union etc.</p> <p>12. Women may feel more comfortable asking for help and support and taking part in community based activities.</p>	<p>16. Men may feel uncomfortable asking for help and support, as they have traditionally been the 'provider' and may have fewer community networks upon which to draw.</p> <p>17. Caring responsibilities may fall disproportionately on women who are traditionally perceived as taking on a caring role within the family or community</p>		<ul style="list-style-type: none"> • The UK Government estimates that 7% of the population are lesbian, gay, bisexual, transgender or questioning (LGBTQ). It is likely this is a conservative estimate as the true number of people identifying themselves as lesbian, gay or bisexual, is more realistically estimated as being 9-10% of the population. • 0.7% of Surrey residents identified themselves as same sex couples. • LGBTQ face barriers to accessing health care – many young people feel that health care professionals treated LGBTQ people differently which has prevented them from visiting regularly. Specific services for transgender young people are particularly oversubscribed. • LBGTQ experience poorer health outcomes than their peers – through the effects of bullying and social stigma
Sexual Orientation**	<p>13. The approach will enable people who wish to do so, to access services in their local community, reflecting their sexual orientation.</p> <p>14. They will have an opportunity to explore the support a family member or friend who is supportive of their sexual orientation, may be able to offer.</p>	<p>18. There is an ageing lesbian, gay and bi-sexual community in Surrey for whom there is limited community provision.</p> <p>19. Lesbian, gay and bi-sexuals may be isolated or estranged from their families, thus limiting their opportunities to ask family, for help with their care and support</p>		

¹⁰ Surrey (June 2013) Religion (Summary analysis) based on 2011 census data
¹¹ Surrey Carers' Health Survey, 2011

EQUALITY IMPACT ASSESSMENT

			<p>associated with their sexuality, and through adoption of risky behaviours that are often used as a coping strategy¹².</p> <ul style="list-style-type: none"> The lesbian, gay and bisexual organisation Polari, published a report¹³ showing that many of the issues and concerns of older lesbian, gay and bisexual people are broadly similar to older heterosexual people: <ul style="list-style-type: none"> There is a desire to stay in one's own home as long as possible, with support provided in a 'home help' format. There is a recognition that help and support will be needed and should be available, as an individual ages. There is recognition that suitable accommodation and support is important to an individual's health and well-being. <p>However, more lesbian, gay and bisexual-specific concerns were identified:</p> <ul style="list-style-type: none"> Concerns about having to 'come out' again or 'returning to the closet' in a care/ residential setting. Concerns about accessing the lesbian, gay and bisexual community and maintaining lifestyles and friendships. Fears about being isolated in a 'heterosexual environment'.
<p>Marriage and civil partnerships**</p>			<ul style="list-style-type: none"> According to census data from 2011 there are 482,207 people in Surrey who are married or in a civil partnership¹⁴
<p>Carers^{15**}</p>	<p>15. Carers needs will be</p>	<p>20. Carers may feel an</p>	<ul style="list-style-type: none"> In Surrey, 10% of Surrey residents were providing unpaid

¹² JSNA Chapter: Lesbian, gay, bisexual and transgender, 2001

¹³ 'As We Grow Older' – A Study of the Housing and Support Needs of Older Lesbians and Gay Men (source Polari – 2005)

¹⁴ Surrey (2011) Marital and civil partnership status based on 2011 census data

¹⁵ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (ie discrimination against them because they are associated with protected characteristics). The definition of carers



EQUALITY IMPACT ASSESSMENT

	<p>considered as part of the assessment process and their input valued to ensure the friends, family and community support elements of a package are realistic and sustainable</p>	<p>obligation to provide more care and support than they feel able to cope with, as the focus will be to look first towards what their family, friends and local community networks may be able to provide and only to paid services where there are gaps.</p>	<p>care. Of these, 2 % provided more than 50 hours unpaid care per week¹⁶.</p> <ul style="list-style-type: none"> • There are over 108,000 carers in Surrey who look after family, partners or friends in need of help because they are ill, frail or disabled - the care they provide is unpaid. • There are believed to be about 12,000 young carers living in Surrey. • Adult Social Care provides support to 3,000 adult carers through a range of carer-led services and carers personal budgets¹⁷. • The provision of support by Adult Social Care should ensure a proportionate, robust and legal process is developed and applied for people who are carers¹⁸. • Those caring for 50 hours a week or more are twice as likely to be in poor health as those not caring (21% against 11%). This can be due to a range of factors including stress related illness and physical injury¹⁹ • Carers who care for 50 hours or more per week are 80% more likely to have health impacts²⁰. • Over half of carers providing more than 20 hours a week are likely to sustain a physical injury such as back strain. • 70% of carers are women and 30% men²¹. • Almost 100% of carers identified a health condition they suffered from²² and 35% said they thought their condition had worsened due to their caring role.
--	--	--	--

developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

¹⁶ Surrey (Jan 2014) Census 2011

¹⁷ Surrey (March 2011) JSNA Carers Chapter based on 2011 Census

¹⁸ Surrey County Council RIE Project Team (June 2013) Engagement findings from ASC staff and user-led organisations.

¹⁹ Carers UK's analysis of the 2001 Census findings, 'In Poor Health',

²⁰ The "Healthy Lives Healthy People 2010" report

²¹ Surrey Carers' Health Survey, 2011

EQUALITY IMPACT ASSESSMENT

			<ul style="list-style-type: none"> • 45% of Surrey Carers have not registered with their GP as a carer although over 65% had told their GP they were caring²³ • Over 30% of carers had not had a carer's assessment and a further 20% were not sure²⁴. • Nearly 62,000 Surrey carers are estimated to be struggling to balance work and caring - 57% of the total number of carers.²⁵ • The Department of Health commissioned research by CIRCLE, University of Leeds 2013 to evaluate Carer Demonstration Projects funded through the National Carers Strategy. This found that each £1 invested in carers support/breaks saved £2.23 care costs and benefitted the wider community by £7.66.
--	--	--	---

²² Surrey Carers' Health Survey, 2011
²³ Surrey Carers' Health Survey, 2011
²⁴ Surrey Carers' Health Survey, 2011
²⁵ JSNA Chapter: Carers 2011

EQUALITY IMPACT ASSESSMENT

7b. Impact of the proposals on staff with protected characteristics

**Please note: Potential positive and negative impacts which relate to all protected characteristics are listed under age, those which then relate to each specific protected characteristic are then listed against that characteristic

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age**	<ol style="list-style-type: none"> Staff will have the opportunity to spend more time understanding people's situations and the options available to them. They will be able to support people in generating a more varied support package, combining both information and formal care and support. Staff will be encouraged to find out more about the community support options available within their locality and to help develop these, all of which will enrich their job and be more rewarding. There may be more opportunities for people to volunteer to provide community support services. 	<ol style="list-style-type: none"> The shift towards family, friends and community networks providing care and support will continue to drive significant changes in operational processes, systems and the organisation structure. Some staff may struggle to adapt to the pace and scale of change. Some staff may find it challenging to work in a culture which encourages people to look to their family, friends and local community to provider services. They may for example, have concerns about reliability, quality, safeguarding etc. It may be quite challenging for staff to have conversations with people with established packages of care who have been used to particular services being funded and who are now being encouraged to look towards their family, friends and community networks to provide these services. 	<ul style="list-style-type: none"> The average age of a Surrey County Council employee is 45-years. 4.6% of the Surrey County Council workforce is aged 15 to 24-years, compared to 3.83% in Adult Social Care and 10.2% in the wider Surrey population. Adult Social Care has a higher profile of mature workers than the Surrey wide population, with 29.75% 45-54-years (compared to 14.69%) and 20.52% 55-64-years (compared to 11.92%). 48% of employees in Adult Social Care are part time compared with fewer than 30% of the population of Surrey. 55.14% of the Adult Social Care workforce are women working part-time 57% of part time workers in Adult Social Care are front line staff with 10.17% at a senior level 97.3% of the 880 Adult Social Care staff who attended briefings by the Strategic Director on family, friends and community support in May 2013, agreed with the statement "Do you understand what social capital is". 81.8% of staff attending agreed with the statement "Do you feel equipped and confident to have those brave conversations to enable people to use social capital to meet their needs and those of their family?" In the 2012 staff survey, 74% of staff agreed with the statement that "My immediate line manager/supervisor creates an environment where I

EQUALITY IMPACT ASSESSMENT

		4. There may be increasing demands placed upon staff working in the community and voluntary sectors.	feel supported". 74% of staff also agreed that "My immediate line manager/ supervisor encourages us to share good ideas and create innovative solutions". These responses indicated how staff will be supported to implement new approaches such as family, friends and community support.
Disability**	As above	As above	<ul style="list-style-type: none"> The disability workforce profile in Adult Social Care compares poorly with the local population – 3.45% compared with 8.5%. There is a slightly better representation at Surrey County Council senior level with a rise to 3.74%,m although this is only 1.69% in Adult Social Care. There are possible issues with declaration.
Gender reassignment**	As above	As above	-
Pregnancy and maternity**	As above	5. Women away on maternity leave may return to work untrained and unprepared for the new way of working	-
Race**	As above	As above	<ul style="list-style-type: none"> The Black, Minority, Ethnic (BME) profile of the Adult Social Care workforce (8.04%) closely reflects the Surrey population (9.60%). However, there is a significant drop from team leader (14%) to middle (7.11%) and senior (5.08%) managers. The BME female profile in Adult Social Care (9.05%) is significantly greater than that of the male representation (3.02%)
Religion and belief**	As above	As above	<ul style="list-style-type: none"> Nearly 45% of Surrey County Council staff did not state their religion and belief. In Adult Social Care 31.55% of staff stating they were Christian

EQUALITY IMPACT ASSESSMENT

Sex**	As above	As above	<ul style="list-style-type: none"> Nearly 83% of the Adult Social Care workforce is female against 51% of the Surrey population 17% of the Adult Social Care workforce is male against 48.9% in the Surrey population 76.3% of middle managers in Adult Social Care are women and 69.5% at senior level
Sexual orientation**	As above	As above	<ul style="list-style-type: none"> Nearly 54% of staff undeclared
Marriage and civil partnerships**	As above	As above	-
Carers^{26**}	As above	As above	-

Page 132

²⁶

Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

EQUALITY IMPACT ASSESSMENT

8. Amendments to the proposals

Change	Reason for change
No amendments to the efficiency saving are proposed as a result of the Equality Impact Assessment	-

6

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Potential negative impacts on residents, service users and carers			
1. The efficiency saving of £10m means there is a potential for a lower level of funding to be available to meet people's assessed needs.	Where care and support options involving family, friends and the local community do not prove possible, the local authority has a continuing duty to meet those eligible assessed needs and will continue to do so.	2014/15	Personal, Care & Support
2. The shift towards more creative and informal care packages utilising family, friends and community networks will mean a move away from traditional services. This may generate some initial anxiety for people who use services and their carers.	Culture change will be addressed through one to one conversations with their practitioner as part of the natural review process. Training staff to approach these conversations in a positive and empowering way has begun. Continue to support services already in place to support particular groups in accessing information including translations, Easy Read documents and multiple media forms.	2014/15	Personal, Care & Support
3. Care packages utilising family, friends and community support networks may be perceived as lower cost and thus providing a lower quality of care.	Continue to ensure that practice is focused on the outcomes for the individual and that any conversation that leads to the inclusion of family, friends or community support services within a support plan will ensure that this service meets the needs of the individual. Under the monitoring of outcomes, quality and equity we will continue to ensure this is happening.	2014/15 2014/15	Personal, Care & Support Friends, Family & Community Support Project

EQUALITY IMPACT ASSESSMENT

6

<p>4. There is a potential quality assurance issues around the quality and consistency of care provided by family, friends and community networks, how quality is assured and to whom an individual should raise any concerns.</p>	<p>Put in place a robust monitoring framework to assess outcomes and equity.</p> <p>Continue to monitor outcomes on an individual basis via established social work practice.</p> <p>Continue to monitor complaints in line with existing practice.</p> <p>Surrey's programme of grants and contracts will continue to support the wide range of existing training options are already provided by organisations across Surrey .</p>	<p>2014/15</p> <p>2014/15</p> <p>2014/15</p>	<p>Friends, Family & Community Support Project</p> <p>Personal, Care & Support</p>
<p>5. People will have access to varying levels of support from their family, friends and local community networks, creating a disparity and perceived inequality.</p>	<p>Review local profiles and begin work to ensure the JSNA looks at the 'assets' available.</p> <p>Continue strategic commissioning to provide services that meet the needs of residents.</p> <p>Continue to invest in preventative services through, for example:</p> <ul style="list-style-type: none"> • Borough and district investment in preventative services through the PPP • Joint health and social care investment in community preventative services through Better Care Fund • Investment in housing support • Public Health investment in early preventative services 	<p>2014/15</p>	<p>Commissioning</p>
<p>6. It may be quite difficult for people with established packages of care who are used to particular services being funded, to instead have to look towards their family, friends and community networks to provide these services in the future.</p>	<p>Continue to take a personalised approach, reflecting people's access to and preferences for using their family, friends and community networks for the provision of social care and support.</p> <p>Continue working with staff to review support plans with the individual and focus on the outcomes desired, not the services desired.</p>	<p>2014/15</p> <p>2014/15</p>	<p>Personal Care & Support</p> <p>Personal Care & Support</p>
<p>7. The cumulative impact of changes may have a negative impact upon people who use services and their carer,</p>	<p>Continue to plan a phased roll out of the use of family, friends and community support services, as individuals are assessed and then reviewed, remembering it is</p>	<p>2014/15</p>	<p>Personal Care & Support</p>

EQUALITY IMPACT ASSESSMENT

<p>with changes in social care impacting people's lives at the same time as welfare benefit reform and pressure upon public services. This may have a more significant impact upon people with particular protected characteristics such as gender reassignment, sexual orientation, disability etc</p>	<p>an option and Surrey County Council still has a statutory duty of care.</p> <p>Continue review of areas for targeted effort and development, considering protected characteristic groups within that. This will also provide opportunities for inclusion of a protected community.</p>	<p>2014/15</p>	<p>Family, Friends and Community Support Project</p>
<p>8. Some people who were previously using their personal budget to pay family or friends to provide care and support, may feel they can no longer do so and now have to ask their family and friends to continue to do so at no or low cost.</p>	<p>Continue promoting carers assessments to ensure they have adequate support.</p> <p>Continue duty to meet eligible assessed need.</p> <p>Continue to promote 'Family, Friends and Community Support as optional.</p> <p>Adult Social Care has a duty to provide care to those meeting our eligibility criteria. The use of family, friends and community support services is promoted, but optional.</p>	<p>2014/15</p> <p>2014/15</p> <p>2014/15</p>	<p>Personal Care & Support</p> <p>Personal Care & Support</p> <p>Personal Care & Support</p>
<p>9. Safeguarding concerns arising from the breakdown of care and support provided by friends, family and community support.</p>	<p>Continue to ensure robust back-up arrangements for people are in place for situations where there is a breakdown of care and support provided by their friends, family and community network. For example through the duty teams, Emergency Duty Team, provider failure protocol.</p> <p>Continue with established safeguarding and crisis response services in line with our duty of care.</p>	<p>2014/15</p> <p>2014/15</p>	<p>Personal Care & Support</p> <p>Personal Care & Support</p>
<p>10. Family, friends and community support may place additional pressure on older people, who already provide most care and support to their family, friends and local community</p>	<p>Family, friends and community support is an additional option for individuals to consider in meeting their care needs. The suitability of the support service will continue to be assessed as part of the social care practice.</p> <p>Continue promoting carers assessments to ensure they have adequate support.</p>	<p>2014/15</p> <p>2014/15</p>	<p>Personal Care & Support</p> <p>Personal Care & Support</p>

EQUALITY IMPACT ASSESSMENT

6

	Family, friends and community support will develop further preventative services, and access to these services by older people will be improved.	2014/15	Commissioning
11. It will be more difficult for people with some particular disabilities to access community networks as their disabilities are less well understood and are more challenging to support eg mental health	Continue to include family, friends and community support in support plans as it meets the needs of the individual. Continue duty of care for those with eligible needs.	2014/15 2014/15	Personal Care & Support Personal Care & Support
12. Safeguarding issues need to be considered, particularly perhaps for people with learning disabilities or mental health needs, who may be more vulnerable in some community situations	Safeguarding is a legal duty and safeguarding mechanisms for individuals will continue.	2014/15	Personal Care & Support
13. There is limited specialist community provision for gender reassignment. Individuals may be isolated or estranged from their families, limiting their opportunity to ask family to help with their care and support needs.	Explore ways to stimulate community support networks for Surrey's gender reassignment community, which will also provide opportunities for inclusion of a protected communities	2014/15	Commissioning
14. There are relatively small concentrations of people of particular races in Surrey. This makes it more difficult to reach the critical mass needed to provide a range of community support networks.	Continue review of areas for targeted effort and development, considering protected characteristic groups within that. This will also provide opportunities for inclusion of a protected community.	2014/15	Commissioning
15. People who don't share a religion or belief system may feel excluded or unwilling to ask for help and support from that community.	Continue to ensure that practice is focused on the outcomes for the individual and that any conversation that leads to the inclusion of family, friends or community support services within a support plan will ensure that this service meets the needs	2014/15	Personal Care & Support

EQUALITY IMPACT ASSESSMENT

	<p>of the individual.</p> <p>Under the monitoring of outcomes, quality and equity we will continue to ensure this is happening.</p>	2014/15	Personal Care & Support
16. Men may feel uncomfortable asking for help and support, as they have traditionally been the 'provider' and may have fewer community networks upon which to draw.	Engage with men in a different way and look for the right mechanism to enable them to benefit from friends, family and community support. These routes might include encouraging them to volunteer, 'men in sheds' initiative, tackling isolation amongst men who are single and without housing.	2014/15	Personal Care & Support
17. Caring responsibilities may fall disproportionately on women who are traditionally perceived as taking on a caring role within the family or community	<p>Family, friends and community support is an option for individuals to consider in meeting their care needs. The suitability of the support service will continue to be assessed as part of the social care practice.</p> <p>Continue promoting carers assessments to ensure they have adequate support.</p>	2014/15	Personal Care & Support
18. There is an ageing lesbian, gay and bi-sexual community in Surrey for whom there is limited community provision.	Continue review of areas for targeted effort and development, considering protected characteristic groups within that. This will also provide opportunities for inclusion of a protected community.	2014/15	Commissioning
19. Lesbian, gay and bi-sexual may be isolated or estranged from their families, thus limiting their opportunities to ask family, for help with their care and support	Continue review of areas for targeted effort and development, considering protected characteristic groups within that. This will also provide opportunities for inclusion of a protected community.	2014/15	Commissioning
20. Carers may feel an obligation to provide more care and support than they feel able to cope with, as the focus will be to look first towards what their family, friends and local community networks may be able to provide and only to paid services where there	The Care Bill creates new duties for local authorities to support carers including new statutory eligibility criteria. It will therefore be important for assessors to identify where carers can benefit from community based support available within their area. There will also be circumstances where smaller scale support for carers can provide more family friendly, cost effective solutions than more	2014/15	Personal Care & Support

EQUALITY IMPACT ASSESSMENT

6

<p>are gaps.</p>	<p>intrusive care packages for the individuals.</p> <p>Family, friends and community support is an option for individuals to consider in meeting their care needs. The suitability of the support service will continue to be assessed as part of the social care practice.</p> <p>Continue promoting carers assessments to ensure they have adequate support.</p> <p>The Care Bill project will explore the projected increase in demand for carers services and assessment and how we need to respond. The Care Bill project will build carers assessments into proposals for on-line assessment and trusted assessors</p>	<p>2014/15</p> <p>2014/15</p> <p>2014/15</p>	<p>Personal Care & Support</p> <p>Personal Care & Support</p> <p>Care Bill project</p>
<p>Potential negative impacts on staff</p>			
<p>1. The shift towards family, friends and community networks providing care and support will continue to drive significant changes in operational processes, systems and the organisation structure. Some staff may struggle to adapt to the pace and scale of change.</p>	<p>A cultural change programme for staff to equip them to have those challenging conversations</p> <p>ASC HR training representative has been included in work with front line teams.</p>	<p>2014/15</p>	<p>Family, Friends and Community Support Project</p>
<p>2. Some staff may find it challenging to work in a culture which encourages people to look to their family, friends and local community to provider services. They may for example, have concerns about reliability, quality, safeguarding etc.</p>	<p>Continue staff training in asset based approach and the use of the family, friends and community support and the associated risks and safeguarding concerns.</p>	<p>2014/15</p>	<p>Family, Friends and Community Support Project</p>
<p>3. It may be quite challenging for staff to have conversations with people with established packages of care who</p>	<p>Continue staff training in asset based approached and the use of the family, friends and community support, to provide a personalised approach, reflecting</p>	<p>2014/15</p>	<p>Family, Friends and Community Support Project</p>

EQUALITY IMPACT ASSESSMENT

<p>have been used to particular services being funded and who are now being encouraged to look towards their family, friends and community networks to provide these services.</p>	<p>people's access to and preferences for using their family, friends and community networks for the provision of social care and support.</p> <p>Continue promoting carers assessments to ensure they have adequate support.</p> <p>Continue working with staff to review support plans with the individual and focus on the outcomes desired, not the services desired.</p>	<p>2014/15</p> <p>2014/15</p>	<p>Personal Care & Support</p> <p>Personal Care & Support</p>
<p>4. There may be increasing demands placed upon staff working in the community and voluntary sectors.</p>	<p>Develop a Surrey-wide workforce development strategy</p>	<p>2014/15</p>	<p>Workforce Strategy project</p>
<p>5. Women away on maternity leave may return to work untrained and unprepared for the new way of working</p>	<p>Continue staff training in asset based approached and the use of the family, friends and community support, to provide a personalised approach, reflecting people's access to and preferences for using their family, friends and community networks for the provision of social care and support.</p>	<p>2014/15</p>	<p>Family, Friends and Community Support Project</p>

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
There are no potential negative impacts that cannot be mitigated	-

11. Summary of key impacts and actions

<p>Information and engagement underpinning equalities analysis</p>	<ul style="list-style-type: none"> The Adult Social Care Implementation Programme Board, which is attended by our strategic partners, reviewed the 'Family, Friends and Community Support' proposed saving and assessed its impact on the protected characteristics of residents, people who use services and their carers and our staff. The budget public survey using SIMALTO has enabled residents to engage in the budget setting process by providing their views on different investment scenarios.
---	--

EQUALITY IMPACT ASSESSMENT

6

	<ul style="list-style-type: none"> • A range of engagement has been undertaken with staff, Members, providers and other stakeholders. • A range of data was used to support the equalities analysis, including Surrey, Workforce Fairness and Respect Data Pack, Employee Survey, independent research and literature, Surrey Carers' Health Survey etc
<p>Key impacts (positive and/or negative) on people with protected characteristics</p>	<p>Potential positive impacts for residents, people who use services and carers with protected characteristics:</p> <ol style="list-style-type: none"> 1. People will be encouraged to have a more detailed discussion, exploring what care and support options their family, friends and local community might be able to provide. It will encourage creativity and a more varied and interesting support package including a mix of formal and informal support options. 2. It will enable and encourage people to continue to play an active part in their community and to sustain their social networks, thus avoiding the risk of social isolation. 3. People will be empowered to shape their own lives and the services they receive. The approach will enable people who wish to do so, to access services in their local community, which reflect their protected characteristics. 4. Having a network of friends, family and community support around an individual may enable them to identify any issues at an early stage, so appropriate early interventions can be put in place. 5. An increasing reliance upon family, friends and community networks will enable Adult Social Care to support more people whilst delivering efficiency savings. 6. People with particular disabilities may be well placed to access friends, family and community support. There may for example, be more opportunities for people with a learning disability who are readily accepted within society and who are encouraged to get involved in delivering local community support eg helping at lunch club, gardening etc 7. People will be empowered to shape their own lives and the services they receive. This approach will enable people who wish to do so, to access support from their friends, family and community which reflect their gender reassignment choice. 8. People will be encouraged to explore care and support options from amongst their family, friends and local community which help build an ongoing support network and to meet others experiencing pregnancy and maternity 9. People will be empowered to shape their own lives and the services they receive. The approach will enable people who wish to do so, to access services in their local community, which reflect their race and culture. 10. People who share a religion or belief system will be encouraged to access support from within their local faith

	<p>community</p> <ol style="list-style-type: none"> 11. Community networks tend to be well established to involve and support women eg WI, WRVS, Mothers Union etc. 12. Women may feel more comfortable asking for help and support and taking part in community based activities. 13. The approach will enable people who wish to do so, to access services in their local community, reflecting their sexual orientation. 14. They will have an opportunity to explore the support a family member or friend who is supportive of their sexual orientation, may be able to offer. 15. Carers needs will be considered as part of the assessment process and their input valued to ensure the friends, family and community support elements of a package are realistic and sustainable <p>Potential negative impacts for residents, people who use services with protected characteristics:</p> <ol style="list-style-type: none"> 1. Adult Social Care has a continuing duty of care to meet eligible assessed need, against an exceptionally challenging demographic, policy and financial environment. The efficiency saving of £10m means there is a potential for a lower level of funding to be available to meet people's assessed needs. 2. The shift towards more creative and informal care packages utilising family, friends and community networks will mean a move away from traditional services. This may generate some initial anxiety for people who use services and their carers. 3. Care packages utilising family, friends and community support networks may be perceived as lower cost and thus providing a lower quality of care. 4. There is a potential quality assurance issue around the quality and consistency of care provided by family, friends and community networks, how quality is assured and to whom an individual should raise any concerns. This may present a risk of challenge from people who feel disadvantaged by the 'Family, Friends and Community Support' approach. 5. People will have access to varying levels of support from their family, friends and local community networks, creating a disparity, perceived inequality and lack of choice. Adult Social Care has a continuing duty of care to meet eligible assessed need. 6. It may be quite difficult for people with established packages of care who are accustomed to particular services being funded, to instead have to look towards their family, friends and community networks to provide these services in the future. 7. There may be a cumulative impact of change with a move towards 'Family, Friends and Community Support' in both Adult Social Care and Children's Services, welfare benefit
--	--

EQUALITY IMPACT ASSESSMENT

6

reform and pressure upon public services. This may have a negative impact upon people who use services and their carers who are may have to cope with changes at the same time and pressure upon their finances.

8. Some people who were previously using their personal budget to pay family or friends to provide care and support, may feel they can no longer do so and now have to ask their family and friends to continue to do so at no or low cost. This may have a knock on effect on the willingness or ability of those family members and friends to provide care, for example, they may not be able to afford it.
9. Safeguarding concerns arising from the breakdown of care and support provided by friends, family and community support, that may mean people do not get the care they need.
10. Family, friends and community support may place additional pressure on older people, who already provide most care and support to their family, friends and local community
11. It will be more difficult for people with some particular disabilities to access community networks as their disabilities are less well understood and are more challenging to support eg mental health
12. Safeguarding issues need to be considered, particularly perhaps for people with learning disabilities or mental health needs, who may be more vulnerable in some community situations
13. There is limited specialist community provision for gender reassignment. Individuals may be isolated or estranged from their families, limiting their opportunity to ask family to help with their care and support needs.
14. There are relatively small concentrations of people of particular races in Surrey. This makes it more difficult to reach the critical mass needed to provide a range of community support networks.
15. People who don't share a religion or belief system may feel excluded or unwilling to ask for help and support from that community.
16. Men may feel uncomfortable asking for help and support, as they have traditionally been the 'provider' and may have fewer community networks upon which to draw.
17. Caring responsibilities may fall disproportionately on women who are traditionally perceived as taking on a caring role within the family or community
18. There is an ageing lesbian, gay and bi-sexual community in Surrey for whom there is limited community provision.
19. Lesbian, gay and bi-sexuals may be isolated or estranged from their families, thus limiting their opportunities to ask family, for help with their care and support
20. Carers may feel an obligation to provide more care and support than they feel able to cope with, as the focus will be to look first towards what their family, friends and local

EQUALITY IMPACT ASSESSMENT

	<p>community networks may be able to provide and only to paid services where there are gaps.</p> <p>Potential positive impacts for staff with protected characteristics:</p> <ol style="list-style-type: none"> 1. Staff will have the opportunity to spend more time understanding people's situations and the options available to them. They will be able to support people in generating a more varied support package, combining both information and formal care and support. 2. Staff will be encouraged to find out more about the community support options available within their locality and to help develop these, all of which will enrich their job and be more rewarding. 3. There may be more opportunities for people to volunteer to provide community support services <p>Potential negative impacts for staff with protected characteristics:</p> <ol style="list-style-type: none"> 1. The shift towards family, friends and community networks providing care and support will continue to drive significant changes in operational processes, systems and the organisation structure. Some staff may struggle to adapt to the pace and scale of change. 2. Some staff may find it challenging to work in a culture which encourages people to look to their family, friends and local community to provider services. They may for example, have concerns about reliability, quality, safeguarding etc. 3. It may be quite challenging for staff to have conversations with people with established packages of care who have been used to particular services being funded and who are now being encouraged to look towards their family, friends and community networks to provide these services. 4. There may be increasing demands placed upon staff working in the community and voluntary sectors. 5. Women away on maternity leave may return to work untrained and unprepared for the new way of working.
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>No amendments to the efficiency saving are proposed as a result of the Equality Impact Assessment</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>For residents, people who uses services and their carers with protected characteristics:</p> <ul style="list-style-type: none"> • Where care and support options involving family, friends and the local community do not prove possible, the local authority has a continuing duty to meet those eligible assessed needs and will continue to do so. • Culture change will be addressed through one to one conversations with their practitioner as part of the natural review process. • Continue to ensure that practice is focused on the outcomes for the individual and that any conversation that leads to the

EQUALITY IMPACT ASSESSMENT

6

inclusion of family, friends or community support services within a support plan will ensure that this service meets the needs of the individual.

- Put in place a robust monitoring framework to assess outcomes and equity.
- Continue to monitor complaints via established practice.
- Review local profiles and begin work to ensure the JSNA looks at the 'assets' available.
- Continue strategic commissioning to provide services that meet the needs of residents.
- Continue to invest in preventative services
- Continue to take a personalised approach, reflecting people's access to and preferences for using their family, friends and community networks for the provision of social care and support.
- Continue to plan a phased roll out of the use of family, friends and community support services, as individuals are assessed and then reviewed, remembering it is an option and Surrey County Council still has a statutory duty of care.
- Continue review of areas for targeted effort and development, considering protected characteristic groups within that. This will also provide opportunities for inclusion of a protected community.
- Continue promoting carers assessments to ensure they have adequate support.
- Continue to ensure robust back-up arrangements for people are in place for situations where there is a breakdown of care and support provided by their friends, family and community network. For example through the duty teams, Emergency Duty Team, provider failure protocol.
- Continue with established safeguarding and crisis response services in line with our duty of care.
- Family, friends and community support is an additional option for individuals to consider in meeting their care needs. The suitability of the support service will continue to be assessed as part of the social care practice.
- Continue to include family, friends and community support in support plans as it meets the needs of the individual.
- Safeguarding is a legal duty and safeguarding mechanisms for individuals will continue.
- Explore ways to stimulate community support networks for Surrey's gender reassignment community, which will also provide opportunities for inclusion of a protected communities
- Engage with men in a different way and look for the right mechanism to enable them to benefit from friends, family and community support. These routes might include encouraging them to volunteer, 'men in sheds' initiative, tackling isolation amongst men who are single and without housing.

EQUALITY IMPACT ASSESSMENT

	<ul style="list-style-type: none"> • The Care Bill creates new duties for local authorities to support carers including new statutory eligibility criteria. It will therefore be important for assessors to identify where carers can benefit from community based support available within their area. • The Care Bill project will explore the projected increase in demand for carers services and assessment and how we need to respond. The Care Bill project will build carers assessments into proposals for on-line assessment and trusted assessors <p>For staff with protected characteristics:</p> <ul style="list-style-type: none"> • A cultural change programme for staff to equip them to have those challenging conversations • ASC HR training representative has been included in work with front line teams. • Continue staff training in asset based approach and the use of the family, friends and community support and the associated risks and safeguarding concerns. • Continue staff training in asset based approach and the use of the family, friends and community support, to provide a personalised approach, reflecting people's access to and preferences for using their family, friends and community networks for the provision of social care and support. • Continue promoting carers assessments to ensure they have adequate support. • Continue working with staff to review support plans with the individual and focus on the outcomes desired, not the services desired. • Develop a Surrey-wide workforce development strategy
<p>Potential negative impacts that cannot be mitigated</p>	<p>There are no potential negative impacts that cannot be mitigated</p>

1. Topic of assessment

EIA title:	Implementation of a Managed Print Service at Surrey County Council
-------------------	--

EIA author:	Andy Moynihan - Assistant Project Manager Business Improvement Service Business Services Directorate
--------------------	--

2. Approval

	Name	Date approved
Approved by¹	Alison Braithwaite	04.02.2014

3. Quality control

Version number	V1.0	EIA completed	
Date saved	04.02.2014	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role

¹ Refer to earlier guidance for details on getting approval for your EIA.

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>A Managed Print Service (MPS) is being implemented across Surrey County Council. The aim of the project is to remove all existing print, copy and scan devices and replace them with a fleet of modern, multi-functional devices (MFDs), reducing costs and improving the working environment.</p> <p>MFDs offer the ability to scan, fax, photocopy and print from a single machine. The devices also offer increased security through secure ‘Follow you’ printing. – This means that an individual’s printing will not print out until they are present at the printer with their Identification card.</p> <p>The project will introduce new ways of working to support more flexible working practices. There is also an opportunity to reduce the Council’s carbon emissions by reducing unnecessary and wasteful printing, and ensuring that new devices are as energy efficient as possible, in terms of manufacture, delivery and operation.</p>
<p>What proposals are you assessing?</p>	<p>In 2014 MPS is being implemented across approximately 240 SCC sites. 12 SCC sites have been audited in preparation for MPS. By analysing the data from these 12 sites we estimate that up to 3,000 devices are currently located in the 240 sites. These existing devices are to be removed and replaced with 400 new devices.</p> <p>Each site will be audited to determine how many devices are required for that site and to specify their locations within the building/s. The Audits will consist of a thorough count of existing devices, analysis of usage history and consultation with key stakeholders and users of the devices.</p> <p>The majority of staff and Members regularly use printers, photocopiers and/or scanners in order to effectively carry out their work. The implementation of a MPS will impact on most if not all SCC staff and Members. Visitors to SCC sites and residents who use library services may also be impacted.</p> <p>The introduction of ‘Follow you’ printing means the user will spend more time selecting options and preferences at the device from which they wish to print/copy/scan as opposed to choosing from a menu on their desktop/laptop and then sending the print to a particular device.</p>

<p>Who is affected by the proposals outlined above?</p>	<p>Staff All our employed work force including bank and contract staff, management trainees and apprentices will be affected by the introduction of MPS.</p> <p>Information on staff is collected through our workforce data activities and summary equality monitoring information is published quarterly on the SCC website – this can be found here</p> <p>Members All Members will be affected when carrying out County Councillor duties at SCC buildings. A large number of Members currently have home printers supplied and managed by SCC. Home printing is not in scope of this project and therefore the home printing facility will not be affected by the MPS project.</p> <p>Volunteers People who directly volunteer with SCC will be potentially affected by the introduction of a MPS. Volunteers are required to adhere to organisational policy and procedures around, security, confidentiality, harassment and bullying, behaviours, safeguarding, whistle blowing and health and safety. Some volunteer agreements include induction, training and development arrangements, supervision arrangements and complaints procedures. It is not clear if there is an organisational policy that covers all volunteers, however services such as cultural services have their own volunteer policies, procedures and volunteer agreements.</p> <p>Residents and service users Some residents and service users will potentially be impacted. Users of library facilities will need to use the Managed Print Service if they wish to print/copy/scan in a Surrey Library.</p>
--	--

6. Sources of information

Engagement carried out

The MPS Project Governance has been structured to ensure thorough and effective communication and engagement will be carried out with all users impacted by the implementation of MPS.

The contract which the suppliers have signed stipulates that they will comply with the relevant equality and diversity legislation (including the Equality Act 2010) whilst performing the services.

The contract also requires the supplier to adopt SCC's equal opportunities policy when recruiting and dealing with their personnel.

Prior to the implementation at each site a number of contacts for that site will be identified. These include;

- Facilities Manager
- General site contact
- Site sign-off contact

We will be able to effectively communicate with all employees, library users, Members and volunteers through these contacts and an ongoing dialogue throughout implementation will help to ensure that MPS does not disadvantage or discriminate against any user.

We have engaged with the following stakeholders through meetings, workshops and email:

Strategic Directors

Project Board consisting on Heads of Service and Senior stakeholders

Facilities managers

Building User Groups

Senior management team meetings (including Legal and Democratic Services and Surrey Fire & Rescue)

Registrars

As part of the Communications and Engagement workstream further engagement will be identified and carried out with potentially affected equality groups.

Data used

- Surrey Workforce profile.
- Surrey-i, our local data and information portal, which can be searched by protected characteristic.

7. Impact of the new/amended policy, service of function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence												
Age		<p>Older people may find it more difficult to adapt to the new technology. There will be new processes to learn in order to use the Managed Print Service including the use of Follow me printing. A range of training materials will be available as well as floorwalker trainers and demonstrations provided.</p>	<p>There is a higher percentage of older people in Surrey compared to the national average and a higher proportion of our library members are likely to be over 65.</p> <table border="1" data-bbox="448 143 584 1061"> <thead> <tr> <th></th> <th>Persons - % aged 0-15</th> <th>Persons - % aged 16-64</th> <th>Persons - % aged 65+</th> </tr> </thead> <tbody> <tr> <td>England</td> <td>18.94</td> <td>64.13</td> <td>16.93</td> </tr> <tr> <td>Surrey</td> <td>19.41</td> <td>62.81</td> <td>17.78</td> </tr> </tbody> </table> <p>The percentage increase in older people is higher in Surrey than England as a whole where the number of over 65s has increased by 10.9% and the number of over 85s by 23.7% between 2001 and 2011. This percentage increase in older people is expected to continue.</p>		Persons - % aged 0-15	Persons - % aged 16-64	Persons - % aged 65+	England	18.94	64.13	16.93	Surrey	19.41	62.81	17.78
	Persons - % aged 0-15	Persons - % aged 16-64	Persons - % aged 65+												
England	18.94	64.13	16.93												
Surrey	19.41	62.81	17.78												
Disability	<ol style="list-style-type: none"> The new fleet of modern devices will have enhanced visual displays which may improve the user experience for people with visual impairments. A comprehensive audit and of existing devices and thorough engagement with services on where best to place new devices gives SCC an excellent opportunity to improve 	<ol style="list-style-type: none"> Potential usability issues for residents/volunteers with visual disability. Mitigations are various and will depend on the eventual solution selected. Solutions could include adapting displays on devices (adjustable display size). Potential usability issues for volunteers with physical disability. and/or ensuring staff impacted 	<p>The day to day activities of 13.5% of Surrey's population are limited by a long term health problem or disability.</p>												

² More information on the definitions of these groups can be found [here](#).

	on existing layout, adapting to the needs of users with physical disabilities, therefore improving accessibility.	have access to an appropriate desktop device. People with disabilities may need a range of reasonable adjustments for both physical and IT access.	
Gender reassignment	No impact	No impact	The strategy does not contain any specific proposal about Gender. Hence, this assessment cannot determine a foreseeable impact on this. However, providers will be directly accountable to Surrey CC for compliance with Surrey's equality and diversity policy.
Pregnancy and maternity	No impact	No impact	
Race	No impact	No impact	The strategy does not contain any specific proposal about race. Hence, this assessment cannot determine a foreseeable impact on this. However, providers will be directly accountable to Surrey CC for compliance with Surrey's equality and diversity policy.
Religion and belief	No impact	No impact	The implementation of the managed print service does not contain any specific proposal about faith/belief. Hence, this assessment cannot determine a foreseeable impact on this. However, providers will be directly accountable to Surrey CC for compliance with Surrey's equality and diversity policy.
Sex	No impact	No impact	
Sexual orientation	No impact	No impact	The strategy does not contain any specific proposal about sexual orientation. Hence, this assessment cannot determine a foreseeable impact on this. However, providers will be directly

			accountable to Surrey CC for compliance with Surrey's equality and diversity policy.
Marriage and civil partnerships	No impact	No impact	

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age		Older people may find it more difficult to adapt to the new technology. There will be new processes to learn in order to use the Managed Print Service including the use of Follow me printing. A range of training materials will be available as well as floorwalker trainers and demonstrations provided.	The average age of employee in May 2013 was 44.84 years old. Just under 20% of employees are aged between 55 and 64. Just over 3% of employees are aged 65 or over, much lower than the population of Surrey as a whole.
Disability	<ol style="list-style-type: none"> The new fleet of modern devices will have enhanced visual displays which may improve the user experience for people with visual impairments. A comprehensive audit and thorough engagement with services on where best to place new devices gives SCC an excellent opportunity to improve on existing layout, adapting to the needs of users with physical 	<ol style="list-style-type: none"> Potential usability issues for staff with visual disability. Mitigations are various and will depend on the eventual solution selected. Solutions could include adapting displays on devices (adjustable display size). Potential usability issues for staff with physical disability. and/or ensuring staff impacted have access to an appropriate desktop device. People with disabilities may need a range of reasonable adjustments for 	SCC workforce information from May 2013 shows that 3.08% of SCC employees have a declared disability.

	disabilities, therefore improving accessibility.	both physical and IT access.	
Gender reassignment	No impact	No impact	
Pregnancy and maternity	No impact	No impact	
Race	No impact	No impact	
Religion and belief	No impact	No impact	
Sex	No impact	No impact	
Sexual orientation	No impact	No impact	
Marriage and civil partnerships	No impact	No impact	

8. Amendments to the proposals

Change	Reason for change

9. Action plan

This EIA will be used alongside the implementation project as a “living document” to ensure that any impacts identified during implementation are captured and mitigated. The below section will be completed as and when changes are identified.

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	Information was used from a variety of sources including the Surrey Workforce profile, Surrey-i and engagement with key stakeholders. There was also a key inclusion within the Contract that was let to ensure that significant engagement was undertaken with the end users of the Managed Print Service to support the shape of the rollout. At each site, to ensure there is a conduit into the project, there are key contacts at each site including Facilities Managers and a general site contact .
Key impacts (positive and/or negative) on people with protected	There were two main characteristics that were identified as being potentially impacted by this project – Age and Disability. This was potentially across residents, service users and staff (dependent on their interaction with the devices and nature of services

<p>characteristics</p>	<p>accessed).</p> <p>Age – potential negative impacts:</p> <ul style="list-style-type: none"> - difficulty adapting to the new technology <p>Disability – potential negative impacts:</p> <ul style="list-style-type: none"> - usability issues with interface for those with physical and learning difficulties as well as the reduction in device numbers across the estate. <p>Disability – potential positive impacts:</p> <ul style="list-style-type: none"> - Modern displays on the equipment may be more effective than current devices - There is likely to more flexibility and adaptability with the modern technology. - The engagement that will be undertaken as part of the rollout will provide an opportunity for individuals who may have additional needs to shape the new technology.
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>No specific changes have been made to the proposal itself as a result of the EIA – there has and will continue to be improvements made to the way in which the proposal is implemented throughout the project.</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>There has been an increased focus on engagement as a result of this EIA as well as training for individuals who will need to use the devices.. This EIA will act as a living document, being adapted and added to as the project progresses.</p>
<p>Potential negative impacts that cannot be mitigated</p>	

1. Topic of assessment

EIA title:	One Team Communications Review – realising savings on communications spending across the council
-------------------	--

EIA author:	Tim Edwards, Corporate Communications Manager
--------------------	---

2. Approval

	Name	Date approved
Approved by¹	Louise Footner	

3. Quality control

Version number	Version 4	EIA completed	
Date saved	23 January 2014	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Siobhan Abernethy	Adult Social Care Communications and Stakeholder Engagement Manager	SCC	Information and Advice Forum
Ben Skipp	Superfast Broadband Project Manager	SCC	SFBB data
Rosalind Louth	Policy Manager	SCC	Corporate equalities

5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?	<p>A One Team Review of the communications function within the council was launched in 2012 with the aim of improving working arrangements, effectiveness and efficiency through avoiding duplication and achieving greater consistency. The review has largely focused on promoting one team working through joint planning and prioritisation, shared learning and expertise and how to make best use of resources.</p> <p>The communications function is split between a central Communications Service and communications posts in different directorates:</p> <ul style="list-style-type: none"> The Communications (Comms) Service is responsible for communicating with the council's key audiences (including Surrey residents, elected Members, staff and partners) around the council's
--	---

	<p>priorities for improving services, providing value for money and standing up for the interests of the county. In 2006 all external publicity spending was centralised in one budget managed by the Comms Service. This central budget was reduced by £100,000 in 2009 following the election of the new council, and by a similar amount in 2011 as part of the Public Value Review of the Chief Executive’s Office. A further £100,000 reduction is planned for 2014-15 under the council’s Medium Term Financial Plan (MTFP).</p> <ul style="list-style-type: none"> • At the same time, following a number of other structural changes, additional communications services with dedicated staff have been developed within individual directorates. These directorate teams have tended to operate independently, according to their service-specific needs, and have had access to local funding from a variety of service budgets and externally-sourced grants to procure communications services separately from the central budget. The central communications budget now only accounts for about 35% of the overall communications spend.
<p>What proposals are you assessing?</p>	<p>The review has been tasked with making £1m savings from an identified budget of £1.5m, comprised of the central external publicity budget as well as directorate-funded communications spending.</p> <p>The key proposals involve reducing spending on printed materials and traditional advertising (such as newspapers, radio, outdoor advertising) in favour of social media and other online solutions that enable more effective targeting, access 24/7 and instant updating of material.</p> <p>The savings will be achieved through:</p> <ul style="list-style-type: none"> • adopting a digital-by-default approach to communications (so that printed publicity and traditional advertising are only considered if digital solutions are not appropriate) • working as one team • pooling budgets • promoting wider behaviour change across the council to reduce the demand for print and advertising spend. <p>The proposals recognise that although the proportion of people using the internet continues to increase (Office of National Statistics), printed publicity will continue to be the most effective way of reaching some audiences for some years. Because of this, information will continue to be made available in paper or other format as appropriate, reducing the impact on groups who may be less able to access online resources. Although the Council intends to reduce the volume of printed material this does not mean that it will cease to print all material. Print will continue to be considered when it provides the most appropriate way of reaching target audiences. The Council will continue to meet its statutory duties to provide accessible material including those expected to be introduced by the Care Bill. However, the proposals will require any printing and advertising to be justified by a business case based on evidence, value for money and compliance with council financial regulations.</p> <p>Translation and interpreting services are not in scope for the purposes of this Communications Review. They have historically been, and will remain the responsibility of services to provide as necessary.</p>

	<p>A key part of the shift to more digital communications will be to integrate with the council's digital inclusion programme. This is currently developing plans to support the estimated 9% of Surrey residents who have not been online to help overcome their barriers to access (these include inadequate broadband infrastructure, and issues of affordability, skills and motivation/preference).</p>
<p>Who is affected by the proposals outlined above?</p>	<p>The proposals have the potential to affect how all Surrey residents and Surrey County Council staff receive and provide information and publicity. In particular, service users who are most likely to require information will be affected. Unemployed or other disadvantaged groups are also likely to be affected. Staff involved in the provision of communications and those who are less able to access online resources may be affected. As a County Surrey has the lowest number of non-Internet users (6%) compared to a national average of 14%.²</p>

² ONS Internet Quarterly Update 2013 Q3 <http://www.ons.gov.uk/ons/rel/rdit2/internet-access-quarterly-update/q3-2013/stb-ia-q3-2013.html>

6. Sources of information

Engagement carried out
<p>Adult Social Care Information and Advice Forum Feedback was sought from this group and has been incorporated in this assessment.</p> <p>One Team approach The central Comms Service and directorate teams have undertaken the review of spending together, as part of a collaborative approach to understanding and tackling the issues, identifying key risks and possible mitigating actions.</p> <p>Strategic Director briefings The Head of Communications has met with all Strategic Directors to explain the review and get their feedback. In addition she has secured the approval of the Corporate Leadership Team to come back with recommendations.</p> <p>Superfast Broadband digital inclusion project The Comms Service will use the evidence from a needs analysis carried out by the council's Superfast Broadband Programme, focused on digitally excluded groups – including 12,000 carers, 9,000 jobseekers and more than 2,000 households on social housing tenancies. The results are being used to develop an action plan to help people get access to the benefits of digital platforms and identify solutions to address gaps.</p> <p>Parish and town council partners Feedback suggests online publicity material is the preferred method for a number of parish and town councils when distributing county council information to their communities. The Comms Review is following this up to canvass the views of parish councils, residents' associations and other community groups across the county.</p>
Data used
<ul style="list-style-type: none"> • Social Media Revolution by Erik Qualman – quantifies growth in social media • Surrey social network footprint data and JSNA data on Surrey • Superfast Surrey broadband data on Surrey post codes identifying gaps in provision of high-speed broadband infrastructure by the commercial market • Bespoke evaluation of key publicity campaigns to test the effectiveness of advertising, printed material and other communications activity • Feedback from Adult Social Care Information and Advice Forum (attached) • 2011 Census • User feedback and/or complaints data

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ³	Potential positive impacts	Potential negative impacts	Evidence
Age	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> • Access to information 24/7 • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information • Easier to keep information current • Increasingly in line with lifestyle trends and expectations 	<p>Older people may be less able or willing to access online information, meaning that they could be impacted by any increase in use of digital communications by the Council.</p> <p>There is therefore the potential for digital exclusion of older age groups:</p> <ul style="list-style-type: none"> • without access to reliable broadband connections • without computers and mobile devices • without digital skills or experience 	<p>The ONS have found that age is a key factor as to whether an individual has used the internet. Almost all adults aged 16 to 24 years (99%) had ever used the internet (7.1 million people). In contrast, only 33% of adults aged 75 years and over had ever used the internet, representing 1.6 million people.</p> <p>Of the 7.0 million adults who had never used the internet at Q3 2013, 46% (3.2 million) were aged 75 years and over.⁴ In Surrey, there are nearly 97,000 people aged 75 years and over representing 8.5% of the population⁵.</p> <p>Because of the older age profile of the 22,000 Surrey people receiving Adult Social Care support (nearly two-thirds are over 65, half are over 75 and a third over 85), the council is likely to invest more in face-to-face support.</p> <p>Anecdotal feedback from the Council's Contact Centre suggests that older people are more likely to request information in printed format. This was particularly the case for enquiries about Telecare or Care Homes.</p> <p>Concerns were also raised during consultation about the availability of internet access in the Council's care homes which may affect some residents.</p> <p>Evaluation of the council's "dementia-friendly" public information campaign found that there is greater awareness among the public through traditional advertising media rather than online.</p>
Disability	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> • Access to information 	<p>There are a greater proportion of disabled people who are able to access online information,</p>	<p>At Q3 2013, there were 3.8 million disabled adults, as defined by the Disability Discrimination Act (DDA), who had never used the Internet. This represents 33% of those</p>

³ More information on the definitions of these groups can be found [here](#).

⁴ ONS Internet Quarterly Update 2013 Q3 <http://www.ons.gov.uk/ons/rel/rdit2/internet-access-quarterly-update/q3-2013/stb-ia-q3-2013.html>

⁵ 2011 Census <http://www.surreyi.gov.uk/Viewdata.aspx?P=Data&referer=%2fViewpage.aspx%3fC%3dbasket%26BasketID%3d224>

	<p>24/7</p> <ul style="list-style-type: none"> • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information • Easier to keep information current • Increasingly in line with lifestyle trends and expectations 	<p>meaning that they could be impacted by any increase in use of digital communications by the Council.</p> <p>This could include people with disabilities in households without reliable internet access and appropriate technology.</p>	<p>who were disabled and over half (54%) of the 7.0 million adults who had never used the Internet.</p> <p>61% of people with disabilities live in households with internet access (compared with 86% of non-disabled people). It is estimated that in 2010 there will be 33,000 people with moderate or severe personal care disabilities in Surrey or 4.8% of the population⁶</p> <p>Feedback from the Surrey Disabled People's Partnership indicates about 25% of their members request information in printed form.</p>
<p>Gender reassignment</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> • Access to information 24/7 • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information • Easier to keep information current • Increasingly in line with lifestyle trends and expectations 	<p>No specific negative impacts relating to this group</p>	
<p>Pregnancy and maternity</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> • Access to information 24/7 • Reduce need for travel • Easier to search and link to additional information • More effective signposting to 	<p>No specific negative impacts relating to this group</p>	

	<p>information</p> <ul style="list-style-type: none"> Easier to keep information current Increasingly in line with lifestyle trends and expectations 		
<p>Race</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> Access to information 24/7 Reduce need for travel Easier to search and link to additional information More effective signposting to information Easier to keep information current Increasingly in line with lifestyle trends and expectations 	<p>No specific negative impacts relating to this group</p>	
<p>Religion and belief</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> Access to information 24/7 Reduce need for travel Easier to search and link to additional information More effective signposting to information Easier to keep information current Increasingly in line with lifestyle trends and expectations 	<p>No specific negative impacts relating to this group</p>	
<p>Sex</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> Access to information 	<p>There is a slightly lower percentage of women in comparison to men who are</p>	<p>The ONS reported that in Q3 of 2013 men (88%) were more likely to be Internet users than women (84%). However, males in the older age groups are more likely to</p>

	<p>24/7</p> <ul style="list-style-type: none"> • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information • Easier to keep information current • Increasingly in line with lifestyle trends and expectations 	<p>Internet users meaning they may be less able to access online resources.</p>	<p>use the Internet than females of the same age. At Q3 2013, four in ten (42%) males aged 75 years and over had ever used the Internet, compared with fewer than three in ten (26%) females⁷.</p>
<p>Sexual orientation</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> • Access to information 24/7 • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information • Easier to keep information current • Increasingly in line with lifestyle trends and expectations 	<p>No specific negative impacts relating to this group</p>	
<p>Marriage and civil partnerships</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> • Access to information 24/7 • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information 	<p>No specific negative impacts relating to this group</p>	

	<ul style="list-style-type: none"> Easier to keep information current Increasingly in line with lifestyle trends and expectations 		
<p>Carers⁸</p>	<p>All groups may benefit from:</p> <ul style="list-style-type: none"> Access to information 24/7 Reduce need for travel Easier to search and link to additional information More effective signposting to information Easier to keep information current Increasingly in line with lifestyle trends and expectations 	<p>If caring responsibilities result in financial disadvantage to the extent that they cannot gain access to broadband services, computers or mobile devices then there is the risk of digital exclusion.</p>	<p>Feedback from the Adult Social Care Information and Advice Forum identified three distinct groups of carers</p> <ul style="list-style-type: none"> young carers under 18 parents caring for disabled children adults caring for adults (34%-40% of whom are over 65 years – Census 2011) <p>While the first two groups of carers are not expected to have negative impacts, the group of older carers are likely to require multiple information channels.</p> <p>Data from the council's Superfast Broadband programme indicates around 70% of Surrey's carers are already online (based on a 10% sample of carers surveyed in November-December 2013).</p>

⁸ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<p>Age</p>	<p>All staff should benefit from:</p> <ul style="list-style-type: none"> • Access to information 24/7 • Reduce need for travel • Easier to search and link to additional information • More effective signposting to information • Easier to keep information current • Increasingly in line with lifestyle trends and expectations 	<p>There is the potential for some staff to be more affected by the shift towards digital communications. This will reflect the groups identified above in the general population, notably older people and people with disabilities.</p>	<p>Feedback from the Adult Social Care Communications and Stakeholder team suggested that approximately 800 Adult Social Care staff do not have ready access to digital technology. These staff rely on local briefings, printed information circulated from management and phones as they either work in the community with people who use services or are in SCC care homes.</p>
<p>Disability</p>			
<p>Gender reassignment</p>			
<p>Pregnancy and maternity</p>			
<p>Race</p>			
<p>Religion and belief</p>	<p>The digital-by-default approach is being developed across the board, driven by the Council's Channel Strategy, Communications and Engagement Strategy and as a result of modernising work practices and technology upgrades which are providing greater online and digital capacity and capability.</p>	<p>There is evidence that some staff do not have ready access to digital technology which would potentially impact on all groups.</p>	<p>Staff in Cultural Services, including branch Library staff and tutors in Adult Learning and Surrey Arts have also been identified as a group who may be less able to access digital technology due to their roles and availability of equipment.</p>
<p>Sex</p>			
<p>Sexual orientation</p>			
<p>Marriage and civil partnerships</p>			
<p>Carers</p>			

8. Amendments to the proposals

Change	Reason for change
N/A	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
<p>Potential for staff to find adapting to digital communications rather than traditional methods difficult.</p> <p>Where staff are not desk-based, such as in day centres, and may lack immediate access to a computer or laptop, they could be disadvantaged if all communications are only available online</p>	<p>An internal staff communications and engagement campaign will be launched once recommendations have been approved to support the wider organisational behaviour change necessary to achieve the shift from traditional to digital communications solutions.</p> <p>The council will continue to support them with core printed information.</p>		
<p>Where people have issues with access to online information – for example older people or those with hearing, sight or learning disabilities – and may be disadvantaged if communications are only available online</p>	<p>The council's Adult Social Care directorate will be investing more in face-to-face engagement.</p>		
<p>Potential for older people, disabled people, women and carers to be more at risk of digital exclusion and less able to access online resources</p>	<p>The rollout of the extended fibre optic network will increase accessibility to faster and more reliable broadband speed throughout 2013 and 2014, while the two-year associated Digital Inclusion Project will address skills issues and preferred methods of communication identified through the needs analysis</p>		
<p>Potential for older people, disabled people, women and carers to be more at risk of</p>	<p>Information will continue to be provided in accessible formats where appropriate, in particular information and advice about care</p>		

digital exclusion and less able to access online resources	and support.		
--	--------------	--	--

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
None identified	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	
Key impacts (positive and/or negative) on people with protected characteristics	
Changes you have made to the proposal as a result of the EIA	
Key mitigating actions planned to address any outstanding negative impacts	
Potential negative impacts that cannot be mitigated	



1. Topic of assessment

EIA title:	Legacy Team Consultation
-------------------	--------------------------

EIA author:	Susie Kemp
--------------------	------------

2. Approval

Name		Date approved
Approved by ¹	Susie Kemp	26.09.13

3. Quality control

Version number	EIA completed
Date saved	EIA published

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Susie Kemp	Assistant Chief Executive	SCC	
Lucy Mustoe	HR Manager	SCC	
Chloe Stokes	HR Advisor	SCC	

¹ Refer to earlier guidance for details on getting approval for your EIA.

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>The Legacy Team was established after the 2012 Olympics as a time limited team to utilise the positive after effects on Surrey of the 2012 Olympic Games. The team's core function has been to establish a legacy following the Olympic games supporting community engagement of such events as Surrey sports programme, Surrey 100 and Tour of Britain 2013/14. They have also been working with the Public Health teams on Health and Wellbeing issues. The County Council's funding for the team ceases as of 31 March 2014.</p>
<p>What proposals are you assessing?</p>	<p>We are assessing the impact of disbanding the Legacy Team at the point when funding for the team ceases on 31 March 2014. The 5 staff will be directly affected..</p>
<p>Who is affected by the proposals outlined above?</p>	<p>All 5 employees who currently work in the Legacy Team will be directly affected The time leading up to 31 March 2014 will be used to ensure the functions of this team are embedded elsewhere in the council or by external partners.</p>

6. Sources of information.

<p>Engagement carried out</p>	
<p>We will be carrying out engagement and consultation on an individual and group basis with the 5 directly affected staff in full accordance with the Council's Change Management policy. All 5 employees will receive full redeployment support, HR support and management support.</p>	
<p>Data used</p>	
<p>Staffing data from SAP</p>	

**7. Impact of the new/amended policy, service or function
Impact of the proposals on staff with protected characteristics**

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	The opportunity to request VS and Early Retirement.	Staff with less continuous service will receive less.	Change Management Policy.
Disability	No impact	Any staff with Mental Health issues may be more likely to find the restructure process distressing.	Learning from previous restructures.
Gender reassignment	No impact	No impact	
Pregnancy and maternity	No impact	Opportunity to request VS.	Change Management Policy. Learning from previous restructures.
Race	No impact	No impact	
Religion and belief	No impact	No impact	
Sex	No impact	No impact	
Sexual orientation	No impact	No impact	
Marriage and civil partnerships	No impact	No impact	

8. Amendments to the proposals

Change	Reason for change
N/A	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Risk of those with less continuous service will receive less and feel unfairly treated	We will follow the change management and VS / ER organisational guidelines	31.03.14	Susie Kemp
Some staff with Mental Health issues may be more likely to find the restructure process distressing	We will be holding regular team, meetings, one to ones and drop in sessions, the individuals will be given full redeployment support. Access to EAP, internal training and career coaching. We will follow the change management policy. We are consulting early in order to give individuals more time to secure alternative employment	31.03.14	Susie Kemp
Risk of not receiving communications. Lack of information on the change and not able to feedback.	We have identified that no members of staff are on maternity leave and all staff are based at one office	31.03.14	Susie Kemp

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
Risk of those with less continuous service will receive less and feel unfairly treated	Age

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	We have reviewed staffing data and will be consulting with staff throughout the process, we have used the change management policy and experience of other change programmes to inform the potential impact on individuals
Key impacts (positive and/or negative) on people with protected characteristics	Change is difficult and may have an impact on mental health employees who are younger will not be able to access their pension funds whilst those over 55 would be able to and also that it is possible that those who are younger may have less continuous service and thus received less redundancy payment than those with longer continuous service.
Changes you have made to the proposal as a result of the EIA	None- there is no funding to continue this project team
Key mitigating actions planned to address any outstanding negative impacts	We will follow our change management policy, ER / VS guidance and redeployment policy. We will meet regularly with staff and offer one to ones, support throughout Employee assistant programme, career coaching support, CV and interview skills and job matching services through our redeployment support team.
Potential negative impacts that cannot be mitigated	Those with less continuous service will receive less redundancy payment and those under 55 will not be able to access their pension.

Reductions in Members' Local Allowance and Community Improvement Fund

1. Topic of assessment

EIA title:	Impacts of reductions in budgets for Members' Local Allocations and the Community Improvements Fund
-------------------	---

EIA author:	Ian Dewar, Policy Manager, Customers & Communities
--------------------	--

2. Approval

	Name	Date approved
Approved by¹		

3. Quality control

Version number	V3	EIA completed	
Date saved	31 January 2014	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Jane Last	Programme Manager and Lead Manager for Community Safety and Partnership	SCC	Head of Service
James Painter	Community Partnership Manager	SCC	Lead Manager

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>Each county councillor has a Member Local Allocation (MLA) from the County Council budget to which organisations and groups can apply for funds for projects that promote the social, economic and environmental well-being of the local community. The current allocation per councillor is £12.615, creating a countywide fund of £1,043,000. A total of £385,000 Capital funding is also available for public applications. Bids are typically for less than £5,000 and many are below £1,000. As a general rule bids for 100% of project costs are not accepted.</p> <p>The Community Improvement Fund, is currently £1 million (Though it should be noted that the actual fund in 21013/14 was £1.25m, not counting carried forward funding, since a one-off £250,000 enhancement was agreed). The aim of the fund is to give local groups the chance to improve their areas, make a real difference to people's lives and strengthen the ability of residents to independently enhance where they live. Bids are invited between £10,000 and £50,000 for one-off capital schemes for community improvements (in exceptional circumstances bids for start-up revenue projects will be considered).</p> <p>Contributions from both funds typically provide a significant gearing effect for communities and groups in attracting funding from other sources, increasing the net value of the resources supporting local projects. There is no direct evidence of the gearing effect of these funds in Surrey, but evidence presented to the House of Commons Public Administration Select Committee in 2011, suggests that the ratio of funding generated from other sources arising from public funding to the local voluntary and community sector is at least 3:1. There is also research evidence that suggests considerable social value, in reduced demand for other services accruing from investment in the Third Sector (A potential ratio of at least £4 social return for each £1 invested is quoted in "Social Return on Investment – an introduction", Cabinet Office, 2009).</p>
<p>What proposals are you assessing?</p>	<p>As part of the Budget review for 2014/19, undertaken from November 2013, it is proposed that each Member Local Allocation is reduced to £10,300 from 2014/15 onwards, creating a revised total fund of £834,300 (representing a reduction of approximately 20% on 2013/14 levels). A proposed 25% reduction in the Community improvement Fund will reduce this to £750,000 from 2014/15.</p> <p>The purpose of this EIA is to assess the potential dis-benefits this may create.</p>

<p>Who is affected by the proposals outlined above?</p>	<p>This proposal represents a reduction in the availability of unallocated funding that communities and organisation can secure to fund local initiatives and to secure additional funding through other sources. There is likely to be and additional. Less clear impact on other aspects of public funding since some developments and works undertaken using this funding may need to be supported through other direct service spending.</p> <p>These two funds represent an investment of over £2m per annum into communities but the criteria for success ensure that successful projects are those that can demonstrate the greatest community benefit. Analysis of the successful bids for 2012/13 (below) demonstrates that the largest area of investment from the MLA is Community Refurbishments (21%), Community Assets (19%) and other support to Community groups (8%). The funds support local groups who need an injection of cash for their ongoing community work and this is a clear demonstration of support to the third sector in supporting the Big Society and Localism programmes.</p> <p>Evidence of the actual benefit to vulnerable groups, including the Protected characteristics, is not readily accessible and an identified action is to enhance this aspect of information gathering. IT is also recommended that the securing of additional funding by successful applications is identified. Both sets of additional information will further demonstrate the value of the funding and the fuller impact it has on community facilities and opportunities.</p>
--	---

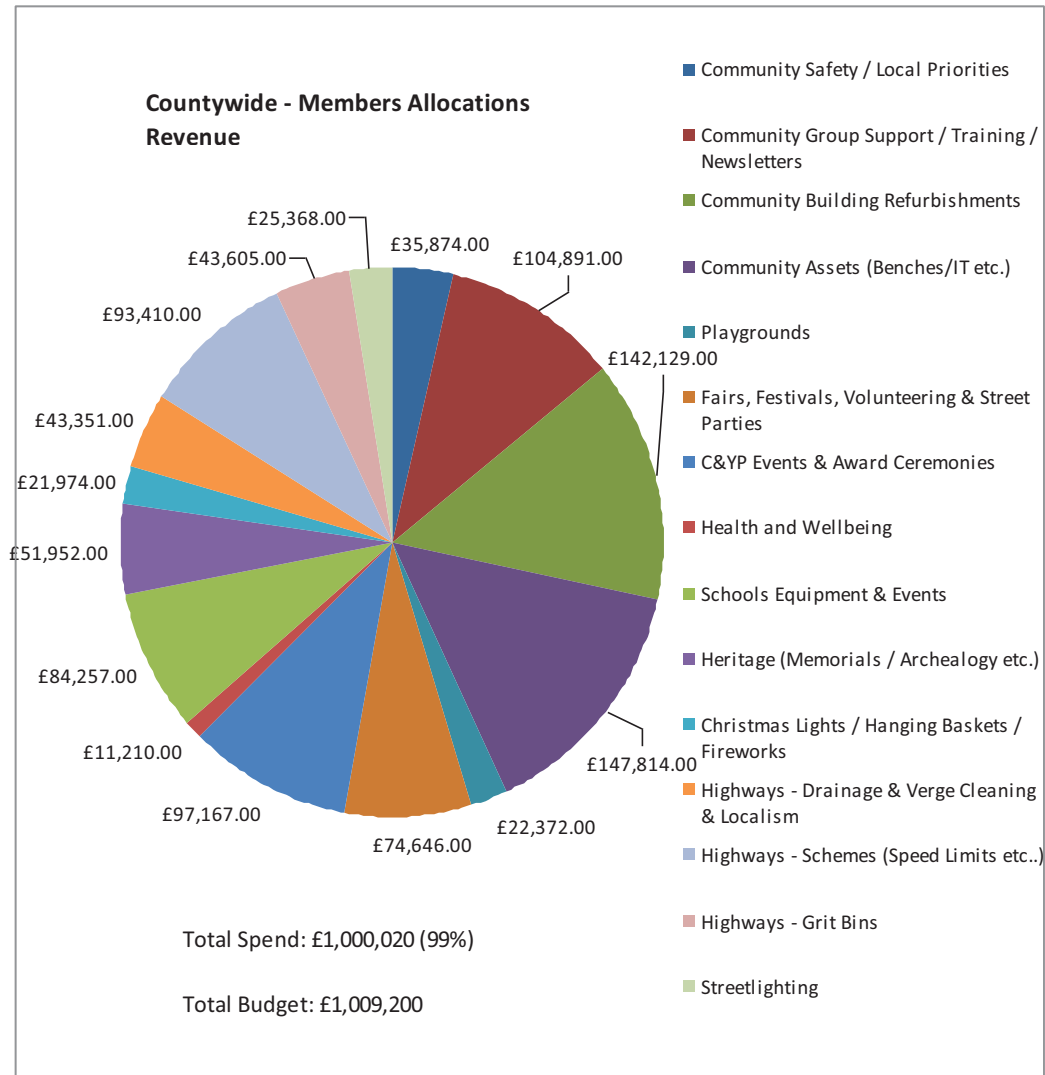
6. Sources of information

<p>Engagement carried out</p>
<p>The Public Value Review of Community Partnerships, undertaken in 2012/13 included consultation and review of the members Local Allocation fund and how it is promoted and used. A Process Review of the MLA was undertaken during December 2012 which led to significant changes in the process and criteria for the scheme. This included consultation with Members, Officers and fund applicants.</p> <p>The Service processes all applications for funding from these two sources and maintains continuous monitoring of the successful applications. Reports are provided to the Cabinet Member for Community Services and information on activity is available on the public website.</p>

Data used

Analysis of the successful applications for MLA funding in 2012/13:

1. Members' Local Allocation (Revenue projects):



Specific Projects:

- Spelthorne & Runnymede Drama Festival - Provides a platform for young actors £700 towards the venue hire Rest of the funding from Borough Council and other local groups
- Buckland War Memorial - Clean and refurbish the War Memorial prior to the centenary of the start of WWII £2,000 contribution, rest of the funding from local groups & War Memorial Trust.
- Non Such Awareness Day - Support the awareness raising day for the benefit of the park to residents. £1,000 contribution towards the day.
- Bushy Hill Community Cohesion Event - Provided support towards the equipment needed for the day. £950 contribution
- Woking Malay Association - Provide funding for the expansion of the educational and cultural events £3,078 contribution, rest from local community groups.
- Jubilee Mugs - Members across the borough paid for jubilee mugs for all primary school children across the borough.

2013/14 UPDATE:

Data is also available for the period from April to December 2013. As at 9 January 2014 around 46 - 48% of these two funds had been spent so it does not necessarily represent the full range of uses expected over a full year. However the overall pattern across the spending categories is broadly similar with the most notable variations being:

- A slightly higher proportion of revenue spending at this stage on Children and Young People's projects, with a reduction in money going to community building refurbishments
- A considerably larger spend on heritage (Memorial / archaeology) projects (£25,000 representing 10% of the fund, compared to 4% in total in 2012/13). This is probably as a result of the commemorative focus in 2014 and 2015.

Specific projects of note included:

Revenue:

- Runnymede Foodbank
- West Byfleet LI:VE (Big Screen for the community event)
- Celebration of Youth & Volunteering 2013
- Ashted Youth Centre Summer Trip
- Chaldon W.I. Archive Project
- Staines-Upon-Thames Celebration Day

Capital:

- Replacement Bus Shelter
- Heritage Streetlighting - Chertsey
- Ultrasound Scanner for Epsom Hospital
- Local Structural Repairs - Wren Hill
- Scout Ridge - New Store Room

3. Community Improvement Fund projects:

On 12 February 2013, an increased Community Improvements Fund of £1 million for 2013/14 was announced. During the first round, which invited bids from 1 April until 28 June 2013, a total of 94 bids were submitted. Seventeen of these bids were approved at the Leader Decision meetings on 11 September and 14 November 2013.

The second round of bidding to the Community Improvements Fund for 2013/14 opened on 29 June and closed on 24 October 2013. During this period, a total of 90 bids were received, on the 16th January 2014 the Leader agreed 15 recommended projects with grant funding totalling £423,237.00 be approved.

Successful Projects in the second round included:

- 17th Reigate Scout Group To build a new scout hall
- Chobham Recreation Ground Charitable Trust To replace four major items of play apparatus
- Egham Museum To renovate and refit Egham Museum and to renovate the entrance and main corridor of the Literary Institute.
- Guildford City Youth Project To construct new changing rooms

- Skaterham (CR3) Youth Project To replace the old lighting with LED lights, to replace the CCTV system and update the Fire Protection system.
- Tatsfield Community Composting Scheme under the auspices of Tatsfield Horticultural Society To purchase a more powerful shredder for the composting scheme
- Horsell Common creation of a community memorial garden at the site of the Muslim Burial Ground

4. Measures already taken

Following the Public Value Review of Community Partnerships, a number of recommendations were made for improvements to support to members and Communities. Among these was a Process Review of the MLA process with a view to making it easier to use, more widely known and quicker to approve and issue funding.

The review, conducted during December 2012, achieved all of these goals and has resulted in:

- Much wider awareness of the availability for the funding and the process by which it can be accessed
- Active advocacy for the funds by members and Officers, including training for both in more effective community engagement and working with less advantaged communities
- On-line and simpler application processes, including paper-based and other alternatives, which make it easier for people with disability and access or literacy challenges to apply. Officers are available to support in defining and making applications when necessary
- Much improved processing and decision making processes and times, with potential turnaround from receipt to decision of under two weeks for many applications
- Improved guidance for the scheme that takes into account equalities considerations
- Joint training for Officers with Surrey Community Foundation and others that enhances their ability to advise and signpost potential applicants on other funding sources as contributory or alternative solutions

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence														
Age	No identified positive impacts	Older and younger people are more likely to be disadvantaged if less funding is invested in community projects as a result of the budget reduction. This has the potential to impact through loss of facilities, less opportunities for volunteering and social interaction, and less active leisure opportunities for young people.	<p>Census 2011</p> <p>Surrey shows an increased number of under 5s and increase of older people over 65.</p> <p>Population Increases by Age Group in Surrey between 2001 and 2011</p> <table border="1" data-bbox="694 752 1147 1142"> <thead> <tr> <th rowspan="2">Age Group</th> <th colspan="2">Surrey</th> </tr> <tr> <th>Population</th> <th>% Inc.</th> </tr> </thead> <tbody> <tr> <td>Under 5s</td> <td>71,300</td> <td>13.5%</td> </tr> <tr> <td>Over 65s</td> <td>194,500</td> <td>13%</td> </tr> <tr> <td>Over 85s</td> <td>30,000</td> <td>25.5%</td> </tr> </tbody> </table> <p>http://www.surreyi.gov.uk/Resource.aspx?GroupID=55&ResourceID=928</p>	Age Group	Surrey		Population	% Inc.	Under 5s	71,300	13.5%	Over 65s	194,500	13%	Over 85s	30,000	25.5%
Age Group	Surrey																
	Population	% Inc.															
Under 5s	71,300	13.5%															
Over 65s	194,500	13%															
Over 85s	30,000	25.5%															

			<p>Older people are likely to be among the greatest beneficiaries of investment in community facilities and assets, including buildings, park benches, community I.T. They are also likely to be active within the groups that are supported in delivering community projects, encouraging volunteering and active retirement.</p> <p>Direct support to schools is restricted by the criteria but £100,000 of the MLA went towards schools equipment and events in 2012/13. Young families and children also benefit from investment in community facilities that the funding supports. This includes support to youth groups such as scouts and guides. £50,000 was awarded to playground projects.</p>												
<p>Disability</p> <p>No identified positive impacts</p>		<p>As for the age-related comments above, the provision of community facilities will often be of significant benefit to people with disabilities, though the direct spend on health and wellbeing projects is comparatively low.</p>	<p>Census 2011</p> <p>Proportion of people reporting a health problem or disability</p> <table border="1" data-bbox="849 465 1449 1019"> <thead> <tr> <th>Category</th> <th>Surrey</th> </tr> </thead> <tbody> <tr> <td>Day to day activities limited a little</td> <td>7.8%</td> </tr> <tr> <td>Day to day activities limited a lot</td> <td>5.7%</td> </tr> <tr> <td>All with activities limited</td> <td>13.5%</td> </tr> <tr> <td>In bad or very poor health</td> <td>3.5%</td> </tr> <tr> <td>All people providing unpaid care</td> <td>9.6%</td> </tr> </tbody> </table>	Category	Surrey	Day to day activities limited a little	7.8%	Day to day activities limited a lot	5.7%	All with activities limited	13.5%	In bad or very poor health	3.5%	All people providing unpaid care	9.6%
Category	Surrey														
Day to day activities limited a little	7.8%														
Day to day activities limited a lot	5.7%														
All with activities limited	13.5%														
In bad or very poor health	3.5%														
All people providing unpaid care	9.6%														

		http://www.surreyi.gov.uk/ViewPage1.aspx?C=Resource&ResourceID=1002 See comments in Age, above.																
Gender reassignment	There is no local data to ascertain whether there are specific impacts for this group.	According to the Gender Identity research organisation (GIRES) report 2009, the prevalence of transgender people experiencing some degree of gender variance is 0.6%, but there is no validated estimate of the population of transgender people in the UK																
Pregnancy and maternity	There is no local data to ascertain whether there are specific impacts for this group. As for the age-related comments above, the provision of community facilities will often be of significant benefit to pregnant and nursing mothers, though the direct spend on health and wellbeing projects is comparatively low.	Census 2011 There has been a 17.9% increase in the 0-4 year old population in R&B and an 15% increase in E&E since the 2001 census. <table border="1" data-bbox="563 741 807 1144"> <thead> <tr> <th rowspan="2">Age Group</th> <th colspan="2">Surrey</th> </tr> <tr> <th>Population</th> <th>% Inc</th> </tr> </thead> <tbody> <tr> <td>Under 5s</td> <td>71,300</td> <td>13.5%</td> </tr> </tbody> </table> There were no projects specifically supporting pregnant or nursing mothers during 2013/14 but, as with age and disability, the use of community facilities for exercise clubs, and other health related activities is an important local opportunity for this group.	Age Group	Surrey		Population	% Inc	Under 5s	71,300	13.5%								
Age Group	Surrey																	
	Population	% Inc																
Under 5s	71,300	13.5%																
Race	There is no local data to ascertain whether there are specific impacts for this group.	Census 2011 <table border="1" data-bbox="1121 143 1466 1144"> <thead> <tr> <th>Area</th> <th>White British</th> <th>All Other White</th> <th>Indian</th> <th>Pakistani</th> <th>Other Asian Ethnic Grps</th> <th>Black African/ Carb/ Black British</th> <th>All Non White Ethnic Grps</th> </tr> </thead> <tbody> <tr> <td>Surrey</td> <td>83.5%</td> <td>6.9%</td> <td>1.86%</td> <td>1.0%</td> <td>2.9%</td> <td>1.1%</td> <td>9.6%</td> </tr> </tbody> </table>	Area	White British	All Other White	Indian	Pakistani	Other Asian Ethnic Grps	Black African/ Carb/ Black British	All Non White Ethnic Grps	Surrey	83.5%	6.9%	1.86%	1.0%	2.9%	1.1%	9.6%
Area	White British	All Other White	Indian	Pakistani	Other Asian Ethnic Grps	Black African/ Carb/ Black British	All Non White Ethnic Grps											
Surrey	83.5%	6.9%	1.86%	1.0%	2.9%	1.1%	9.6%											

		http://www.surreyi.gov.uk/Resource.aspx?GroupID=55&ResourceID=999														
<p>Religion and belief</p>	<p>There is no local data to ascertain whether there are specific impacts for this group.</p>	<p>Census 2011</p> <table border="1" data-bbox="276 208 411 1144"> <thead> <tr> <th>Region</th> <th>Christian</th> <th>Buddhist</th> <th>Hindu</th> <th>Jewish</th> <th>Muslim</th> <th>Sikh</th> </tr> </thead> <tbody> <tr> <td>Surrey</td> <td>711,110</td> <td>6,019</td> <td>15,018</td> <td>3,055</td> <td>24,378</td> <td>3,783</td> </tr> </tbody> </table> <p>http://www.surreyi.gov.uk/Resource.aspx?GroupID=55&ResourceID=1000</p>	Region	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Surrey	711,110	6,019	15,018	3,055	24,378	3,783
Region	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh										
Surrey	711,110	6,019	15,018	3,055	24,378	3,783										
<p>Sex</p>	<p>There is no local data to ascertain whether there are specific impacts for this group.</p>	<p>Census 2011</p> <table border="1" data-bbox="611 232 863 1144"> <thead> <tr> <th></th> <th>Population by sex - Males</th> <th>Population by sex - % male</th> <th>Population by sex - Females</th> <th>Population by sex - % female</th> </tr> </thead> <tbody> <tr> <td>Surrey (County)</td> <td>554665</td> <td>48.98</td> <td>577725</td> <td>51.02</td> </tr> </tbody> </table> <p>http://www.surreyi.gov.uk/Viewpage.aspx?C=basket&BasketID=224</p>		Population by sex - Males	Population by sex - % male	Population by sex - Females	Population by sex - % female	Surrey (County)	554665	48.98	577725	51.02				
	Population by sex - Males	Population by sex - % male	Population by sex - Females	Population by sex - % female												
Surrey (County)	554665	48.98	577725	51.02												
<p>Sexual orientation</p>	<p>There is no local data to ascertain whether there are specific impacts for this group.</p>	<p>There is a lack of data on this group.</p>														
<p>Marriage and civil partnerships</p>	<p>There is no local data to ascertain whether there are specific impacts for this group.</p>	<p>There is a lack of data on this group.</p>														

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age			
Disability			
Gender reassignment			
Pregnancy and maternity		There are no identified impacts on staff arising from this proposed budget reduction. The team that administers the finds does so as part of a wider business support role to the Community partnership Team and there is no intention to make consequent savings as a result of any reduction in the funding. The processes involved have recently been considerably improved with significant reductions in the time taken to administer the processes this entails	
Race			
Religion and belief			
Sex			
Sexual orientation			
Marriage and civil partnerships			

8. Amendments to the proposals

Change	Reason for change
No amendments are proposed as a result of the assessment	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Insufficient awareness of the availability of the funding	<p>Enhanced visibility for the funds and understanding of criteria and process for application which will be continuously monitored for improvements. Revised guidance for applicants and Members. Support for Members in more active local promotion and advocacy for the funds.</p> <p>All Spend info on Member allocations and CIF is available on Public web pages and details for MLA are updated monthly</p> <p>News items on funding projects are published regularly http://news.surreycc.gov.uk/2014/01/17/more-community-groups-win-council-cash/ CIF release contains Google map tool detailing all successful projects</p>	<p>New web presence launch Nov 2013.</p> <p>Revised guidance and defined member in place from 2013/14</p>	James Painter
Complexity of process acts as a deterrent	<p>Simplified application processes introduced, including on-line and with full officer support. Introduction of twitter accounts for Officers and Members enables better communication with applicants.</p> <p>Audit of CIF currently underway (report due Feb 2014). Tasked to look at and report against awareness and complexity of the fund, findings will then be implemented</p>	Now active.	James Painter
Disadvantaged individuals and communities may be less aware or	Officer and member training in place enhancing community engagement skills and awareness of equalities issues means more effective promotion to disadvantaged and minority groups and	Initial training in place. Guidance updated and	James Painter

able to benefit	<p>individuals</p> <p>Joint work with Procurement on community grants to third sector to ensure consistent approach</p> <p>Enhanced, targeted promotion of opportunities with specific groups, particularly ethnic minority groups to encourage greater take-up. This should incorporate Officers and members and include greater links with representative bodies and specialist liaison and contact processes already in existence.</p>	<p>continuously refreshed.</p> <p>Proposals for more targeted promotion to minority groups to be developed during 2014/15</p>	
Reduction in MLA / CIF means less funding reaching communities, especially those that are less advantaged	<p>Joint training with Surrey Community Foundation and others, enhancing the skills of Officers in advising and signposting potential applicants on other sources of funding</p>	<p>Initial training delivered. Continuous refresh</p>	James Painter
Lack of knowledge of benefit for minority and disadvantage groups, and addition contributory funding secured, reduces awareness of direct benefits delivered	<p>Enhanced analysis of beneficiary and applicant data, and development of effective way to enhance data collected from applicants in order to demonstrate and enhance take up and benefit for disadvantaged groups</p>	<p>Data mining and review. Review of application details requested and additional information sought from successful applicants</p>	James Painter

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
None identified but improved data collection and assessment on recipient groups will enhance this understanding	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	Public value Review and Process review engagement, Census data, analysis of fund activity 2012/13 and April – Jan 2013/14
Key impacts (positive and/or negative) on people with protected characteristics	Reduced opportunity for investment in more disadvantaged communities, with particular potential for impact on Age and Disability characteristics
Changes you have made to the proposal as a result of the EIA	None
Key mitigating actions planned to address any outstanding negative impacts	Actions to address issues already implemented and continuous improving. Additional action to enhance data on take-up and impact
Potential negative impacts that cannot be mitigated	None

Fire & Rescue – Changed appliance crewing at Woking

NB: This EIA relates to the building project only

6

What is being assessed?	New Build Woking Fire Station
Service	Property Services
Name of assessor/s	Sue Hanford – Project Manager
Head of service	John Stebbings
Date	7th October 2013
Is this a new or existing function or policy?	New

Write a brief description of your service, policy or function. It is important to focus on the service or policy the project aims to review or improve.
Property Services, under Business Services’ Directorship are custodians of Surrey County Council’s property portfolio. Business Services manage the property portfolio to ensure the delivery and provision of a safe environment for staff, end users and visitors.

Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.				
Equality Group	Positive	Negative	No impact	Reason
Age			X	There will be no impact
Gender Reassignment			X	There will be no impact
Disability	X			The new fire station will be a single storey building and will include

				designs to allow for DDA specifications.
Sex	X			There will be a positive impact
Religion and belief	X			Provision for a quiet room will be made
Pregnancy and maternity	X			Provision of a quiet room will be made for breast feeding
Race	X			Provision for a quiet room will be made
Sexual orientation			X	There will be no impact
Carers			X	There will be no impact
Other equality issues – please state				N/A
HR and workforce issues				Please indicate if a separate EIA needs to be carried out – N/A
Human Rights implications if relevant				N/A

Is a full EIA required?	Yes (go to stage two)	No
If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion.		
<p>The design of the new building will allow for facilities to accommodate those who require disabled access, and will include areas that can be used as a multi faith room, quiet room or a room for nursing mothers.</p> <p>Surrey Fire & Rescue Service have had full consultation as to the design of the new building.</p>		
Briefly describe any positive impacts identified that have resulted in improved access or services		
EPM are currently working with consultants to design and build a new fire station that, in addition to being fit for purpose, will be fully accessible to end users and visitors who may require disabled access, areas that will be available and suitable for those who wish to		

practise their faith, and to facilitate nursing mothers.

All toilet and shower facilities will be for unisex use. Separate male and female locker rooms will be designed to increase or decrease in size to cater for the respective demand.

Heritage Service – Staffing restructure

1. Topic of assessment

EIA title:	Culture Services – Heritage Restructure
-------------------	---

EIA author:	Barrie Higham
--------------------	---------------

2. Approval

	Name	Date approved
Approved by³	Peter Milton	

3. Quality control

Version number	0.3	EIA completed	
Date saved	23/01/14	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Barrie Higham	Heritage Manager	Surrey County Council	
Gulcin Polat		Surrey County Council	HR Advisor
Angeliki Humphries	Policy Officer (Equalities & Cohesion), Customers and Communities	Surrey County Council	Advisor on this EIA

5. Explaining the matter being assessed

What policy, function or service is being	A review of the Heritage Structure and job profiles for all posts. The new structure will represent a change from the way in which teams are
--	---

introduced or reviewed?

currently organized and deliver services.

It reduces the management tier but creates a clearer focus for public engagement activities and addresses under-capacity within certain teams. The review is prompted by the recommendations of a Public Value Review carried out in 2011-12.

Surrey Heritage

The creation of Surrey Heritage at Surrey History Centre, Woking has provided a high quality integrated service for the people of Surrey and others throughout the County and worldwide with an interest in Surrey's past. The work is delivered through four strategic teams aligned with key professional areas and a number of operational cross-Heritage teams.

The teams provide efficient planning advice, maintain and develop a comprehensive historic environment record, deliver commercial archaeological services; develop and deliver a programme of community archaeology projects; run the county archive service and local studies libraries; develop and deliver learning services; support and deliver outreach to extend the diversity of people engaged in heritage; support Surrey museums and voluntary sector delivery of heritage services, in partnership with the districts and boroughs.

The service promotes engagement in heritage to the people of Surrey and more widely, through preservation and through a wide range of pioneering outreach activities – including a volunteering programme and work to support new and potential entrants to heritage work, to involve both current and new users. The discovery and preservation of virtual heritage, and use of digital pathways to support participation in, enjoyment of, and learning from heritage is becoming increasingly important for the service. The service seeks to generate significant income through some of the activities. It supports County Council objectives, including the need to promote community identity and cohesion through heritage. In 2010 the archive service was judged to be 4 (top level) by the National Archive and in 2012 was awarded Archive of the Year by readers of 'Your Family History' Magazine.*

Staff focus groups undertaken as part of the Heritage PVR identified career progression as an issue. We can't create more opportunities on particular professional pathways (unless there is a highly prioritised need for more professionals of that type) but we can make the structure more hierarchical so there are more opportunities to move in to management.

Insufficient resources to undertake sufficient strategic management was identified by the PVR. The new structure seeks to provide managers with sufficient time to undertake strategic management and business development work, alongside their roles as managers of professional spheres of work. To be accomplished by transferring non-professional operational management, more basic professional work and administrative tasks to staff at an appropriate level, and by ensuring that all professional leads are full time.

	<p>We had existing challenging income generation targets, and these are increased by the PVR. The new structure seeks to ensure that the service has the best chance of making those targets, both in terms of management capacity and capacity within teams.</p> <p>Digitization and born-digital heritage are changing the world in which we work – from digital engagement to the preservation of digital records and offering Historic Environment Record (HER) services via a web gateway. During 2013 the service began its partnership with the family history website ancestry.com and this is clearly an area where there are opportunities to both increase awareness and access to the archive and to generate income to offset the cost of the service. The new structure to provide the capacity to ensure we can make the most of the opportunities and be fit for purpose in the 21st century, and also have the flexibility and agility to respond when the future turns out to be not quite what we expected.</p>
<p>What proposals are you assessing?</p>	<p>The Heritage Structure.</p> <p>Review of the structure and job profiles – see attached diagrams.</p> <p>Development of revised structure following the PVR recommendations and using evidence from extensive staff consultation and other available evidence to fully inform the process.</p> <p>\\Shcf1\vol1\Team\COM\Team\Heritage Manager\Restructure documents 2013\Heritage Structure as of January 2014.docx</p> <p>\\Shcf1\vol1\Team\COM\Team\Heritage Manager\Restructure documents 2013\Heritage Structure as of September 2013.docx</p>
<p>Who is affected by the proposals outlined above?</p>	<p>It is intended that there will only be positive impacts for the service users (including commercial clients, volunteers and partner organizations). There should be increased capacity for community engagement and interaction via the grouping of all relevant functions under one team manager and the creation of a new events officer position.</p> <p>Council staff – every member of Surrey Heritage – will be affected in some way. The overall staff complement will increase as a result of the new structure, providing additional opportunities for employment.</p>

6. Sources of information

Engagement carried out

The restructure was instigated by engagement carried out during a Heritage Public Value Review as approved by Cabinet in November 2012.

Surrey Heritage staff have been further engaged through team meetings, personal meetings for those who wished them, and regular emails and staff bulletins. This process commenced in February 2013 and concluded with a formal period of staff consultation between September and October 2013.

Key partner/stakeholder organisations such as the Surrey Museums Consultative Committee, Surrey Historic Environment Group, Surrey Archaeological Curators Group were informed of the process and invited to comment.

Data used

The PVR gathered and analysed data from various sources:-

National bodies –

- Public Service Quality Group
- Institute of Field Archaeology
- Archives and Records Association

User feedback –

- Comments, Compliments and Complaints
- Visitor comments book
- Facebook and Twitter comments
- Responses to the Exploring Surrey's Past website

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ⁴	Potential positive impacts	Potential negative impacts	Evidence
Age	<p>The staff restructure is intended to enhance our outreach working with people, potentially with any of these particularly protected characteristics, by bringing all of the relevant functions under one strategic lead. The creation of a new Events Officer position will increase the capacity of the service to work with the wider community.</p>		<p>The PVR report contains analysis of current work. Evidence that the changes will improve our ability to provide services to people with any of these particularly protected characteristics. Research carried out during the PVR identified that the number of external learning events sits within top quartile performance nationally, with Surrey History Centre having the second highest level of external learning events. These events are targeted at hard to reach groups and those who do not normally engage with heritage in national surveys. Capacity to deliver external events will be bolstered by the creation of the dedicated events officer post.</p>
Disability			
Gender reassignment			
Pregnancy and maternity			
Race			
Religion and belief			
Sex			
Sexual orientation			

Marriage and civil partnerships			
---------------------------------	--	--	--

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	Creation of additional low-grade posts, and consideration of the training needs of those at SP5 is intended to support new entrants to heritage work, who are likely to be young people. Capacity for support to apprentices is now built into the structure on an ongoing basis, rather than being reliant on external funding.	To address any imbalance revealed by the data, and as good practice, we will ensure that fair, rigorous and objective processes are in place for slotting and recruiting. We will ensure all recruiting officers have up-to-date training before carrying out these tasks.	Impact identified from knowledge of the industry, and experience of recruiting interns and apprentices with the aim of supporting new entrants to the industry.
Disability	The proposals are neutral with respect to impacts upon staff members with a disability.	To address any imbalance revealed by the data, and as good practice, we will ensure that fair, rigorous and objective processes are in place for slotting and recruiting. We will ensure all recruiting officers have up-to-date training before carrying out these tasks.	All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.
Gender reassignment	The proposals are neutral with respect to impacts upon staff members within this protected characteristic.	To address any imbalance revealed by the data, and as good practice, we will ensure that fair, rigorous and objective processes are in place for slotting and recruiting. We ensured that all recruiting	All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.

		officers have up-to-date training before carrying out these tasks.	
<p>Pregnancy and maternity</p>	<p>The proposals are neutral with respect to impacts upon staff members within this protected characteristic.</p>	<p>There was a possibility that members of staff on maternity leave during the consultation period could have been disadvantaged by a relative lack of opportunities to participate. However every effort was made to communicate all of the information equally to all staff and ensure that those who were absent were able to consider the proposals and give their feedback.</p>	<p><i>E&D data for the Heritage team has been considered as part of the decision making process. However this information has not been published due to the small size of the team and in order to maintain confidentiality.</i></p> <p>The consultation process has been designed to ensure that they have equal access to information and ability to respond to the consultation, through channels including telephone and email. One member of staff was on maternity leave during the months leading up to the official consultation period and all relevant material was sent to her at her home address (with her consent) and meetings offered to discuss the process. She has responded to the effect that she felt fully informed throughout the process.</p> <p>All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.</p>
<p>Race</p>	<p>The proposals are neutral with respect to impacts upon staff members within this protected characteristic.</p>	<p>To address any imbalance revealed by the data, and as good practice, we ensured that fair, rigorous and objective processes are in place for slotting and recruiting. We will ensure all recruiting officers have up-to-date training before</p>	<p>All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.</p>

		carrying out these tasks.		
Religion and belief	The proposals are neutral with respect to impacts upon staff members within this protected characteristic.	To address any imbalance revealed by the data, and as good practice, we will ensure that fair, rigorous and objective processes are in place for slotting and recruiting. We ensured that all recruiting officers have up-to-date training before carrying out these tasks.	All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.	
Sex	The proposals are neutral with respect to impacts upon staff members within this protected characteristic.	To address this, we will ensure that fair, rigorous and objective processes are in place for slotting and recruiting. We ensured that all recruiting officers have up-to-date training before carrying out these tasks.	<i>E&D data for the Heritage team has been considered as part of the decision making process. However this information has not been published due to the small size of the team and in order to maintain confidentiality.</i>	
Sexual orientation	The proposals are neutral with respect to impacts upon staff members within this protected characteristic.	To address any imbalance revealed by the data, and as good practice, we ensured that fair, rigorous and objective processes are in place for slotting and recruiting. We will ensure all recruiting officers have up-to-date training before carrying out these tasks.	All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.	
Marriage and civil partnerships	The proposals are neutral with respect to impacts upon staff members within this protected characteristic.	To address any imbalance revealed by the data, and as good practice, we will ensure that fair, rigorous and objective processes are in place for slotting and recruiting. We ensured that all recruiting officers have up-to-date training before carrying out these tasks.	All new Job Profiles for the staff within Heritage have been screened by the HR team to ensure compliance with SCC's Equal Opportunity Policy.	

		training before carrying out these tasks.	
--	--	---	--

8. Amendments to the proposals

Change	Reason for change
6	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	Data analysis undertaken for the PVR of Heritage Services along with extensive consultation during the restructure process.
Key impacts (positive and/or negative) on people with protected characteristics	Increased number of entry level positions and permanent apprenticeship opportunities is likely to have a positive impact on younger people, who are generally under-represented within the Heritage profession.
Changes you have made to the proposal as a result of the EIA	Restructure proposal contains more entry level positions to offer new employment and increase staff progression opportunities.

Key mitigating actions planned to address any outstanding negative impacts	N/A
Potential negative impacts that cannot be mitigated	N/a

6 1. Topic of assessment

EIA title:	FRS Changes to emergency response cover for Spelthorne
EIA author:	Greg Finneron, Policy Officer

2. Approval

	Name	Date approved
Approved by⁵	Russell Pearson	

3. Quality control

Version number	Final Version 1	EIA completed	22/01/2014
Date saved	22/01/2014	EIA published	23/01/2014

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Greg Finneron	Policy Officer	SCC	EIA author
Mark Arkwell	Station Manager, East Area	SCC	FRS advisor
Doug Feery	Barrister		External advisor
Allan Wells	Legal Lead Manager	SCC	Internal advisor

5. Explaining the matter being assessed

What policy, function or service is being	The functions being considered are those of the Council as a fire services authority. The Council's SFRS Public Safety Plan 2011-2020 (PSP) outlines 12 outcomes to be achieved by 2020. These include
--	--

⁵ Refer to earlier guidance for details on getting approval for your EIA.

<p>introduced or reviewed?</p>	<p>improving the balance of service provision across Surrey and improving the provision and use of property. This proposal will support that outcome, in order to be better positioned to achieve the Surrey Response standard for the whole of Surrey / across Surrey, whilst remaining within the available budget for the Service.</p>
<p>What proposals are you assessing?</p>	<p>Surrey Fire and Rescue Service (SFRS) currently base one 24-hour fire engine at both Sunbury and Staines Fire Stations, which provide most of the initial response cover for the Spelthorne area. SFRS proposes to create a new fire station in the borough of Spelthorne with either a single full time fire engine (Option 4), or with a full time fire engine and an additional 24 hour 'on call' appliance (Option 5). This means:</p> <ul style="list-style-type: none"> i) Procuring a suitable site in the Ashford area and building a new fire station. ii) Deploying either one fire engine, or one fire engine and an "on call" appliance at this new station from a target date of April 2015. iii) Closing Sunbury and Staines fire stations once the new station is operational. <p>Cabinet will determine which Option will be taken forward. Cabinet is being asked to support Option 5, and agree to Option 4, should the provision of Option 5 and the 'on-call unit not be secured.</p> <p>It should be noted that Option 4 was the original preferred option by SFRS and it is therefore this Option that was put forward in the consultation. Option 5, has been developed in response to feedback from the Consultation. In the development of Option 5, a new modelling of response times was conducted and is included in Section 7 of this EIA.</p> <p>It is Option 4 and Option 5 that are being assessed by this EIA. The other Options open to Cabinet are not being assessed by this EIA but for reference these include:</p> <ul style="list-style-type: none"> Option 1: Do nothing and secure no improvements in terms of service provision across the county or contribution towards the savings required by the Medium Term Financial Plan. Option 2: Implement the PSP Phase 1 deployment (24 hour cover at Sunbury, 12 hour cover at Staines) Option 3 (a): Close Sunbury and maintain Staines Option 3 (b): Close Staines and maintain Sunbury

Who is affected by the proposals outlined above?

There is potential for this proposal, if implemented to impact on residents and businesses in the area of Spelthorne (continued cover), Runnymede and Elmbridge, as well as staff (re-location).

The detailed impact of Option 4 on emergency response times was established at the beginning of July 2013 and shared with the public and partners during the consultation phase (13 weeks, starting 05/08/13). Modelling has shown that the benefits of the proposals would create a more efficient use of resources across the County (see improved Runnymede and Surrey response levels). Spelthorne residents would receive one fire engine attending incidents on average in less than seven minutes and in many cases that will be sufficient resources to deal with the emergency safely and effectively. The detailed impact on residents is outlined in section 7.

6

6. Sources of information

Engagement carried out

The Option 4 proposal has been shared with numerous stakeholders during consultation.

Consultation activities included:

- A widely publicised on-line survey,
- Postal questionnaires,
- Easy read questionnaires,
- Presentations at public meetings,
- Targeted letters and emails to Voluntary, Community and Faith Sector (VCFS)
- Targeted letters and emails to stakeholders and partner agencies,
- Staff and trade union consultation.
- The Empowerment Board North Surrey
- The consultation was publicised in local GP practices, schools, youth centres, churches, Post Offices, libraries, Citizens Advice Bureaux, community centres.
- Local media has also been utilised, eg. SCC media and social media (see consultation plan, Annex 2).

The consultation was also distributed amongst 'hard to reach' and higher risk groups, eg. the elderly, vulnerable adults, those affected by Mental Health issues. The consultation was provided in an alternative format with easy read questionnaires to ensure that those that need an easier questionnaire were reached. This was achieved by contacting local community organisations and day centres, in particular:

- Cross Road Care,
- Surrey Association for the Visually Impaired,
- Surrey Adult Link Disability Registers,
- Voluntary Action In Spelthorne
- Staines Mobility Shop

- Fairways

These organisations were all engaged to establish the most effective method of distribution of questionnaires and consequentially from feedback received from this process, questionnaires were sent to community centres and day centres. The contact for Fairways also agreed to distribute copies to community support groups in Spelthorne.

Spelthorne Talking News were also contacted to ensure publicity of the consultation to visually impaired people in the borough.

Postal questionnaires were sent to 29 care homes in Spelthorne to provide the opportunity for feedback from care home managers.

Data used

To inform the EIA, the project used:

- Impact modelling to ensure we understand the effects of different options
- High risk group analysis using MOSAIC and Surrey-i data to understand the demographic makeup of the affected areas. (It should be noted that Mosaic demographic categorisation does not directly correlate with the protected characteristics as provided for by the Equality Act 2010.)
- Consultation and engagement with residents and businesses from affected areas
- Feedback from partners and politicians
- [SFRS Community Risk Profile 2013-14](#)
- [SFRS & ASC Briefing Document for Frontline Staff](#)
- Demographic data on www.surreyi.gov.uk, including the Joint Strategic Needs Assessment (JSNA).
- Correlation of Index of Multiple Deprivation against Incident Type and Distribution.

7. Impact of the new / amended policy, service or function

7.1. Emergency response times

Surrey Fire and Rescue Service set targets for itself against a set of outcomes which are reported monthly. The current target is:

Attendance times against Surrey Standard: One fire engine at critical incidents within 10 minutes and a second one (where required) within 15 minutes on 80% of occasions.

The proposals have been created following response modelling aimed at ensuring that throughout Surrey, more fire engines reach emergencies within the response standard than they do now. Key to the modelling is a travel time matrix which incorporates vehicle type, time of day, road type and travel times between nodes on the road network. A quantitative understanding of the service profile provides a baseline position and modelling extracts data on workload from the last five years. Around 50 data fields are collected for each mobilisation including geographical/address information, all time components, vehicle properties, incident classification, etc. In addition other information sources include data regarding unavailability, station and appliance locations, mobilisation protocols and geographic boundaries.

This model includes considering an average week for Surrey which would include false alarms, fires in a dwelling, other property and non property (secondary fires), as well as vehicle collisions and other incidents (special services). The fire engines would also have been used as required to standby at other locations to maintain emergency response cover across the County as required, for example where there has been an incident requiring the use of the fire engines in an area, fire engines from other localities would be re-positioned so as to maintain a level of cover for that area, and this positioning built into the modelling.

This is a countywide approach, based upon using our resources more efficiently for the whole of Surrey. The proposals impact on the estimated response time in 3 boroughs/districts, resulting in a slight overall increase to Surrey's average 1st response time.

Option 4: One 24 hour whole-time (immediately crewed) fire engine

In noting the above, the modelling utilised predicts a decrease in the average 1st response time in Runnymede, with a higher proportion of responses within the Surrey Standard of 10 minutes. At present, Runnymede's average first response time, at 08:36, while still within the Surrey Response Standard, is significantly above the Surrey average, of 07:28.

In Elmbridge and Spelthorne modelling predicts an increase in the average 1st response time, and a reduction in the proportion of 1st responses within 10 minutes. While the change is slight for Elmbridge, it is greater in Spelthorne. It is for this reason that Spelthorne has been the main focus for consultation activity and risk profiling. In both instances, the average 1st response time would remain well within the Surrey Response Standard of 10 minutes, and below the Surrey average of 07:33s.

The changes to the deployment of fire engines means that residents in Runnymede that have previously had longer than average response times will have an improved provision (i.e. first engines are more likely to reach them within 10 minutes).

Response standard		1st response to all 2+ fire engine incidents		2nd response to all 2+ fire engine incidents		1st response to other emergencies	
		Average	% in 10 mins	Average	% in 15 mins	Average	% in 16 mins
Current situation	Surrey	07:28s	80.8	10:27s	86.7		96.8
	Spelthorne	05:44s	97.0	09:13s	98.2		99.8
	Elmbridge	06:45s	89.5	11:01s	95.0		99.5
	Runnymede	08:36s	69.2	10:21s	90.1		97.5
Proposal	Surrey	07:33s	82.5	10:27s	90.5		98.3
	Spelthorne	06:42s	91.4	10:24s	94.5		98.9
	Elmbridge	06:48s	88.6	11:14s	93.0		99.3
	Runnymede	07:18s	82.7	10:35s	92.5		98.8

Option 5: One 24 hour whole-time (immediately crewed) fire engine and one 24 hour “On-call” fire appliance



The provision of a second "On-call" fire engine compared to one whole-time fire engine improves in Speilthorne the average first response time by 8 seconds compared to Option 4 and the second response times by just over 1 minute (see table below).

Predicted response times to emergency incidents under Option 5

Response standard		1st response to all 2+ fire engine incidents		2nd response to all 2+ fire engine incidents		1st response to other emergencies	
		Average	% in 10mins	Average	% in 10mins	Average	% in 16 mins
Current situation	Surrey	07:28s	80.8	10:27s	86.7	96.8	
	Speilthorne	05:44s	97.0	09:13s	98.2	99.8	
	Elmbridge	06:45s	89.5	11:01s	95.0	99.5	
	Runnymede	08:36s	69.2	10:21s	90.1	97.5	
Proposal	Surrey	07:33s	82.5	10:27s	90.5	98.3	
	Speilthorne	06:34s	93.2	09:13s	97.5	99.7	
	Elmbridge	06:47s	88.7	11:13s	93.1	99.4	
	Runnymede	06:34s	88.7	11:13s	93.1	99.4	

7.2. General Background on the Most Vulnerable Groups:

SFRS Community Risk Profile (CRP) 2011/12 and 2013-14

The CRPs are an analysis of fire deaths and injuries that occurred in Surrey. The CRP 2011/12 data set on fatal fires is from the reporting period 2006-09 and injuries from April 2010 – March 2011. The updated CRP 2013/14 builds on this and covers a six year period between April 2006 and March 2012. The CRP provides as follows: 'A healthy person, excluding infants, with well positioned and working smoke alarms, should be able to escape without injury or the need to be rescued from an accidental dwelling fire at any time of the day or night.'

It also highlights that those particularly at risk from a fire in their home fall into one or more categories of:

- Those over 60
- Those living alone
- Those with impairment
- Those that smoke
- Those that drink

Fatalities

Smoking – The CRP 2013/14 identifies that 44% of the fire deaths in Surrey (2006-12), smoking material was the primary cause of the fires. Of the 8 people who smoked, the primary cause in 5 of these incidents was smoking related. Although relevant, this is the primary cause of fire and all of these victims had additional underlying issues of mobility, mental health and alcohol problems.

Where a person is a smoker there are significant additional risks if the person is:⁶

- elderly,
 - alcohol dependant,
-

⁶[SFRS ASC Briefing for Staff](#)

- infirm (limited mobility) and/or
- has mental health needs⁷

In the CRP 2013/14, both sleeping and smoking are issues that have been found to have affected 16 of the 25 fire deaths in Surrey but are not the real underlying causes of these fire deaths. Fire investigations at the time concluded that:

- **Alcohol** – In 7 (45%) of the cases the casualty was, to some degree, under the influence of alcohol at the time of the fire. 2 were male and 5 were female.
- **Mobility issues** – of the 16 people who died in a fire, 7 (45%) were known to have mobility issues that affected their ability to escape the fire.
- **Mental health** – of the 16 people who died in a fire, 11 (70%) were known to have mental health and/or depression issues. In addition to this the people who died in fire outside their home all suffered from mental health issues and all the fires were started deliberately by the person who died.

Table: Underlying Causes (to 16 of 25) Fire Deaths in Surrey 2006-12

Underlying Causes	Fire Deaths	Percentage of 16 Fire Deaths
Smoking	5	30%
Alcohol	7	45%
Mobility issues	7	45%
Mental Health	11	70%

(Source CRP 2013/14)

⁷ [SCC ASC What is a mental illness](#)

Age and Fatalities from Fire: The age range of all who died in accidental fires from 2006-2009 was 17–97 years of age.

Table: Average age of those who died in Surrey 2006-09

Male / Female	Average Age
Male	64
Female	69
Overall	67

(Source: CRP 2011/12)

Table: Number of those who died under/over Statutory Retirement Age in Surrey 2006-09

Under Statutory Retirement Age	Over Statutory Retirement Age	Total
5	9	14

(Source: CRP 2011/12)

Injuries and/or Rescues

Between April 2010 and March 2011, SFRS attended 111 fires involving 145 injuries and/or rescues, 91 of these were in accidental dwelling fires.

Table: Underlying Causes of Injury in Accidental Dwelling Fires 2010-11

Underlying Causes	Number of injuries
Alcohol / Drugs	14
Mobility Issues	10
Medical conditions	5
Disabilities or special needs	5

(Source CRP 2011/12)

Road Traffic Collisions (RTC)

In 2009, a total of 5,755 people were reported as injured in road collisions in Surrey.

Table: Number of Killed or Seriously Injured and Slight Casualty in RTCs Surrey 2009

Type	Total	% Male	% Young Person (16-24 yrs)	% Child Male
Killed or Seriously Injured	571	72	28	67

Slight Casualty	5,184	56	25	-
-----------------	-------	----	----	---

(Source CRP 2011/12)

Census 2011

The CRP identifies that those that are elderly and living alone are at greater risk from fire. The percentage of people aged 65 and above, and living in one person households in Spelthorne is about average for Surrey

Table: % One Person Household Aged 65+ by Spelthorne Ward

Ward	%
Ashford Common	13.90
Ashford East	14.23
Ashford North and Stanwell South	8.50
Ashford Town	11.28
Halliford and Sunbury West	15.34
Laleham and Shepperton Green	11.18
Riverside and Laleham	13.70
Shepperton Town	17.53

Table: % One Person Household Aged 65+ in Surrey

Distirct or Borough	%
Mole Valley	14.66
Waverley	14.24
Runnymede	13.28
Tandridge	13.12
Elmbridge	12.74
Spelthorne	12.73
Epsom and Ewell	12.58
Reigate and Banstead	12.13
Guildford	11.41
Woking	11.40
Surrey Heath	10.87

Staines	9.21
Staines South	16.32
Stanwell North	10.09
Sunbury Common	11.19
Sunbury East	14.73
Spelthorne	12.73
Surrey	12.62
South East	12.66
England	12.35

(Source: Census 2011)

Joint Strategic Needs Assessment (JSNA) 2011⁸; Smoking:⁹

Total Surrey Population Prevalence: The latest smoking prevalence for the county is 17% however research at parliamentary ward level has suggested that some areas have prevalence levels as high as 40%. At local authority level, data suggests the highest smoking rates can be found in Spelthorne (25.2%), Runnymede (23.4%) and Reigate & Banstead (18.8%)

⁸ [JSNA 2011](#)

⁹ [JSNA 2011 Smoking](#)

Alcohol Misuse

Alcohol misuse is a general term used to describe any drinking behaviour, which has the potential to cause harm or threatens to damage the health and well-being of the user and those around them. Alcohol misuse would therefore include any level of risk from hazardous drinking through to alcohol dependence.

Categories of Alcohol Use:

Sensible (low risk) drinking is drinking alcohol within limits that do not pose any risk of harm to the person or others (i.e. staying within the current guidelines on alcohol consumption)

Hazardous (increasing risk) drinking is drinking above recognised sensible levels, but not yet experiencing harm (measured by consumption of between 22 and 50 units per week for males and between 15 and 35 units per week for females)

Harmful (high risk) drinking is drinking above recognised sensible levels and experiencing harm, such as an alcohol-related accident, acute alcohol poisoning, hypertension, cirrhosis (measured by consumption of over 50 units per week for males and over 35 units per week for females)

Binge drinking is drinking over double the daily recognised sensible levels in any one day (over eight units a day for men and over six units a day for women)

¹⁰ [Surrey DAAT](#)

Alcohol dependence refers to drinking behaviour characterised by an inner drive to consume alcohol, continued drinking despite harm and commonly withdrawal symptoms on stopping drinking

Joint Strategic Needs Assessment (JSNA) 2011¹¹; Alcohol¹²:

Increasing Risk Drinking (formerly hazardous):

Total Surrey Population Prevalence: The overall prevalence of increasing risk drinking in Surrey is 25%. This is the 2nd highest prevalence in the country behind Leeds and is significantly higher than the England average of 20%. 1 in 4 of Surrey adults drink above recommended sensible daily limits and alcohol-related health problems tend to present in people aged over 40 years; who are more likely to drink at increasing risk levels.

All 11 boroughs within the County have prevalence rates above the England average and 7 out of the 11 boroughs feature in the top 10 for increasing risk drinking in the country as a whole. Runnymede has the joint highest prevalence of increasing risk drinking in the country at 26.4%. Spelthorne has below average prevalence for Surrey at 24.13%.

Higher risk drinking (formerly harmful):

In contrast to increasing risk drinking, none of the 11 boroughs feature in the top 10 higher risk drinking boroughs in England. Guildford is ranked the highest out of all the Surrey boroughs at 148 out of 324 boroughs in England. Guildford (4.41%), Runnymede (4.41%) and **Spelthorne** (4.19%) have the highest prevalence in Surrey and are above the Surrey average of 4.04%, although not significantly. All boroughs except the top 3 are significantly lower than the 5.03% England average.

Spelthorne has the third **lowest levels of increasing risk** drinking, but the **third highest level of higher risk** drinking within Surrey, perhaps indicating that whilst less people are drinking at increasing levels, when they do drink they are doing so at levels that cause harm.

In Surrey, high rates of increasing risk drinking are thought to be associated with the relative affluence of the county and with frequent drinking at home where the amount consumed is perhaps not realised. Conversely, higher risk drinking and alcohol dependence are linked to deprivation and

¹¹ [JSNA 2011](#)

¹² [JSNA 2011 Alcohol](#)

need to be addressed in specific areas of the county such as within Surrey's five Priority Places. Further information on health inequalities and deprivation can be found in the JSNA chapter on Deprivation.

Binge drinking:

Binge drinking estimates reveal a similar picture to those for higher risk drinking - none of Surrey's 11 boroughs feature in the top 10 in England. **Spelthorne** is ranked as the second highest (15.97%) of the boroughs in Surrey (15.30% average) behind Guildford (16.41%) in prevalence of binge drinking in Surrey. All boroughs are lower than the England average of 18%.

7.3. Adults at Risk as identified by Adult Social Care

In 2000, the No Secrets guidance¹³ defined a vulnerable adult (now referred to as an adult at risk) as: "a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation whether or not a person is vulnerable in these cases will depend upon surrounding circumstances, environment and each case must be judged on its own merits."¹⁴

Following a rise in fatal fires involving adults at risk in the year 2011/12, a joint SFRS and Adult Social Care (ASC) working group was set up to report to Surrey County Council (SCC) Cabinet on how the County can seek to reduce the harm being caused by fire. The group took into account the publication of the Chief Fire Officers Association (CFOA) report on an aging population, [Ageing Safely](#) (December 2011), and the report on the fatal fire at [Rosepark Nursing Home](#) (April 2011). The [report to Cabinet](#), in May 2012 included a number of recommendations on how we can reduce the risk and better support adults to live in their own homes and in residential care. The strategy to implement the recommendations is being delivered through four working groups with an overarching, multi-agency Steering Group.¹⁵ The working groups are:

¹³ [No Secrets Guidance](#)

¹⁴ [SCC ASC Safeguarding](#)

¹⁵ [SFRS ASC Briefing for Staff](#)

- Telecare Group – to use a high risk matrix to identify adults at increased risk of harm from fire and ensure they are offered [telecare](#)¹⁶ with a linked smoke alarm
- Residential Care – to increase the number of residential settings with sprinkler systems, fire retardant materials and improved training for staff
- Community Care – to ensure adults at risk are kept safe when in their own homes through better knowledge of the fire risks, the referral process and equipment available to them to keep them safe
- Marketing group – to increase awareness of the risks, support and equipment available to keep adults safe from fire.

Further, the Fire Investigation and Community Risk Reduction Team now have direct access to the ASC Adult Information System client management system. This is a major step forward for both services as it allows SFRS to streamline its working practices with ASC, saving staff time and allowing SFRS to better serve the adults at risk in Surrey.

Through the use of a Fire Risk Matrix which takes into account factors of age, client group (mental health, drug or alcohol use) and living alone, a risk score can be assigned to all open cases from the Social Care database, i.e. those known to ASC. The matrix does not include information on smokers which is likely to affect fire risk. Any individual may have a risk score of 0 - 6 based on this logic, and up to 3 risk factors recorded.

For the purposes of this EIA, this information was updated in October 2013. Countywide, 2,634 people have been identified with a risk score of 5 or 6, indicating they may be at high risk in a fire situation. This represents 10% of the overall cohort.

In Spelthorne the percentage of people open to ASC that are considered High Fire Risk is 10%. This is slightly above the average of 9.5% for the Boroughs and Districts in Surrey, with Waverley, Woking and Mole Valley all having a higher proportion identified as a High Fire Risk.

Table: Breakdown of people who may be at higher risk in a fire situation by District & Borough

District / Borough	High Fire Risk people out of all people open to ASC	% High Risk people
--------------------	---	--------------------

¹⁶ Telecare is a 24-hour service using a range of sensors which link with the traditional community or lifeline alarms to help potentially vulnerable people live more independently in their homes.

Elmbridge	256 out of 2720	9%
Epsom and Ewell	151 out of 1780	8%
Guildford	265 out of 3261	8%
Mole Valley	214 out of 1929	11%
Reigate and Banstead	343 out of 3455	10%
Runnymede	192 out of 2163	9%
Spelthorne	225 out of 2313	10%
Surrey Heath	184 out of 2110	9%
Tandridge	156 out of 1873	8%
Waverley	403 out of 3444	12%
Woking	245 out of 2202	11%
Grand Total	2634 out of 27250	10%

Table: Breakdown of people who may be at higher risk in a fire situation by Spelthorne Ward

Ward	High Fire Risk people out of all people open to ASC	% High Risk people
Ashford Common	12 out of 203	6
Ashford East	11 out of 198	6
Ashford North & Stanwell South	12 out of 158	8
Ashford Town	22 out of 177	12
Halliford & Sunbury West	23 out of 175	13
Laleham & Shepperton Green	13 out of 176	7
Riverside & Laleham	6 out of 131	5
Shepperton Town	17 out of 148	11
Staines	8 out of 128	6
Staines South	39 out of 251	16
Stanwell North	20 out of 227	9
Stanwell Common	18 out of 189	1
Sunbury East	24 out of 152	16
Grand Total	225 out of 2312	10

NB: Wards with a % greater than 10% have been highlighted

(Source: ASC, SCC, October 2013)

7.4. Other risk factors

The CRP 2013-14 identifies other factors that impact the risk of fire and / or injury, which include the built environment and society including levels of deprivation. The CRP states that: 'a person's health is influenced by the conditions by which they live. Social and economic conditions including low income, social exclusion, unemployment and poor housing have repeatedly shown to influence health and length of life. People in more deprived circumstances are more likely to die sooner and be unwell more often than the more affluent parts of the population.'

a) Population density

Spelthorne is only the sixth most populated borough in Surrey, but is the second most densely populated borough. It currently has lower than average growth rates for Surrey but by 2035 the projected population change is expected to be above the Surrey average. The Wards of Ashford, Sunbury Common and Ashford Common are in the top 3 of the most densely populated county electoral wards.

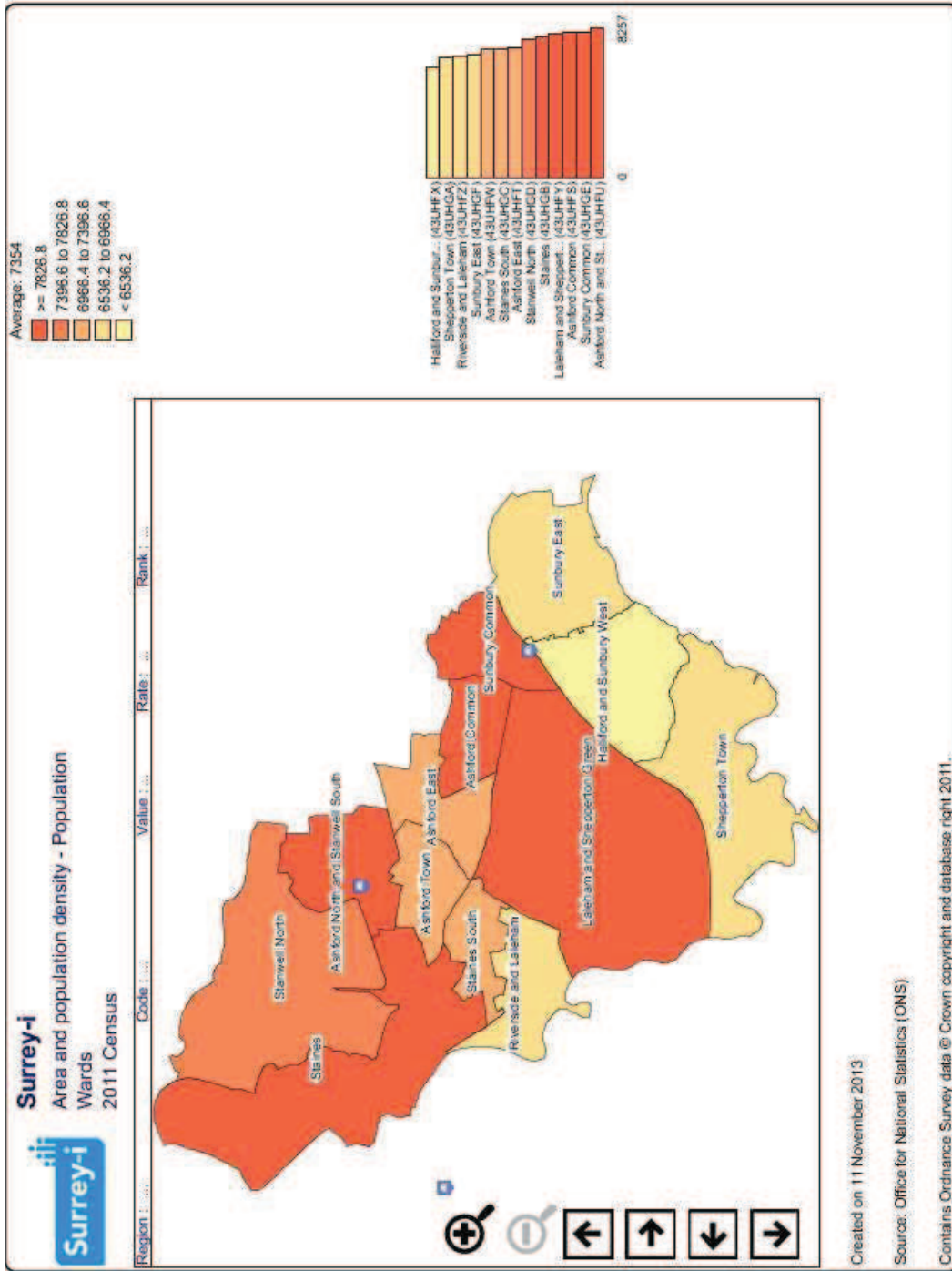
Spelthorne:

Description	Value	Surrey Average	Rank	Source
Total population	95,600	102,900	6	Census, 2011
Population density	21.3 pp hectare	6.8	2 (behind E&E)	Census, 2011
Projected density in 2035	25.2 pp hectare	8.0	2	Census, 2011
Population Change 2001 - 2011	5.8%	6.9%	8	Census, 2011

Projected Population Change 2010-35	20.6%	18.91%	4 (behind R&B, E&E, Runnymede)	ONS, 2011 ¹⁷
Overcrowded households	9%	6.8%	11	Census, 2011

Spelthorne: Population by Ward

¹⁷ [Surrey-i: Projected Population 2035](#)



Source: Office for National Statistics (ONS)

Dataset: Census: Population, households and area

This dataset includes data from the 2011 Census released by the Office for National Statistics (ONS)

<http://www.surreyl.gov.uk/GeographyDataBrowser.aspx>

Incident Distributions

The distribution of number of incidents shows that, as expected, frequency is linked to density of population. The key areas for numbers of incidents in Spelthorne are the urban areas of South-West Staines and Sunbury. However, severity of incidents is not linked to population density. An incident is defined as any occasion where a fire officer or fire appliance attends on scene.

Spelthorne has a high number of high rise buildings (5 floors or more) in comparison to other Surrey areas. Escaping a fire from a high-rise can be more difficult than low-rise, particularly for those with disabilities or small children. Once a fire has broken out, the actual process of firefighting poses some unique challenges (i.e. extended lines of communication, falling objects, complexity of internal layout, etc).

¹⁷In England and Wales, all buildings over 18m in height must have provisions for firefighting and search and rescue. Basic facilities to be provided include a Firefighting Shaft, Fire Main (with a wet system in buildings exceeding 50m in height (60m prior to 2007) and a Firefighting Lift). Firefighting Shafts including Fire Mains (but not necessarily Firefighting Lifts) may be found in some buildings with floor heights exceeding 7.5m.¹⁸

Operations involving high-rise building pose certain challenges that need to be reflected in the SFRS risk assessment and training programme.

In terms of residential property, Spelthorne has the lowest percentage of the population 0.8% living in communal establishments compared with Guildford with the highest at 4.6%¹⁹. (A communal establishment resident is a person living in managed residential accommodation who has lived, or intends to live there for six months or more). However, Spelthorne has above average accommodation as unshared apartments in Surrey, at 9,167 with the Surrey average at 8,526. Spelthorne also has the third highest percentage of accommodation as unshared apartments at 23.2%. This is above the Surrey, South East and England average. Between 2001 and 2011, the percentage increase in unshared apartment accommodation in Spelthorne was below the Surrey average.

Table: Unshared Apartment Accommodation in Surrey 2011

¹⁸ [Shropshire Fire High Rise Buildings](#)

¹⁹ [Surrey-i Population Communal Establishments](#)

Accommodation type - Unshared dwelling: Flat maisonette or apartment				
Region	%	Total	% Increase 2001 - 2011	
Reigate and Banstead	24.07	13341	16.27	
Woking	23.78	9385	16.32	
Spelthorne	23.20	9167	11.12	
Epsom and Ewell	22.87	6813	14.26	
Elmbridge	22.60	11959	10.73	
England	21.16	4668839	12.60	
Surrey	20.58	93788	13.43	
Runnymede	20.43	6684	25.13	
South East	20.27	720703	15.65	
Tandridge	20.09	6700	11.92	
Mole Valley	19.00	6808	14.35	
Guildford	18.26	9856	7.51	
Waverley	16.05	7908	6.73	
Surrey Heath	15.40	5167	19.81	

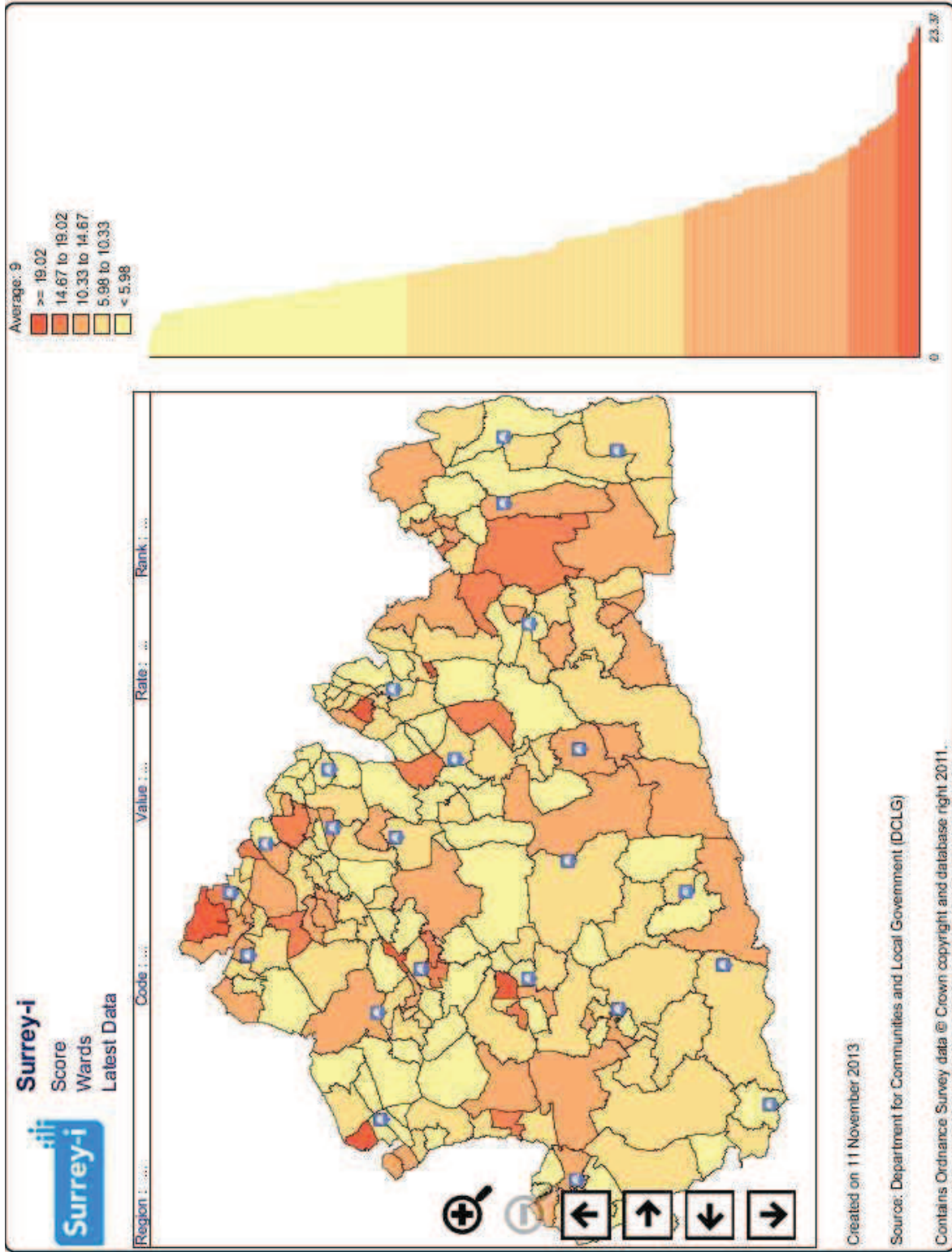
(Source: Surrey-i; 2011 Census)

c) Indices of Multiple Deprivation (IMD)

Spelthorne:

- Overall the most deprived borough in Surrey with an IMD overall score of 11.2, followed by Tandridge (10.0). (department for Communities & Local Government, 2010)
- 9% claim working age benefits (average 7%) –ranked 11th (DWP, 2013)
- The local authority with the highest proportion of Lower Super Output Areas (LSOAs) found in the most deprived half of England is Guildford (14.4% of its population) followed by Reigate & Banstead (13.1% of its population). Only 1 Lower Super Output Area in Spelthorne is amongst the top 20 deprived LSOAs in Surrey (Stanwell North) (DLGG, 2010).
- However, there are more pockets of deprivation elsewhere in Surrey (Woking, Reigate and Banstead).

Surrey Indices of Multiple Deprivation by Ward 2011



Deprivation and Incident Correlation

SFRS commissioned a research analysis to be carried out on the relationship between IMD and incident demand using a six year sample of incident data (April 2007 - March 2013). Correlation analysis was conducted on the data for the IMD score and rank (within Surrey) against incident demand and rank for all incidents and all primary fire incidents within Surrey.

- Reigate and Banstead with the second highest LSOA IMD score has the highest primary fire demand.
- Guildford has the highest incident demand and average LSOA IMD score.
- Spelthorne is the most deprived ward but has the fourth lowest number of all incidents in the 6 year period and below average primary fires.

For primary fire demand and IMD score there is a weak trend of increasing incident demand with increasing IMD score. The average demand per LSOA, for both incident and primary fire demand, shows a general increase with IMD score, with the relationship for average primary fire demand with IMD score being stronger than for all incident demand.

SFRS Consultation on Changes to Emergency Response Cover in Spelthorne 2013

Around 77% of respondents were willing to complete all questions in the Equality and Diversity section. Compared to the demographic makeup of Spelthorne, the sample was slightly older, more male and with fewer representatives of the BME section.

Age: The distribution of age groups for the population of Spelthorne and the age distribution for the survey is as follows:

Age	Spelthorne	Applied to sample (18-85+)	Consultation sample (public)
18-24	7%	9%	3%
25-44	28%	35%	28%

45-64	27%	33%	45%
65-84	15%	19%	23%
85+	2%	3%	2%

It is not representative of the demographic makeup of the borough, as respondents of middle and old age are over-represented (45%) and younger residents under-represented (despite using youth centres and schools as communication outlets).

The survey contains questionnaires that were completed by care home managers, who represent old age pensioners (predominantly 75+). When looking at the postal questionnaires from care home managers, we find that all rejected the proposal outright, the main concern being the safety of the elderly residents.

Only nine members of the public were aged under 25 and they were least supportive of the proposal. The reasoning however reflected the average causes for objection and had no reference to young age.

Also, the older age groups were more likely to oppose the proposal (75%). Amongst the non-supporters, there were 22% 65+, and only 7% in the supporter group.

Age	Sample size		Yes		Not sure		No		No opinion	
up to 24	11	2%	1	9%	2	18%	8	73%	0	0%
25-44	142	31%	33	23%	8	6%	99	70%	2	1%
45-64	207	46%	48	23%	12	6%	147	71%	0	0%
65+	93	21%	6	6%	15	16%	70	75%	2	2%

Overall	453	100%	88	19%	37	8%	324	72%	4	1%
----------------	------------	-------------	-----------	------------	-----------	-----------	------------	------------	----------	-----------

In this survey, 24 comments were left with specific concerns about vulnerable people and how this proposal might impact them. Eight of those comments were non-specific and just mentioned ‘vulnerable people’. Eleven comments revolved around old people and their increased risk, while three comments mentioned concerns around young children. For example a care home manager and a former social worker stated the following:

“The current station in Sunbury is nearer to our business which would need attendance as soon as possible. We do not want a potentially slower time for attendance as we deal with old and vulnerable people 24/7.”

“When I was working as a social worker in Spelthorne (Now retired) I had several dealings with the fire service in times of flooding, supporting very vulnerable older people etc and I fear this aspect of the work may be cut back.”

Disability: Mobility issues and mental health issues are known to be fire risk factors. The sample reflects the 15% prevalence of disabled population in Spelthorne (Census, 2011). Looking at the 60 respondents stating to have a disability, there was significant shift in support. The main concerns for the disabled group were the longer response times and the likelihood of gridlock on Spelthorne’s roads, meaning that their requirement for quick assistance would not be met under the proposal. Also out of the 24 verbatim items received, four mentioned their concern for disabled people and those of ill health:

“I’m not sure if one fire engine will be able to cope. What happens if there is an emergency at the airport, plus a fire in the residential area, say in a block of flats with older residents or disabled people who would need assistance to evacuate the premises.” (Spelthorne resident)

Disability	Sample size		Yes		Not sure		No		No opinion	
Yes	60	14%	12	20%	6	10%	41	68%	1	2%
No	366	86%	69	19%	30	8%	266	73%	1	0%
Overall	426	100%	81	19%	36	8%	307	72%	2	0%



Gender: The survey was completed by more men than women. However, looking at the staff and public cohorts separately, we can see that for public members the ratio of women outweighs men compared to the borough's usual distribution. Also, females are more at risk of injury or death by fire.²⁰ Females were slightly less supportive of the proposals than men (only 33% of supporters were female, whereas 47% of non-supporters were female). Men had a slightly higher approval rate (reflecting the fact that 95% of SFRS staff, who were more supportive of the proposal, were male).

Gender	Sample size		Yes		Not sure		No		No opinion	
Female	198	46%	28	14%	23	12%	146	74%	1	1%
Male	235	54%	56	24%	11	5%	165	70%	3	1%
Overall	433	100%	84	19%	34	8%	311	72%	4	1%

Ethnicity: We know that the majority of those suffering injuries or death through fire are White British. In the survey, 94% of those members of the public that stated their ethnicity were White British (which is above the overall rate for Spelthorne, 81%). Eight respondents from the public domain came from an Other White background (3%) and five from an Asian background (2%), two (1%) from a Mixed Asian-White background. One member of the public came from the Black community. There were no ethnicity-specific comments amongst any of the ethnic groups. The attitude towards the proposal amongst non-White British respondents falls broadly amongst the overall split; the sample is too small to assign any meaning to small variances in support levels.

Ethnicity	Sample size		Yes		Not sure		No		No opinion	
White British	387	94%	75	19%	36	9%	272	70%	4	1%
Not White British	23	6%	6	26%	0	0%	17	74%	0	0%
Overall	410	100%	81	20%	36	9%	289	70%	4	1%

²⁰ Community Risk Profile, 2011-12

Religion: The majority of respondents that stated their religion classed themselves as Christian (53% of all respondents responding to the question, average for Spelthorne is 64%). 23% said they had no religion (average for Spelthorne is 23%). Two members of the public were Buddhist, two Jewish and one was Muslim. There were no Hindu respondents amongst the sample. There were no religious-specific comments amongst those that held a religion.

Religion	Sample size		Yes		Not sure		No		No opinion	
Christian	249	67%	57	23%	25	10%	164	66%	3	1%
Other faiths (Buddhist, Muslim, Jewish, Other)	19	5%	1	5%	2	11%	16	84%	0	0%
No religious / faith group	102	28%	21	21%	6	6%	74	73%	1	1%
Overall	370	100%	79	21%	33	9%	254	69%	4	1%

Marital status: Single occupancy is known to be a fire risk factor. Hence, looking at the 120 respondents stating to be single, divorced, separated and widowed, we can say that their level of support is not as positive but also that their negativity is slightly weaker. A considerable part was not sure about the proposal. The main concerns for the single group were reduced resources, longer response times and Spelthorne's urban makeup – however no comments about individual living conditions.

Status	Sample size		Yes		Not sure		No		No opinion	
Married, co-habiting, civil partnership	301	71%	62	21%	16	5%	221	73%	2	1%
Single, widowed, separated, divorced	120	29%	23	19%	19	16%	76	63%	2	2%
Overall	421	100%	85	20%	35	8%	297	71%	4	1%

Sexual orientation: 10 of 356 respondents that answered that question stated to be lesbian, gay or bisexual (LGB). There is no discernible difference between the level of support amongst this group compared to the heterosexual group. However, it was only a very small sample, which makes this data unrepresentative. The verbatim that the unsupportive respondents gave had no reference to their sexuality or any other lifestyle choice associated with this protected characteristic (single occupancy, etc).

Status	Sample size		Yes		Not sure		No		No opinion	
Heterosexual	346	97%	74	21%	31	9%	240	69%	1	0%
LGB	10	3%	3	30%	0	0%	7	70%	0	0%
Overall	356	100%	77	22%	31	9%	247	69%	1	0%

Pregnancy / maternity: Ten respondents stated that they were pregnant / had been pregnant in the last 12 months (one of whom identified himself as a gay male). Eight of these respondents objected to the proposal (80%), because of the increase of the response times and the growing population in Spelthorne. There was one specific comment about the difficulty of quickly evacuating a high rise flat with small children.

"I live at Sunbury Cross, in a high rise flat with two children under three. The thought of a fire terrifies me, and the thought that there will be just one fire engine operating in Spelthorne is awful. [...]" (Spelthorne resident)

Gender reassignment: Three respondents stated that they had undergone gender reassignment (out of 391 responding to the question) – this would mean nearly 1% of the sample was transgender which is well above the national average of 0.04% (GIRES 2009). Regardless of the truthfulness of the respondents' answers, no comments were made that refer specifically to gender reassignment or issues related to gender reassignment.

For more information on the Consultation, please see Annex 2: Consultation Report

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ²¹	Potential Impacts	Evidence
--	-------------------	----------

²¹ More information on the definitions of these groups can be found [here](#).

	<p>Data Analysis</p> <p>There is a link between fire deaths/injuries people 65 years and over.</p> <p>This risk is compounded in cases where there are other risk factors, e.g living alone, mobility, mental health problems, smoking, etc).</p> <p>There is also an increase in fire deaths during the winter months.</p> <p>Spelthorne has a medium prevalence of older people and older people living at home alone</p> <p>Potential Positive Impacts</p> <p>The overall improved response rates across Runnymede and Surrey as</p>	<p>Community Risk Profile 2013/14</p> <p><i>'Eighteen of the twenty-five people who died in accidental dwelling fires (April 2006-March 2012) were above the statutory retirement age with seven under the retirement age.'</i></p> <p><i>'All the people who were asleep at the time of the fire had additional underlying issues of restricted mobility, mental health and/or alcohol misuse.'</i></p> <p>Community Risk Profile 2011/12</p> <p><i>'Between 2006-2009, of 13 people who were asleep at the time of the fire, 7 were under the influence of drugs or alcohol.'</i></p> <p>Joint Strategic Needs Assessment 2011</p> <p>Age and Alcohol Misuse:</p> <p>Different types of drinking and alcohol misuse are associated with different ages. For example, binge drinking is more prevalent in 18-24 year olds while 'increasing risk drinking' (formally hazardous) is more common among 25-44 year olds.²²</p> <p>Age and Mobility:</p> <p>There is a positive correlation between age and mobility limitations, i.e walking and movement difficulties (especially for people aged 70 years and over). Gender (i.e women live longer increasing the likelihood of mobility limitations), marital status, and health behaviours e.g. smoking and alcohol misuse, and changes in health behaviours in smoking and physical activity affect age-mobility relation.</p>
--	---	--

Age

²² [JSNA 2011 Alcohol](#)

	<p>a whole will benefit residents including older people who are at greater risk statistically of being injured or killed as a result of a fire.</p>	<p>Age and Mental Health:</p> <p>Older people are particularly affected by several risk factors for depression: poor physical health, caring responsibilities, loss and bereavement and isolation.²³</p>
<p>Potential Negative Impacts</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued</p>	<p>Age and Smoking (see also disability/health):</p> <p>Children from deprived households are more likely to be exposed to tobacco smoke and to be smokers than those in more affluent circumstances. This is particularly the case in Surrey, where overall smoking rates are low, but significantly higher in deprived areas and populations. Surrey's Families in Poverty Needs Assessment, 2011 highlights prevalence amongst young people is likely to be geographically concentrated as having higher than average prevalence: Spelthorne, Reigate & Banstead and Runnymede²⁴</p> <p>Age and Substance Misuse</p> <p>Among younger people, groups identified as more vulnerable to substance misuse include: children of substance misusing parents; young offenders; young people in care; homeless young people; excluded pupils or frequent non-attenders; sexually exploited young people; young people from BME groups.²⁵</p>	

²³ [JSNA 2011 Mental Health & Age](#)

²⁴ [JSNA 2011 Smoking](#)

²⁵ [JSNA 2011 Substance Misuse](#)

	<p>that the increase in response times will mean greater risk to life and that this will have a greater impact on the elderly given their vulnerability statistically to be injured or killed in fires, and on the elderly and parents with young children given that they may have greater difficulty escaping a fire.</p> <p>Please see Section 9 Action Plan for mitigating activity.</p>	<p>Children</p> <p>Young children and their Parents maybe at greater risk in the event of evacuating from a fire, particularly in high rise buildings.</p> <p><u>Spelthorne:</u>²⁶</p> <ul style="list-style-type: none"> • Fourth highest % of people aged 65+: 17.4% (average: 17.2%) – ranked 4th. • 21 residential care homes (743 beds) (6% of Surrey – below average) • Average % of households with people aged 65+ only: 22% – ranked 7th • Average % of one person households aged 65+: 12.7% – ranked 6th • The Wards of Shepperton Town, Staines South and Ashford Common have the highest numbers of people aged 65 and over in one person households with Spelthorne. This is 17.5% of all households in Shepperton Town.²⁷ • Lowest expected percentage increase in Surrey of people aged over 65 between 2013-2020.²⁸ • Slightly above average % of those open to ASC considered High Risk in a fire situation. • Slightly lower than average numbers of young children between 0-10 years of age, and the lowest number of children per family.²⁹
<p>²⁶ Surrey-i: Local Area Profiles/Census 2011/Key statistics & Household characteristics</p> <p>²⁷ Surrey-i: Data by Geography/Census 2011 Household composition/Household type</p> <p>²⁸ JSNA 2011 Older People</p> <p>²⁹ Surrey-i:Census 2011</p>	<p><u>Consultation feedback:</u></p> <p>Care home managers for the providers in the Spelthorne area opposed the proposal, voicing their concerns with regards to evacuating the elderly, frail and those with mobility difficulties when a fire breaks out at their establishment.</p>	

<p>Disability / health</p>	<p>Data Analysis</p> <p>The Community Risk Profile 2013/14 identifies a link between fire deaths/injuries and mobility. This risk is compounded in cases where there are one or multiple other risk factors, for example, people who are older, living alone, have mental health needs or are smokers.</p>	<p>Census 2011</p> <p>In 2011, 13.5% of residents in Surry reported a health problem, with 7.8% limited a little and 5.7% limited a lot. The overall proportion reporting a health problem was unchanged from 2001. The proportion of the Surrey population reporting a health problem is highest in Spelthorne (14.9%) and lowest in Elmbridge (12.1%). Fewer Surrey residents reported a health problem than the national average. In England as a whole 17.6% reported a health problem with 9.3% limited a little and 8.3% limited a lot.</p> <p>Disability and Mobility:</p> <p>Between April 2006 and March 2012, of the 16 people who died in a fire in Surrey, 7 (45%) were known to have mobility issues that affected their ability to escape the fire. All the people who were asleep at the time of the fire had additional underlying issues of restricted mobility, mental health and/or alcohol misuse. (CRP 2013/14)</p>
-----------------------------------	---	--

In addition to the large body of literature on mobility limitations among older adults, there are also a number of studies on mobility limitations among the intellectually and developmentally disabled and the visually impaired (Cleaver, Hunter, and Ouellette-Kuntz, 2008; Saive, Guralnik, Glynn, and Christen, 1994).

Mental Health:

Between April 2006 and March 2012, of the 16 people who died in fire, 11 (70%) were known to have mental health and/or depression issues. In addition to this 8 of the 10 people who died in fires outside the home were suffering from mental health issues and started these fires as a deliberate act. (CRP 2013/14)

Race and ethnic

Differences in the levels of mental well-being and prevalence of mental disorders are influenced by a complex combination of socio-economic factors, racism, diagnostic bias and cultural and ethnic differences and are reflected in how mental health and mental distress are presented, perceived and interpreted.

Gender: Gender impacts significantly on risk and protective factors for mental health and expression of the experience of mental distress. Neurotic disorders including depression, anxiety, attempted suicide and self-harm are more prevalent in women than men, while suicide, drug and alcohol abuse, anti-social personality disorder, crime and violence are more prevalent among men.

Gay, lesbian, bisexual and gender reassignment people are at increased risk for some mental health problems – notably anxiety, depression, self-harm and substance misuse – and more likely to report psychological distress than their heterosexual counterparts.

Spelthorne has a high prevalence of poor health and risky behaviour (smoking, alcohol), compared with other boroughs in Surrey. Mobility issues and physical impairments, however, occur at an average level in the borough. Also, the state of the population's mental health and prevalence of learning disability is average or below average in Spelthorne.

	<p>Potential Positive Impacts</p> <p>The overall improved response rates across Runnymede and Surrey as a whole will benefit residents including people with mobility and mental health issues who are at greater risk statistically of being injured or killed as a result of a fire.</p>	<p>Smoking (and Mental Health): Surrey's Joint Strategic Needs Assessment (JSNA) also identifies that mental health service users exhibit rates of smoking at least twice that found among the general population.</p> <p>Between April 2006 and March 2012, in 44% of the fire deaths smoking material was the primary cause of the fires. Of the 8 people who smoked, the primary cause in 5 of these incidents was smoking related. Although relevant, this is the primary cause of fire and all of these victims had additional underlying issues of mobility, mental health and alcohol problems. (CRP 2013/14).</p> <p>The JSNA also states that: 'the latest smoking prevalence for the county is 17% however research at parliamentary ward level has suggested that some areas have prevalence levels as high as 40%. At local authority level, data suggests the highest smoking rates can be found in Spelthorne (25.2%), Runnymede (23.4%) and Reigate & Banstead (18.8%)' (JSNA 2011³⁰).</p> <p><u>Spelthorne:</u></p> <p>Highest rates per population 2013:</p> <table border="1" data-bbox="954 174 1157 1391"> <thead> <tr> <th>Description</th> <th>Value</th> <th>Average</th> <th>Rank</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>Bad or very bad health³¹</td> <td>per population 4.1%</td> <td>per population 3.5%</td> <td>pp 1</td> <td>(total population) 5</td> </tr> </tbody> </table>	Description	Value	Average	Rank	Rank	Bad or very bad health ³¹	per population 4.1%	per population 3.5%	pp 1	(total population) 5
Description	Value	Average	Rank	Rank								
Bad or very bad health ³¹	per population 4.1%	per population 3.5%	pp 1	(total population) 5								

³⁰ [JSNA 2011 Smoking](#)

³¹ [Surrey-i: Data by Geography/Health & Wellbeing/People Characteristics/General Health /Census 2011](#)

	<p>Potential Negative Impacts</p> <p>The increase in response times for Spelthorne will align with the County</p>	<table border="1"> <tr> <td data-bbox="103 1032 491 1391">Limiting long term illness³²</td> <td data-bbox="103 808 491 1032">14.9%</td> <td data-bbox="103 584 491 808">13.6%</td> <td data-bbox="103 427 491 584">1</td> <td data-bbox="103 168 491 427">5</td> </tr> <tr> <td data-bbox="209 1032 491 1391">Smoking³³</td> <td data-bbox="209 808 491 1032">23.9%</td> <td data-bbox="209 584 491 808">14%</td> <td data-bbox="209 427 491 584">1</td> <td data-bbox="209 168 491 427">-</td> </tr> <tr> <td data-bbox="277 1032 491 1391">Disability Living Allowance³⁴</td> <td data-bbox="277 808 491 1032">3.3%</td> <td data-bbox="277 584 491 808">3%</td> <td data-bbox="277 427 491 584">1</td> <td data-bbox="277 168 491 427">4</td> </tr> <tr> <td data-bbox="384 1032 491 1391">Alcohol Related Hospital Admissions³⁵</td> <td data-bbox="384 808 491 1032">1.8</td> <td data-bbox="384 584 491 808">1.5</td> <td data-bbox="384 427 491 584">2</td> <td data-bbox="384 168 491 427">5</td> </tr> </table> <p>Smoking:</p> <ul style="list-style-type: none"> Mapping³⁶ of smoking prevalence suggests that the following wards in Spelthorne have the highest smoking rates: Stanwell North, Sunbury Common, Ashford North and Stanwell South, Staines, and Staines South. <p>Suicides:</p> <ul style="list-style-type: none"> Average number of suicides per 100,000 population:4.9 (average: 5) – ranked 4th ³⁷ 	Limiting long term illness ³²	14.9%	13.6%	1	5	Smoking ³³	23.9%	14%	1	-	Disability Living Allowance ³⁴	3.3%	3%	1	4	Alcohol Related Hospital Admissions ³⁵	1.8	1.5	2	5
Limiting long term illness ³²	14.9%	13.6%	1	5																		
Smoking ³³	23.9%	14%	1	-																		
Disability Living Allowance ³⁴	3.3%	3%	1	4																		
Alcohol Related Hospital Admissions ³⁵	1.8	1.5	2	5																		

³² [Surrey-i: Data by Geography/Long term illness or disability/ Census 2011](#)

³³ [Surrey-i: Data by Geography/Smoking prevalence NHS London Health Observatory 2011](#)

³⁴ [Surrey-i: Topics/ Health & Wellbeing/Disability Living Allowance Claimants/DWPPQ22013](#)

³⁵ [Surrey-i: Topics/Health & Wellbeing/JSNA 2013 Data Alcohol/Alcohol related hospital admissions](#)

³⁶ <http://www.mapsinternational.co.uk/subroot1/ash/ash.html>

³⁷ [ONS 2008-10](#)

	<p>average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life and that this will have a greater impact on those with mobility or mental health issues given their vulnerability statistically to be injured or killed in fire, and on the disabled given that they may have greater difficulty escaping a fire.</p> <p>Please see Section 9 Action Plan for mitigating activity.</p>	<p>Lower than average numbers predicted 2020:</p> <table border="1"> <thead> <tr> <th data-bbox="300 907 434 1400">Description</th> <th data-bbox="300 698 434 907">Value</th> <th data-bbox="300 474 434 698">Average</th> <th data-bbox="300 250 434 474">Rank</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="434 250 497 1400">Mobility / PSD³⁸</td> </tr> <tr> <td data-bbox="497 907 606 1400">Unable to manage one mobility activity on their own (aged 65+)</td> <td data-bbox="497 698 606 907">3,886</td> <td data-bbox="497 474 606 698">4,248</td> <td data-bbox="497 250 606 474">7</td> </tr> <tr> <td data-bbox="606 907 715 1400">Physical Disability: Moderate (aged 18-64)</td> <td data-bbox="606 698 715 907">4,887</td> <td data-bbox="606 474 715 698">5,262</td> <td data-bbox="606 250 715 474">5</td> </tr> <tr> <td data-bbox="715 907 823 1400">Hearing Impairment: Moderate or severe (aged 65+)</td> <td data-bbox="715 698 823 907">8,870</td> <td data-bbox="715 474 823 698">9,614</td> <td data-bbox="715 250 823 474">6</td> </tr> <tr> <td data-bbox="823 907 932 1400">Visual Impairment: Moderate or severe (aged 75+)</td> <td data-bbox="823 698 932 907">1,240</td> <td data-bbox="823 474 932 698">1,346</td> <td data-bbox="823 250 932 474">7</td> </tr> <tr> <td colspan="4" data-bbox="932 250 997 1400">Mental Health / Dementia</td> </tr> <tr> <td data-bbox="997 907 1125 1400">Common Mental Disorder (aged 18-64)</td> <td data-bbox="997 698 1125 907">9,715</td> <td data-bbox="997 474 1125 698">10,406</td> <td data-bbox="997 250 1125 474">6</td> </tr> <tr> <td data-bbox="1125 907 1184 1400">Learning Disability</td> <td data-bbox="1125 698 1184 907">1,471</td> <td data-bbox="1125 474 1184 698">1,566</td> <td data-bbox="1125 250 1184 474">6</td> </tr> </tbody> </table>				Description	Value	Average	Rank	Mobility / PSD³⁸				Unable to manage one mobility activity on their own (aged 65+)	3,886	4,248	7	Physical Disability: Moderate (aged 18-64)	4,887	5,262	5	Hearing Impairment: Moderate or severe (aged 65+)	8,870	9,614	6	Visual Impairment: Moderate or severe (aged 75+)	1,240	1,346	7	Mental Health / Dementia				Common Mental Disorder (aged 18-64)	9,715	10,406	6	Learning Disability	1,471	1,566	6
Description	Value	Average	Rank																																						
Mobility / PSD³⁸																																									
Unable to manage one mobility activity on their own (aged 65+)	3,886	4,248	7																																						
Physical Disability: Moderate (aged 18-64)	4,887	5,262	5																																						
Hearing Impairment: Moderate or severe (aged 65+)	8,870	9,614	6																																						
Visual Impairment: Moderate or severe (aged 75+)	1,240	1,346	7																																						
Mental Health / Dementia																																									
Common Mental Disorder (aged 18-64)	9,715	10,406	6																																						
Learning Disability	1,471	1,566	6																																						

³⁸ [Surrey-i:Topics/Health & Wellbeing/Population 18 + Predicted etc./POPPI & PANSI](#)

		<table border="1"> <tr> <td data-bbox="103 907 167 1406">(aged 18-64)</td> <td data-bbox="167 907 303 1406"></td> <td data-bbox="167 474 303 907"></td> <td data-bbox="167 250 303 474"></td> </tr> <tr> <td data-bbox="167 907 303 1406">Dementia (% increase) (aged 65+)</td> <td data-bbox="167 907 303 1406">28%</td> <td data-bbox="167 474 303 907">31%</td> <td data-bbox="167 250 303 474">8</td> </tr> </table> <p data-bbox="375 1205 402 1406">Mental Health:</p> <ul data-bbox="438 542 466 1348" style="list-style-type: none"> <li data-bbox="438 542 466 1348">• Lowest hospital admissions on grounds of Mental Health³⁹ <p data-bbox="609 1070 636 1406"><u>Consultation feedback:</u></p> <p data-bbox="673 197 780 1406">Care home managers for the providers in the Spelthorne area opposed the proposal, voicing their concerns with regards to evacuating the elderly, frail and those with mobility difficulties when a fire breaks out at their establishment.</p> <p data-bbox="880 138 991 1406">Concerns were also raised about the impact on evacuating high rise flats, particularly for children and for those with mobility problems including wheelchair users. Particular issues were raised about the unfamiliarity of fire fighters from other areas having to attend these buildings.</p> <p data-bbox="1091 228 1161 1406">There were also concerns about the vulnerability of those who use hearing aids when they switch these off at night.</p>	(aged 18-64)				Dementia (% increase) (aged 65+)	28%	31%	8
(aged 18-64)										
Dementia (% increase) (aged 65+)	28%	31%	8							

³⁹ [JSNA 2011 Mental Health Related Admissions](#)

		<p>The Disability Empowerment Board made reference to the possible increased number of callouts as a result of false alarms from Telecare.</p> <p>The Board also made reference to the potential for reduced preventative fire safety work that might be done as a result of these proposals – and the impact on potentially increasing the risk to the elderly and disabled.</p> <p>Please see Section 9 Action Plan for SFRS mitigating activity.</p>
--	--	---

<p>Gender reassignment</p>	<p>Potential Positive Impacts</p> <p>The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.</p>	<p>Gender Variance in the UK: Prevalence, Incidence, Growth and Geographic Distribution</p> <p>Report for Gender Identity Research Organisation (GIRES), June, 2009⁴⁰</p> <p>According to the GIRES report, in Surrey the prevalence of people, 16 or over, who have presented with gender dysphoria is 37 per 100,000, %, but there is no validated estimate of the population of transgender people in the UK.</p> <p>‘A high degree of stress accompanies gender variance with 34% of transgender adults reporting</p>
-----------------------------------	--	---

40 [Report for Gender Identity Research Organisation \(GIRES\), June, 2009](#)

	<p>Potential Negative Impacts</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough but there is no indication that this would have a particular adverse effect on people with this protected characteristic.</p>	<p>at least on suicide attempt.'</p> <p><u>Consultation feedback:</u></p> <p>Consultation has not produced any specific issues related to gender reassignment. There was no feedback from the gender reassignment population.</p>
<p>Pregnancy and maternity</p>	<p>Potential Positive Impacts</p> <p>The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.</p>	<p>Expectant and new mothers could potentially be more at risk when escaping from a fire, as emergency evacuation may be difficult due to reduced agility, dexterity, co-ordination, speed, reach and balance. Mothers will also face the additional difficulty of evacuating babies and/or young children.</p>

	<p>Potential Negative Impacts</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough but there is no indication that this would have a particular adverse effect on people with this protected characteristic.</p>	<p>Spelthorne:</p> <ul style="list-style-type: none"> • Below average births in 2012: 1,224 (average 1,294) – ranked 6th • Above average under 5s: 6.3% (average 6%) – ranked 4th <p>Consultation feedback:</p> <p>From those that engaged with the consultation process, it was highlighted that those with young children expressed concern of the difficulty of evacuating young children in the event of a fire incident, this was not however raised as a particular issue for pregnant women or those caring for babies.</p>														
<p>Race</p>	<p>Data Analysis</p> <p>The CRP 2011-12 found that:</p>	<p>Census 2011: Spelthorne Ethnic Profile</p> <table border="1" data-bbox="1232 241 1380 1395"> <thead> <tr> <th colspan="7">% Population of Spelthorne</th> </tr> </thead> <tbody> <tr> <td>White:</td> <td>White: Gypsy</td> <td>White: Other</td> <td>White and Black</td> <td>White and</td> <td>White and</td> <td>Indian</td> </tr> </tbody> </table>	% Population of Spelthorne							White:	White: Gypsy	White: Other	White and Black	White and	White and	Indian
% Population of Spelthorne																
White:	White: Gypsy	White: Other	White and Black	White and	White and	Indian										

- The majority of those injured in fires (68 of 91) were white. The second highest group was White Other (3 of 91)

British	Irish	Irish or Irish Traveller	White	Caribbean	Black African	Asian	Mixed
80.98	1.43	0.20	4.69	0.60	0.33	0.95	0.61
							4.20

% Population of Spelthorne

Pakistani	Bangladeshi	Chinese	Other Asian	African	Caribbean	Other Black	Arab	Any other ethnic group
0.69	0.27	0.65	1.83	1.02	0.44	0.16	0.34	0.63

Potential Positive Impacts

The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.

The three largest minority ethnic groups in Spelthorne are Other White, Indian and Other Asian. It is in the North of Spelthorne in the wards of Staines; Stanwell North; and Ashford North and Stanwell South that these populations are resident.

Community Risk Profile 2011-12

The CRP found that:

- The majority of those injured in fires (68 of 91) were white.
- The second highest group was white other (3 of 91).

Surrey Police

In 2012 there was only one recorded Arson offence with a hate flag against it (racial flag). This offence was in Mole Valley. Prevention work needs to take into account possible requirements for translation and other culturally sensitive approaches.

	<p>Potential Negative Impact</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough</p>	<p>(Source: D10 Partnership Product, Surrey Police Incident Recording System, March 2012)</p> <p>Age and ethnicity:</p> <p>People living alone are at higher risk of accidental fires. The proportion of White men aged 85 and above living alone is around 42%, which is much higher than for other ethnic groups.⁴¹</p> <p>Gypsy, Roma and Traveller (GRT) communities:</p> <p>The JSNA indicates that GRT communities can be more likely to display some of the factors that place people more at risk of fire:</p> <ul style="list-style-type: none"> • There is a high prevalence of mental health issues within the GRT community including anxiety and depression. • Alcohol consumption and substance misuse are a concern as GRT young people assume adult roles and responsibilities earlier in life than their non GRT peers.⁴² <p>The JSNA identifies 7 GRT sites within Spelthorne, with further sites in neighbouring Elmbridge</p>
--	---	---

⁴¹ [ASC Outcomes Framework Equality Analysis, DoH 2010](#)

⁴² [JSNA Gypsy Roma and Travellers](#)

	<p>but there is no indication that this would have a particular adverse effect on people with this protected characteristic.</p>	<p>and Runnymede, some of which are on the district/borough boundaries.</p> <p>Ethnicity and substance misuse:</p> <p>JSNA indicates that young people from BME groups are more at risk of substance misuse⁴³</p> <p><u>Spelthorne:</u></p> <ul style="list-style-type: none"> • Prevalence of White British / travellers • 0.1% cannot speak English (Surrey average: 0.1%) – ranked 8th (Census, 2011) <p><u>Consultation feedback:</u></p> <p>Consultation has not produced any specific issues related to ethnicity. All ethnic groups' concerns were similar and reflected those of the general population.</p>																						
<p>Religion and belief</p>	<p>Data Analysis</p> <p>The 2011 Census indicates a changing borough profile in terms of religion. The percentage of people identifying themselves as Christian decreased from 75% in 2001, to 64% in</p>	<p>Census 2011: Faith and Belief in Spelthorne</p> <table border="1" data-bbox="1074 136 1235 1395"> <thead> <tr> <th colspan="6">% Population of Spelthorne</th> </tr> <tr> <th>Year</th> <th>Christian</th> <th>Hindu</th> <th>Muslim</th> <th>All other Religions</th> <th>No Religion</th> <th>Religion Not Stated</th> <th>Non Christian</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	% Population of Spelthorne						Year	Christian	Hindu	Muslim	All other Religions	No Religion	Religion Not Stated	Non Christian								
% Population of Spelthorne																								
Year	Christian	Hindu	Muslim	All other Religions	No Religion	Religion Not Stated	Non Christian																	

⁴³ [JSNA Substance Misuse 2011](#)

	<p>2011, and the percentage saying they had no religion increased to 23% in 2011, from 14% in 2001. The proportion of residents with non-Christian religions doubled, to 7%, over the same period. The proportion of Christian people, and those with no religion is roughly in line with the Surrey average⁴⁴, and the proportion of non-Christian religions is slightly higher than average.</p> <p>Within Spelthorne there is a significant degree of variation between wards of those from non-Christian religions. In Stanwell North and Staines wards, the percentage of people is relatively high at 12% whilst in Shepperton Town and</p>	<table border="1" data-bbox="172 136 308 1395"> <tr> <td data-bbox="172 1256 236 1395">2001</td> <td data-bbox="172 1099 236 1256">75.3</td> <td data-bbox="172 976 236 1099">1.0</td> <td data-bbox="172 842 236 976">0.9</td> <td data-bbox="172 685 236 842">1.5</td> <td data-bbox="172 517 236 685">14.1</td> <td data-bbox="172 327 236 517">7.2</td> <td data-bbox="172 136 236 327">Religions</td> </tr> <tr> <td data-bbox="236 1256 308 1395">2011</td> <td data-bbox="236 1099 308 1256">63.8</td> <td data-bbox="236 976 308 1099">2.4</td> <td data-bbox="236 842 308 976">1.9</td> <td data-bbox="236 685 308 842">2.4</td> <td data-bbox="236 517 308 685">22.5</td> <td data-bbox="236 327 308 517">7.0</td> <td data-bbox="236 136 308 327">6.7</td> </tr> </table> <p>In Stanwell North and Staines wards, the percentage of people from non Christian religions is 12%. And in Ashford North and Stanwell South ward it is 11%. This compares to just 3% in Shepperton Town and Halliford and Sunbury West.</p> <p>Surrey Residents Survey 2012/13</p> <p>In the annual Surrey Residents Survey⁴⁵ in 2012/13, 84% of respondents indicated that they either strongly agree, or tend to agree, that their neighbourhood is a place where people from different backgrounds get on well together. This is in line with the county average, and the proportion of these responses has increased year on year from 79% since the survey started in 2008/09. The proportion of those who strongly disagreed, or tended to disagree with this statement was 5% in 2012/13, down from 8% the year before.</p> <p>Joint Strategic Needs Assessment</p> <p>Surrey's Joint Strategic Needs Assessment states that: 'higher levels of deprivation were</p>	2001	75.3	1.0	0.9	1.5	14.1	7.2	Religions	2011	63.8	2.4	1.9	2.4	22.5	7.0	6.7
2001	75.3	1.0	0.9	1.5	14.1	7.2	Religions											
2011	63.8	2.4	1.9	2.4	22.5	7.0	6.7											

⁴⁴ [Surrey-i: Ethnicity & Religion Census 2011](#)

⁴⁵ The Surrey Residents' Survey is a telephone interview survey conducted throughout the year with randomly selected Surrey residents. It began in April 2008.

associated with higher proportions of people thinking that racial or religious harassment is a very or fairly big problem. For example, 3% of people in England in the 10% least deprived areas said that racial or religious harassment is a very or fairly big problem in their local area, compared with 21% of people in the 10% most deprived areas. Although this survey was not undertaken with Surrey residents, it is reasonable to suggest that these figures might also apply to this community.⁴⁶ It is possible therefore that concerns around arson attacks based on religious hate crime will be highest in the most deprived areas of the borough. However, there were no crimes recorded qualified by religion or faith in any Spelthorne ward.

Halliford and Sunbury West it is just 3%.

Potential Positive Impacts

The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.

Potential Negative Impact

The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough but there is no indication that this would have a particular adverse effect on

Surrey Police

In 2012, in Surrey, only one arson incident was recorded as hate crime with a racial or religious motivation. This was in Mole Valley. (Source: D10 Partnership Product, Surrey Police Incident Recording System, March 2012)

⁴⁶ [JSNA Religion & Belief 2013](#)

	people with this protected characteristic.	<p><u>Consultation feedback:</u></p> <p>Consultation has not produced any specific issues related to ethnicity. All ethnic groups' concerns were similar and reflected those of the general population.</p>
--	--	--

<p>Sex</p>	<p>Data Analysis</p> <p>The data suggests that the individuals most at risk of fire are White British males and females in the 30 - 60 year age range. Across all the age ranges, White British females are shown to be the biggest groups at risk from injury and/or rescue from fire.</p> <p>In England, alcohol misuse is greater among men than women.</p> <p>Potential Positive Impacts</p> <p>The improved response rates across Runnymede and Surrey as a whole will benefit residents</p>	<p>Community Risk Profile 2011/12</p> <p>52 of the 91 people who were injured and/or rescued in accidental dwelling fires were female and 39 were male. The average age of the males who were injured and/or rescued was 45 years, and for females it was 53 years.</p> <p>Of road casualties, 72% were male. And in terms of slight casualties 56% were male.</p> <p>Gender and alcohol consumption:</p> <p>In England, 38% of men and 16% of women consume more alcohol than is recommended by the Department of Health (3-4 units per day for men, 2-3 units per day for women).⁴⁷</p> <p><u>Spelthorne:</u></p> <p>Overall, 50.7% of Spelthorne's population are female. However this proportion varies</p>
-------------------	---	---

⁴⁷ [JSNA Alcohol 2011](#)

	<p>overall.</p> <p>Potential Negative Impact</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough. As regards this protected characteristic the Community Risk Profile indicates that more women than men were injured and/or rescued in fires in 2011/12, and 72% of road casualties were male.</p>	<p>according to age.</p> <p><u>Consultation feedback:</u></p> <p>Consultation has not produced any specific issues related to gender. Both genders' concerns were similar and reflected those of the general population.</p>
--	--	---

<p>Sexual orientation</p>		<p>The JSNA states that 'The UK Government estimates that 7% of the population are lesbian, gay, bisexual, transgender or questioning (LGBTQ) (1). Applying this to mid-2009 population</p>
----------------------------------	--	---

<p>Potential Positive Impacts</p> <p>The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.</p> <p>Potential Negative Impact</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough but there is no indication that this would have a particular adverse effect on</p>	<p>estimates for Surrey, there may be around 5,700 people aged 11 to 16 in Surrey who are LGBTQ.⁴⁸</p> <p>The JSNA suggests that 'LGBTQ young people are likely to experience some degree of identity-related stigma', and this can contribute to, in some instances, issues that put them more at risk of fire including – poor mental health, self-harm and suicide, smoking and substance abuse⁴⁹.</p> <p>There may be an associated risk relating to living alone. People living alone at higher risk of accidental fires. National research has found that Gay men and women in Britain are far more likely to end up living alone and have less contact. It has been found that 75% of older LGBT people live alone, compared to 33% of the general population.</p> <p>Of the 25 victims, 18 lived on their own in the property and 19 were alone in the property at the time of the fire, (CRP 2013/14).</p> <p>Spelthorne:</p> <ul style="list-style-type: none"> • 28.5% are one person households (average 27%) – ranked 3rd • 12.7% are one person households where resident is 65+ (average 13%) – ranked 6th • 2.6% of residents are recorded as being in a same-sex civil partnership in Spelthorne.⁵⁰ <p>The highest proportions are in the wards of Staines and Shepperton Town.</p>
---	---

⁴⁸ [JSNA 2011 Lesbian, Gay, Bisexual and Transgender](#)

⁴⁹ [JSNA 2011 Lesbian, Gay, Bisexual and Transgender](#)

⁵⁰ [Surrey-i: Data by Geography/Census 2011 Marital & Civil Partnership Status](#)

	people with this protected characteristic.	<ul style="list-style-type: none"> • There is a youth club for young LGBTQ people aged 13-19 in Spelthorne. <p><u>Consultation feedback:</u></p> <p>Consultation has not produced any specific issues related to sexual orientation. Concerns from all groups were similar and reflected those of the general population.</p>
<p>Marriage and civil partnerships</p>	<p>Potential Positive Impacts</p> <p>The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.</p> <p>Potential Negative Impact</p> <p>The increase in response times for Spelthorne will align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean</p>	<p>People who live alone, rather than those who live with partners, are at higher risk of accidental fires.</p> <p>“The increase in those living alone also coincides with a decrease in the percentage of those in this age group who are married – from 79 per cent in 1996 to 69 per cent in 2012 – and a rise in the percentage of those who have never married or are divorced, from 16 per cent in 1996 to 28 per cent in 2012.” Labour Force Survey 2012.</p> <p><u>Spelthorne:</u></p> <ul style="list-style-type: none"> • 28.5% are one person households (average 27%) – ranked 3rd <p><u>Consultation feedback:</u></p> <p>Consultation has not produced any specific issues related to status of marriage or civil partnership. Concerns from all groups were similar and reflected those of the general population.</p>

	<p>greater risk to life for people generally in the Borough but there is no indication that this would have a particular adverse effect on people with this protected characteristic.</p>	
<p>Carers⁵¹</p>	<p>Potential Positive Impacts</p> <p>The improved response rates across Runnymede and Surrey as a whole will benefit residents overall.</p> <p>Potential Negative Impact</p> <p>The increase in response times for Spelthorne will</p>	<p>As people with mobility and health issues are at higher risk of fire and / or injury from fire, carers are linked to that risk, mainly by being the enabling factor to prevent fires and to evacuate in case of emergencies.</p> <p>Carers themselves can also be at risk of poor health, as a result of their caring responsibilities. This is documented in the JSNA: 'The impact of caring can be detrimental to carers health. Carers UK's analysis of the 2001 Census findings, 'In Poor Health', found that those caring for 50 hours a week or more are twice as likely to be in poor health as those not caring (21% against 11%). (6) This can be due to a range of factors including stress related illness and physical injury⁵².</p> <p>Many carers are older people, caring for their spouse or partner. There is therefore a link between caring and age. As the general population ages, the number of older people providing unpaid care is also expected to increase. Estimates have been produced of the number of older</p>

⁵¹ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

⁵² [JSNA 2013 Carers](#)

	<p>align with the County average for other areas and will still be below the average for Surrey and well within the targeted response times. It has been argued that the increase in response times will mean greater risk to life for people generally in the Borough and on Carers and the children of people they are caring for in particular given that they may have greater difficulty escaping a fire.</p>	<p>carers in Surrey, Spelthorne is expected to have the lowest increase in unpaid Carers over the age of 65 between 2013-2020.⁵³</p> <p><u>Spelthorne:</u></p> <ul style="list-style-type: none"> • 9,844 estimated number of carers in Spelthorne (ranked 2nd % providing unpaid care)⁵⁴ • Reflecting the population with long-term illness or disability, Mole Valley (10.4%), Spelthorne (10.3%) and Tandridge (10.3%) have the highest proportion of carers and Elmbridge (8.9%) the lowest. (Census, 2011) • Shepperton Town has the highest number of people aged 65 and over living in households and also the highest number of people aged 65 and over providing unpaid care (238 people). • 4 other wards in Spelthorne also each have 200 or more people over 65 providing unpaid care, as per the 2011 Census: Riverside and Laleham, Laleham and Shepperton Green, Sunbury East and Ashford Common. As a proportion of the population, Ashford North also has higher levels of older people providing unpaid care.⁵⁵
--	--	--

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
--------------------------	----------------------------	----------------------------	----------

⁵³ [JSNA Older People 2013](#)

⁵⁴ [Surrey-i: Local Area Profiles/Census 2011 key statistics \(carers\)/All People Providing Unpaid Care](#)

⁵⁵ [Surrey-i: Data by Geography/Census 2011 Provision of unpaid care by age & gender](#)

Due to the nature of the Service and retirement age, the bulk of staff are between 30- 50 years old (over 70%).

% of Staff by Age Group

Age	SFRS %	SCC %
15-19	0.12	1.03
20-24	2.20	4.69
25-29	8.29	9.51
30-34	14.15	11.68
35-39	16.10	12.34
40-44	23.66	15.32
45-49	19.51	16.96
50-54	9.88	16.35
55-59	3.66	13.06
60-64	1.95	7.70
65-69	0.49	2.41
70-75	0.00	0.42

The new station in Spelthorne may be a less convenient location for some staff to access.

The new station in Spelthorne may be a more convenient location for some staff to access. .

Age

Disability	<p>The new station in Spelthorne may be a more convenient location for some staff to access.</p>	<p>The new station in Spelthorne may be a less convenient location for some staff to access.</p> <p>Reasonable adjustments may need to be considered in relevant cases.</p>	<p>% of Staff with a Disability</p> <table border="1" data-bbox="486 432 925 869"> <thead> <tr> <th>Staff</th> <th>SFRS %</th> </tr> </thead> <tbody> <tr> <td>Headcount</td> <td>1.34</td> </tr> <tr> <td>Front Line Staff</td> <td>1.49</td> </tr> <tr> <td>Team Leaders</td> <td>0.82</td> </tr> <tr> <td>Middle Mgr</td> <td>6.67</td> </tr> <tr> <td>Senior Mgr</td> <td>0.00</td> </tr> </tbody> </table>	Staff	SFRS %	Headcount	1.34	Front Line Staff	1.49	Team Leaders	0.82	Middle Mgr	6.67	Senior Mgr	0.00
Staff	SFRS %														
Headcount	1.34														
Front Line Staff	1.49														
Team Leaders	0.82														
Middle Mgr	6.67														
Senior Mgr	0.00														

Gender reassignment	<p>No specific issues have been identified.</p>	<p>No specific issues have been identified.</p>	<p>No specific concerns have been raised on grounds of a protected characteristic during the Consultation.</p>
----------------------------	---	---	--

<p>Pregnancy and maternity</p>	<p>The new station in Spelthorne may be more accessible to some staff, e.g in terms of changing rooms, etc.</p>	<p>The new station in Spelthorne may be less accessible to some staff.</p>	<p>No specific concerns have been raised on grounds of a protected characteristic during the Consultation.</p>																		
<p>Race</p>	<p>The new station in Spelthorne may be a more convenient location for some staff to access.</p>	<p>The new station in Spelthorne may be a less convenient location for some staff to access</p>	<p>% of BME Staff</p> <table border="1" data-bbox="577 282 1023 864"> <thead> <tr> <th>Staff</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Headcount</td> <td>1.95</td> <td>7.58</td> </tr> <tr> <td>Front Line Staff</td> <td>0.75</td> <td>7.87</td> </tr> <tr> <td>Team Leaders</td> <td>2.46</td> <td>7.61</td> </tr> <tr> <td>Middle Mgr</td> <td>0.00</td> <td>6.67</td> </tr> <tr> <td>Senior Mgr</td> <td>0.00</td> <td>5.29</td> </tr> </tbody> </table>	Staff	SFRS %	SCC %	Headcount	1.95	7.58	Front Line Staff	0.75	7.87	Team Leaders	2.46	7.61	Middle Mgr	0.00	6.67	Senior Mgr	0.00	5.29
Staff	SFRS %	SCC %																			
Headcount	1.95	7.58																			
Front Line Staff	0.75	7.87																			
Team Leaders	2.46	7.61																			
Middle Mgr	0.00	6.67																			
Senior Mgr	0.00	5.29																			

Due to the makeup of the workforce, more males will be affected by the proposals than females.

Some firefighters may need to be relocated which might mean increased travelling times and cause potential childcare/caring issues.

% of Staff by Gender

Gender	SFRS %	SCC %
Female	9.51	73.00
Male	90.49	27.00

% of Male/Female Staff Full and Part Time

Male/Female Full Time/Part Time	SFRS %	SCC %
Female FT	83.33	38.26
Female PT	16.67	61.74

The new station in Spelthorne may be a less convenient location for some staff to access.

The new station in Spelthorne may be a more convenient location for some staff to access.

Sex

Male FT	84.64	72.48
Male PT	15.36	27.52

% of Female Staff

Female Staff	SFRS %	SCC %
Front Line Staff	8.96	80.73
Team Leaders	9.51	57.78
Middle Mgr	8.33	68.41
Senior Mgr	18.75	46.47

% of Staff by Sexual Orientation			
Sexual Orientation	SFRS %	SCC %	
Bisexual	0.61	0.60	
Gay Man	0.61	0.43	
Heterosexual	55.49	47.18	
Lesbian	0.12	0.32	
Prefer Not to Say	19.88	24.47	
Not Stated	23.29	27.00	

<p>Sexual orientation</p>	<p>The new station in Speilthorne may be a more convenient location for some staff to access.</p>	<p>The new station in Speilthorne may be a less convenient location for some staff to access.</p>	<table border="1"> <thead> <tr> <th>Sexual Orientation</th> <th>SFRS %</th> <th>SCC %</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bisexual</td> <td>0.61</td> <td>0.60</td> <td></td> </tr> <tr> <td>Gay Man</td> <td>0.61</td> <td>0.43</td> <td></td> </tr> <tr> <td>Heterosexual</td> <td>55.49</td> <td>47.18</td> <td></td> </tr> <tr> <td>Lesbian</td> <td>0.12</td> <td>0.32</td> <td></td> </tr> <tr> <td>Prefer Not to Say</td> <td>19.88</td> <td>24.47</td> <td></td> </tr> <tr> <td>Not Stated</td> <td>23.29</td> <td>27.00</td> <td></td> </tr> </tbody> </table>	Sexual Orientation	SFRS %	SCC %		Bisexual	0.61	0.60		Gay Man	0.61	0.43		Heterosexual	55.49	47.18		Lesbian	0.12	0.32		Prefer Not to Say	19.88	24.47		Not Stated	23.29	27.00	
Sexual Orientation	SFRS %	SCC %																													
Bisexual	0.61	0.60																													
Gay Man	0.61	0.43																													
Heterosexual	55.49	47.18																													
Lesbian	0.12	0.32																													
Prefer Not to Say	19.88	24.47																													
Not Stated	23.29	27.00																													
<p>Marriage and civil partnerships</p>	<p>The new station in Speilthorne may be a more convenient location for some staff to access.</p>	<p>The new station in Speilthorne may be a less convenient location for some staff to access.</p>	<p>No specific concerns were raised by staff during the Consultation.</p>																												

% of Staff by Religion/Belief		
Religion	SFRS %	SCC %
Any other religion	3.90	5.34
Buddhist	0.73	0.57
Christian - all faiths	33.78	32.98
Hindu	0.12	0.67
Jewish	0.12	0.12
Muslim	0.37	0.84
No Faith / Religion	17.20	17.89
Sikh	0.00	0.22
Not Stated	43.78	41.36

<p>Religion and belief</p>	<p>The new station in Spelthorne may be more accessible to some staff, e.g in terms of prayer space, etc.</p>	<p>The new station in Spelthorne may be less accessible to some staff. However such accessibility will need to be ensured as part of the relocation.</p>	<table border="1"> <thead> <tr> <th>Religion</th> <th>SFRS %</th> <th>SCC %</th> </tr> </thead> <tbody> <tr> <td>Any other religion</td> <td>3.90</td> <td>5.34</td> </tr> <tr> <td>Buddhist</td> <td>0.73</td> <td>0.57</td> </tr> <tr> <td>Christian - all faiths</td> <td>33.78</td> <td>32.98</td> </tr> <tr> <td>Hindu</td> <td>0.12</td> <td>0.67</td> </tr> <tr> <td>Jewish</td> <td>0.12</td> <td>0.12</td> </tr> <tr> <td>Muslim</td> <td>0.37</td> <td>0.84</td> </tr> <tr> <td>No Faith / Religion</td> <td>17.20</td> <td>17.89</td> </tr> <tr> <td>Sikh</td> <td>0.00</td> <td>0.22</td> </tr> <tr> <td>Not Stated</td> <td>43.78</td> <td>41.36</td> </tr> </tbody> </table>	Religion	SFRS %	SCC %	Any other religion	3.90	5.34	Buddhist	0.73	0.57	Christian - all faiths	33.78	32.98	Hindu	0.12	0.67	Jewish	0.12	0.12	Muslim	0.37	0.84	No Faith / Religion	17.20	17.89	Sikh	0.00	0.22	Not Stated	43.78	41.36
Religion	SFRS %	SCC %																															
Any other religion	3.90	5.34																															
Buddhist	0.73	0.57																															
Christian - all faiths	33.78	32.98																															
Hindu	0.12	0.67																															
Jewish	0.12	0.12																															
Muslim	0.37	0.84																															
No Faith / Religion	17.20	17.89																															
Sikh	0.00	0.22																															
Not Stated	43.78	41.36																															
<p>Carers</p>	<p>The location of the new station venue could decrease staff travel time.</p>	<p>The location of the new station venue could increase staff travel time.</p>	<p>No specific concerns were raised by staff during the Consultation.</p>																														

8. Amendments to the proposals

Change	Reason for change
<p>Impact on Residents and Users Prevention and protection arrangements will remain in place to reduce the risk from fire incidents and other emergencies, and these are targeted to vulnerable groups. Evidence demonstrates that suitable prevention arrangements have the most positive affect on enabling vulnerable people to live safely in the community rather than relying solely on emergency response once an incident has occurred.</p> <p>As a result of the consultation, the original proposals have been amended, with Option 5 proposing the use of an additional appliance with “on-call” staff.</p> <p>Impact on Staff The project will pursue a cooperative and voluntary approach where possible to minimise negative impact. The Service may need to post staff to locations where they do not chose to work, but this is within current contractual terms & conditions and will be avoided if possible. Furthermore, union representatives will be involved throughout the project.</p>	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
<p>The change in fire cover will allow the service to even out response times in Surrey, enabling an equalising effect. This improved balance of service provision will result in some areas having improved first fire engine response times, with other areas a longer first response time for 2 plus fire engine incidents.</p> <p>The average first response for two plus fire engine incidents in Surrey will be 7 minutes 33 seconds and in Spelthorne the average first response time, although lengthened by the changes, will be below this at just over six and half minutes for both Options. In all these cases the response times come within the Surrey standards.</p> <p>In Runnymede the first response as a result reduces from over 8 minutes 30 seconds to over a minute less in Option 4 and by over two minutes in Option 5.</p> <p>Any potential negative impact of an increased response time is likely to have the greatest effect on the vulnerable elderly, those with disabilities, parents with small children and those with caring responsibilities in Spelthorne. As identified in</p>	<p>Prevention work takes place from a range of organisations across Surrey, including SFRS, Adult Social Care, Emergency Planning and Public Health to mitigate the risk of those groups identified as high risk, this includes work with vulnerable adults and through the public health agenda, the negative impacts of smoking, alcohol and drugs are addressed.</p>	<p>Ongoing</p>	<p>Strategic Director for Adult Social Care</p>

<p>Section 7, the older population, those with mobility difficulties and mental health issues are statistically more likely to be affected by a fire related incident either fatal or injury and similar to those with disabilities or parents with small children they may experience greater difficulty in escaping a fire. There are statistically also more women than men involved injured or rescued from fires, and significantly more men than women injured in road accidents.</p> <p>The consultation identified concerns including the impact of the increased risk on those residents occupying high rise buildings, particularly for those with small children, and residents of care homes with mobility difficulties.</p> <p>However, the increase in response times for all types of incidents will still be below the average for Surrey and well within the targeted response times. In addition it will improve the overall figures for Surrey for the percentage of first and second responses, and significantly so in Runnymede.</p> <p>Other issues raised in the consultation include the risk of those who turn off their hearing aids at night, and the possibility of increased false alarms or call outs from an increasing use of telecare. These are legitimate concerns with regard to fire safety but are not negative impacts directly resulting from this proposal.</p> <p>Option 4 and 5 will not have a detrimental impact on the preventative work of SFRS. The reconfiguration of SFRS will ensure that resources continue to be directed into targeted preventative work with those identified as vulnerable and at risk in Surrey, particularly if emergency service partners as indicated, also</p>			
--	--	--	--

<p>relocate to the new fire station premises. The "on-call" arrangements of Option 5 will protect front line services and through efficiencies allow for an improvement in having the appropriate staffing levels and enhance effective use of resources. Option 5 also facilitates greater resident involvement and influence on the design and provision of services.</p>			
---	--	--	--

10. Potential negative impacts that cannot be mitigated

6

Potential negative impact	Protected characteristic(s) that could be affected
Potential negative impacts will be mitigated so far as possible given the actions referred to in Section 9.	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	<p>Consultation process JSNA, GIRES 2009, Community Risk Profile, Census 2011</p>
Key impacts (positive and/or negative) on people with protected characteristics	<p>Option 4 and 5: Modelling predicts;</p> <ul style="list-style-type: none"> Throughout Surrey more fire engines will reach emergencies within the response standard than they do now and greater equality in average response times between Boroughs to be achieved. A decrease in the average first response time to all 2 plus fire engine incidents in Runnymede. In Elmbridge and Spelthorne an increase in the average first response to all 2 plus fire engine incidents, and a reduction in the proportion of first responses within 10 minutes. While the change is slight for Elmbridge, it is greater in Spelthorne, but both will remain within the Surrey Response Standard of 10 minutes. <p>Additional in Option 5: Modelling predicts;</p> <ul style="list-style-type: none"> A decrease in the average first response time to all 2 plus fire engine incidents in Runnymede by over 2 minutes. The provision of a second “On-call” fire engine compared to one whole-time fire engine improves in Spelthorne the average first response to all 2 plus fire engine incidents by 8 seconds compared to Option 4 and the second response times by just over 1 minute. <p>Any potential negative impact of an increased response time is likely to have a greater effect on the vulnerable elderly, those with disabilities, parents with small children and those with caring responsibilities in Spelthorne. As identified in Section 7, the older population, those with mobility difficulties and mental health issues are statistically more likely to be involved in a fire related incident either fatal or injury and similar to those with disabilities or parents with small children they may experience greater difficulty in escaping a fire. There are statistically also more women than men</p>

	<p>involved injured or rescued from fires, and significantly more men than women injured in road accidents.</p> <p>The consultation identified concerns including the impact of the increased risk on those residents occupying high rise buildings, particularly for those with small children, and residents of care homes with mobility difficulties.</p>
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>As a result of the consultation the Service is proposing Option 5 as a change to the original proposal, ie. retaining a second appliance to be crewed by an “on-call” team if possible.</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>An increased risk in Spelthorne is mitigated by the response time remaining within the Surrey standard response and is also still below the average for Surrey. Prevention work takes place from a range of organisations across Surrey, including SFRS, Adult Social Care, Emergency Planning and Public Health to mitigate the risk of those groups identified as high risk, this includes work with vulnerable adults and through the public health agenda, the negative impacts of smoking, alcohol and drugs are addressed.</p>
<p>Potential negative impacts that cannot be mitigated</p>	<p>Potential negative impacts will be mitigated so far as possible given the actions referred to in Section 9.</p>

Fire staffing agency agreements (Currently a pilot) (Not impacting in 2014/15)

1. Topic of assessment

6

EIA title:	SFRS Secondary employment SOP v2a
-------------------	-----------------------------------

EIA author:	Eddie Roberts, Area Commander
--------------------	-------------------------------

2. Approval

	Name	Date approved
Approved by⁵⁶		

3. Quality control

Version number		EIA completed	
Date saved		EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>Surrey Fire and Rescue Service Secondary employment Standard Operating Procedure (SOP)</p>
<p>What proposals are you assessing?</p>	<p>This is in relation to the provision of secondary contracts which the service is approaching the final phase of the pilot. To ensure the Service is fully compliant with the Statutory Regulations/Legislation around employment working practices. To ensure that full guidance is given to uniformed employees who require support in this area.</p> <p>This Sop will be introduced via the the negotiation/consultation process with the representative body. The Area Manager will be responsible for this.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>This SOP will affect any uniformed member of staff who is entitled / eligible to request a secondary contract of employment.</p>

6. Sources of information

Engagement carried out
Data used

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ⁵⁷	Potential positive impacts	Potential negative impacts	Evidence
Age	✓		SFRS will benefit from having effective flexible working policies in place as it will enhance their profile as a good, positive employer and promote their commitment to effective work life balance. This will have a positive impact on the recruitment of staff including those from under-represented groups. It will contribute towards the safety of communities by promoting community cohesion through the spectrum of community fire prevention activities undertaken by the Fire Service to reduce risk across all section of society.
Disability	✓		As above
Gender reassignment	✓		As above
Pregnancy and maternity	✓		
Race	✓		As above

⁵⁷ More information on the definitions of these groups can be found [here](#).

Religion and belief	✓		As above
Sex	✓		As above
Sexual orientation	✓		
Marriage and civil partnerships			
Carers ⁵⁸			As above

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	✓		SFRS will benefit from having effective flexible working policies in place as it will enhance their profile as a good, positive employer and promote their commitment to effective work life balance. This will have a positive impact on the recruitment of staff including those from under-represented groups. It will contribute towards the safety of communities by promoting community cohesion through the spectrum of community fire prevention activities

⁵⁸ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

			undertaken by the Fire Service to reduce risk across all section of society.
			This procedure is relevant and available for all uniformed staff to apply, subject to eligibility criteria being met.
Disability	✓		As above
Gender reassignment	✓		As above
Pregnancy and maternity	✓		
Race	✓		
Religion and belief	✓		
Sex	✓		
Sexual orientation	✓		
Marriage and civil partnerships	✓		
Carers	✓		

8. Amendments to the proposals

Change	Reason for change

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Positive impact that can be improved	The revision of HR 4.40 SOP – Part Time Working and other Working Arrangements – this allows other employees to apply for alternative working arrangements who are not eligible under flexible working legislation.		AC Eddie Roberts
Positive impact that can be improved	Regular reviews to legislation and updates received into the organisation. Reviews of the SOP in line with current guidance.		AC Eddie Roberts
	Entitlements and rights need to be continually monitored for updates, changes and improvements as Employment Law develops within the UK.		AC Eddie Roberts

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 25 MARCH 2014****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: SHEILA LITTLE, CHIEF FINANCE OFFICER AND DEPUTY DIRECTOR FOR BUSINESS SERVICES****SUBJECT: BUDGET MONITORING REPORT FOR FEBRUARY 2014****SUMMARY OF ISSUE:**

This report presents the council's financial position at the end of period 11 – February of the 2013/14 financial year, with particular focus on the year end revenue and capital budgets forecasts and the achievement of efficiency targets.

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

RECOMMENDATIONS:

The final recommendations are to follow with the annex 1.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The Council's 2013/14 financial year commenced on 1 April 2013. This is the ninth budget monitoring report of 2013/14. The budget monitoring reports for this financial year have a greater focus on material and significant issues, especially the tracking of the efficiency and reduction targets within the Medium Term Financial Plan. The reports also have a greater emphasis on proposed actions to be taken to resolve any issues.
2. The Council has implemented a risk based approach to budget monitoring across all directorates and services. The risk based approach is to ensure we focus resources on monitoring those higher risk budgets due to their value, volatility or reputational impact.
3. There is a set of criteria to evaluate all budgets into high, medium and low risk. The criteria cover:
 - the size of a particular budget within the overall Council's budget hierarchy (the range is under £2m to over £10m);
 - budget complexity relates to the type of activities and data being monitored (the criterion is about the percentage of the budget spent on staffing or fixed contracts - the greater the percentage the lower the complexity);

- volatility is the relative rate at which either actual spend or projected spend move up and down (volatility risk is considered high if either the current year's projected variance exceeds the previous year's outturn variance, or the projected variance has been greater than 10% on four or more occasions during this year)
 - political sensitivity is about understanding how politically important the budget is and whether it has an impact on the Council's reputation locally or nationally (the greater the sensitivity the higher the risk).
4. High risk areas report monthly, whereas low risk services areas report on an exception basis. This will be if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower.
 5. Annex 1 to this report sets out the Council's revenue budget forecast year end outturn as at the end of February 2014. The forecast is based upon current year to date income and expenditure as well as projections using information available to the end of the month.
 6. The report provides explanations for significant variations from the budget, with a focus on staffing and efficiency targets. As a guide, a forecast year end variance of greater than £1m is material and requires a commentary. For some services £1m may be too large or not reflect the service's political significance, so any variance over 2.5% may also be material.
 7. Also, Annex 1 to this report updates Cabinet on the Council's capital budget.
 8. Appendix 1 provides details of the directorate efficiencies and revenue and capital budget movements.

Consultation:

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

Risk management and implications:

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

Financial and value for money implications

11. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus. The Council continues to have a strong focus on its key objective of providing excellent value for money.

Section 151 Officer commentary

12. The Section 151 Officer confirms that the financial information presented in this report is consistent with the council's general accounting ledger and that

forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks..

Legal implications – Monitoring Officer

13. There are no legal issues and risks.

Equalities and Diversity

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

Climate change/carbon emissions implications

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

WHAT HAPPENS NEXT:

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

Contact Officer:

Sheila Little, Chief Finance Officer and Deputy Director for Business Services
020 8541 7012

Consulted:

Cabinet / Corporate Leadership Team

Annexes:

Annex 1 – Revenue budget, staffing costs, efficiencies and capital programme summary.

Appendix 1 – Directorate financial information (revenue and efficiencies) and revenue and capital budget movements.

Sources/background papers:

None

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 25 MARCH 2014****REPORT OF: MR MICHAEL GOSLING, CABINET MEMBER FOR PUBLIC HEALTH AND HEALTH & WELLBEING BOARD****LEAD OFFICER: DAVE SARGEANT, INTERIM STRATEGIC DIRECTOR ADULT SOCIAL CARE****SUSIE KEMP, ASSISTANT CHIEF EXECUTIVE****SUBJECT: SURREY BETTER CARE FUND****SUMMARY OF ISSUE:**

1. The Better Care Fund is designed to improve outcomes for people through better integrated care and support, and a significant expansion of care in community settings. It will achieve this by shifting resources from acute services into preventative services in primary care, community health and social care.
2. The Surrey Better Care Fund return outlines how Adult Social Care and the six Clinical Commissioning Groups will work together to transform local health and social care services during 2015/16, with 2014/15 designed as a transitional year. The Surrey Better Care Fund return has to be agreed between the County Council and Surrey's six Clinical Commissioning Groups, signed-off by the Surrey Health & Wellbeing Board and submitted to NHS England by 4 April 2014.

[Please note that the 'draft' Surrey Better Care Fund return is attached. Challenging timescales and the complexities of partnership working across the County Council and the six Clinical Commissioning Groups means that work is still underway on the 'final' return – this will be available for the Cabinet meeting on 25 March 2014.]

RECOMMENDATIONS:

3. It is recommended that:
 - Cabinet notes the Surrey Better Care Fund return on behalf of the County Council. The return will proceed to the Surrey Health & Wellbeing Board for sign off and submission to NHS England by 4 April 2014 deadline.
 - Cabinet agrees to delegate to the Assistant Chief Executive and Interim Strategic Director Adult Social Care, in consultation with the Leader of the Council and the Cabinet Member for Public Health and Health & Wellbeing Board, to make any final amendments to the Surrey Better Care Fund return prior to final submission.

REASON FOR RECOMMENDATIONS:

4. The Local Government Association (LGA) and NHS England guidance on the Better Care Fund states that the return should be agreed between the County Council and Clinical Commissioning Groups and that it has to be signed off by the Health and Wellbeing Board for final submission by 4 April 2014.

DETAILS:

Background

5. The Better Care Fund (formerly known as the Integration Transformation Fund) is a national fund which was announced in the June 2013 Spending Round. The fund is designed to:
 - Improve outcomes for people.
 - Drive closer integration between health and social care.
 - Increase investment in preventative services in primary care, community health and social care.
 - Support the strategic shift from acute to community and to protect social care services.
6. The Better Care Fund is part of Surrey County Council's Public Service Transformation Programme. It is also aligned with the strategic intent set out in the Adult Social Care Directorate Strategy around collaborative working with health and other partners, and the provision of leadership in the joint commissioning of health and social care services.

Prevention

7. Key themes in the Surrey Better Care Fund return are:
 - **Enabling people to stay well:** Maximising independence and wellbeing through prevention and early intervention for people at risk of being unable to manage their physical health, mental health and social care needs.
 - **Enabling people to stay at home:** Integrated care delivered seven days a week through enhanced primary and community services which are safe and effective and increase public confidence to remain out of hospital or residential/nursing care.
 - **Enabling people to return home sooner from hospital:** Excellent hospital care and post-hospital support for people with acute, specialist or complex needs supported by a proactive discharge system which enables a prompt return home.
8. Prevention is identified as a priority theme in Surrey's Joint Health and Wellbeing Strategy which was approved in April 2013 and is at the heart of the Better Care Fund agenda. The Better Care Fund will build on the work already underway in Surrey through the Whole Systems Partnership, the Personalisation and Prevention Partnership Fund etc. Examples of the

prevention schemes in which health and social care will invest in during 2015/16 as part of the Better Care Fund will include:

- Recognising the connections individuals have with their family, friends and local community networks, to support them to stay healthy, independent and to manage their own care.
- Improving the networks of provision and coordination of practical preventative support services with district and borough councils, the voluntary sector and carers organisations.
- Offering universal advice and information services to all local people to promote their independence and wellbeing.
- Increasing support for health and social care self management and self care supported by the community delivery of specialist health services
- Creating dementia friendly communities

Funding

9. The Better Care Fund is made up of a number of existing elements of funding, most of which will come from health budgets (ref Annex 1). It is important to emphasise that this is a confirmation of existing funding continuing and being rebadged, not new funding streams. The announcement covered two financial years:

- For 2014/15, the expected Whole Systems Funding for Surrey = £18.3m. This will be transferred to Surrey County Council with joint investment decisions being made.
- For 2015/16, the Better Care Funding total position for Surrey is expected to be a revenue allocation of £65.5m + capital of £6.0m = £71.5m in total. This will be put into a pooled budget under Section 75¹ joint governance arrangements between Clinical Commissioning Groups and the County Council.

Protection

10. One of the main conditions of the Better Care Fund is to 'protect' social care services. In Surrey it has been agreed that plans will be drawn up on the basis that "the system across Surrey has committed to jointly investing the Better Care Fund to improve services and outcomes for patients and to creating financial benefit as a result. We have agreed to share this benefit for further investment in services and to ensure the sustainable delivery of better care for the future. In 2015/16 we expect the benefit to social care to be £25m".

11. We will ensure the £25m benefit to social care in 2015/16 is realised by:

- Ensuring the six local joint work programmes include sufficient investment in both 2014/15 and 2015/16 in local social care provision.

¹ Section 75 of the NHS Act, provides for Clinical Commissioning Groups and local authorities to pool budgets

- Adopting a peer review process to support and challenge where a particular Clinical Commissioning Group locality may not be performing against their targets.
- Setting up robust governance arrangements with the Surrey Better Care Board overseeing investment decisions and monitoring performance (any decisions that require a change in agreed policy will be referred back to the County Council's Cabinet and the Governing Boards of the six Clinical Commissioning Groups).

Governance

12. The following arrangements are being put in place for oversight and governance of progress and outcomes and are illustrated in Annex 2:
- There will be six Local Joint Commissioning Groups in Surrey – one for each of the six local Clinical Commissioning Group areas - with membership drawn from Adult Social Care, the Clinical Commissioning Group and other local stakeholders.
 - The Local Joint Commissioning Groups will be responsible for all Better Care Fund investment decisions and for overseeing the operational delivery of the schemes set out in their local joint work programme. These investment decisions will be made jointly by health and social care partners at a local level.
 - The Surrey Better Care Board will provide strategic leadership across the Surrey health and social care system. The Board will challenge and support the Local Joint Commissioning Groups to deliver improved outcomes for local people. Membership will be drawn from Adult Social Care and the Clinical Commissioning Groups.
 - Surrey's Health and Wellbeing Board will continue to set and monitor the overarching strategy across the Surrey health and social care system.

<u>CONSULTATION:</u>

13. Throughout 2013/14, health and social care providers have been engaged in developing an integrated vision for out of hospital care in each local area through the five Local Transformation Boards. Patients, people who use services and the public have been involved through a number of partnership boards and via local engagement events held during 2013.
14. Work on the Surrey Better Care Fund return began in Autumn 2013. Joint workshops, with Adult Social Care and Clinical Commissioning Group representatives, were held in November, January and February. The timescales and complexity of partnership working have consequently been very challenging.
15. Each of the Local Joint Commissioning Groups has developed a local joint health and social care work programme. The decision to develop local joint work programmes is designed to enable each area to address the range of different communities in Surrey, as well as the need for local ownership and leadership.

- 16. Adult Select Committee considered a briefing on the Better Care Fund on 13 February 2014 and the Health Scrutiny Select Committee are due to receive a briefing at their meeting on 19 March 2014. The Surrey Health & Wellbeing Board signed-off the 'draft' Surrey Better Care Fund return on 6 February 2014 (as authorised by the Cabinet on 4 February 2014) which was submitted to NHS England on 14 February.

RISK MANAGEMENT AND IMPLICATIONS:

- 17. Key risks for Surrey associated with the Better Care Fund and mitigating actions are summarised in the section 4 of the Better Care Fund return (Annex 3).

Financial and Value for Money Implications

- 18. Submission of this return is necessary to obtain full access to the Better Care Fund. As such, it supports the future financial viability of both the County Council and the whole health and social care system. The return is structured to demonstrate the value for money obtained.
- 19. The Better Care Fund and the associated partnership agenda is welcome, but it must be emphasised that across the whole health and social care system, it represents a confirmation of funding continuing and rebadged, not new funding streams. Moreover, central Government has unhelpfully double counted most of the £65.5m revenue by including it in both the County Council's 'spending power' and Clinical Commissioning Groups funding allocations, so setting up potentially incompatible expectations in both.
- 20. That, together with the constrained timescales and complexity of working across seven organisations and their partners, makes for a challenging process for all parties. Nonetheless, work is well advanced jointly with the Clinical Commissioning Groups to submit the return as required by the Department of Health, whilst accepting that this will need further development during 2014/15 in order to optimise value for money and establish the financial benefits flowing to all partners.

Section 151 Officer Commentary

- 21. This is an important element in the Council's forward financial planning. In particular, the agreement reached with Clinical Commissioning Groups that £25m of additional benefit flows to Adult Social Care in 2015/16 compared with 2014/15 is a key factor in the Council's forward MTFP projections.

Legal Implications – Monitoring Officer

- 22. The Better Care Fund return sets out how the Council will commission services to meet its duties towards vulnerable adults, in partnership with the local Clinical Commissioning Groups. The proposals are aligned to existing Surrey County Council policy and the strategic intent set out in the Adult

Social Care Directorate Strategy around collaborative working. The proposals are in accordance with priorities set by the Health & Wellbeing Board and are focussed on delivering improved outcomes.

23. The commissioning will be governed by formal agreements with the Clinical Commissioning Groups under Section 75 of the National Health Service Act 2006, which will set out the framework for investing in services and managing the pooled budgets. Further legal advice, and any necessary Equality Impact Assessments, will be required as these agreements are put in place.

8

Equalities and Diversity

24. This is a high level return and the detailed local schemes will be planned during the course of 2014/15, for implementation in 2015/16. An Equality Impact Assessment (EIA) will be completed as part of this process to assess the impact upon residents, people who use services, carers and staff with protected characteristics.
25. Equality Impact Assessments have already been undertaken for a number of existing joint schemes which are likely to be rolled forward in 2015/16. These include for example, telecare, reablement, extended hours in the hospitals.

Safeguarding responsibilities for vulnerable children and adults implications

26. The Better Care Fund is designed to improve outcomes for vulnerable people through better integrated care and support, and a significant expansion of care in community settings. It will achieve this by shifting resources from acute services into preventative services in primary care, community health and social care.

Public Health implications

27. The Better Care Fund Programme will have a positive impact on the health outcomes of our elderly frail population in Surrey by keeping them independent, healthier and preventing emergency admissions to hospitals. This will support the public health priority to improve healthy life expectancy and reduce health inequalities.

WHAT HAPPENS NEXT:

28. The 'final' Surrey-wide Better Care Fund return is due to be signed-off by the Surrey Health and Wellbeing Board and submitted as part of the overall NHS planning round by 4 April 2014.
29. During 2014/15, the Local Joint Commissioning Groups will undertake detailed planning of their schemes for 2015/16 and will manage the transition towards this.

Contact Officers:

Susie Kemp, Assistant Chief Executive, Surrey County Council
Tel: 020 8541 7043 susie.kemp@surreycc.gov.uk

Dave Sargeant, Interim Strategic Director, Adult Social Care, Surrey County Council
Tel: 01483 518441 david.sargeant@surreycc.gov.uk

Kathryn Pyper, Lead Project Manager, Adult Social Care, Surrey County Council
Tel: 020 8541 7076 kathryn.pyper@surreycc.gov.uk

Consulted:

The key people consulted include:

- Julia Ross, Chief Officer, North West Surrey CCG
- Mark Bounds, Chief Officer, East Surrey CCG
- Dominic Wright, Chief Officer, Guildford & Waverley CCG
- Maggie MacIsaac, Chief Officer, North East Hampshire & Farnham CCG
- Miles Freeman, Chief Officer, Surrey Downs CCG
- Andy Brooks, Clinical Chief Officer, Surrey Heath CCG
- Cabinet Member for Public Health and Health & Wellbeing Board
- Members of the Surrey Health & Wellbeing Board
- David McNulty, Chief Executive, SCC
- Sheila Little, Chief Finance Officer, SCC
- Health and social care providers through Local Transformation Boards
- Patients, people who use services and the public through partnership boards and local engagement events

Annexes:

- Annex 1 Surrey Better Care Fund – Funding Arrangements
Annex 2 Surrey Better Care Fund – Governance Arrangements
Annex 3 Surrey Better Care Fund Return (Part 1)

Sources/background papers:

- Better Care Fund Guidance - December 2013
 - Better Care Fund Technical Guidance - December 2013
 - Cabinet Report 'Public Service Transformation' – 4 February 2014
-

Better Care Fund – Funding Arrangements

The Better Care Fund is made up of a number of existing elements of funding, most of which will come from health budgets, as illustrated in figure 1. For 2015/16, the Better Care Funding total position for Surrey is expected to be a revenue allocation of £65.5m + capital of £6.0m = £71.5m in total.

Figure 1 – Existing elements of funding making up the 2015/16 Better Care Fund

	Nationally £m	Surrey £m
New Care Bill duties	135	2.56
Carers breaks	130	2.46
Reablement	300	5.68
Whole systems	1,100	18.30
Balance for allocation	1,795	36.50
	3,460	65.50
Capital general	134	2.30
Disabled Facilities Grant	220	3.70
	354	6.00

Working together, and taking on board the condition to 'protect' social care services, Adult Social Care and the six Clinical Commissioning Groups have agreed the following broad uses of the £65.5m revenue allocation in the Better Care Fund in 2015/16:

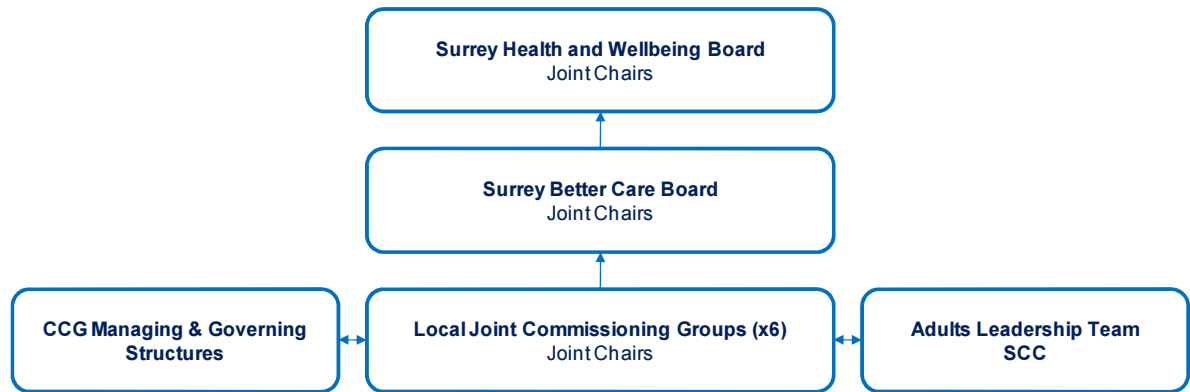
Figure 2 - Possible uses of Better Care Fund in 2015/16

	£m	Notes
Care Bill costs	2.5	Government direction
Carers support	2.2	Agreed priority, existing stream
Health reablement/intermediate care	5.0	Existing stream
Ongoing partnership funding eg virtual wards, risk stratification tool, telecare, telehealth, dementia support, reablement etc	14.3	Assumes 2013/14 level of investment carries on
Joint posts to support integration and transformation	0.5	To improve project management capacity
As per local plans and 'protecting' social care services*	41.0	*We expect the benefit to social care in 2015/16 to be £25m
	65.5	

Better Care Fund – Governance Arrangements

The following governance arrangements are being put in place for oversight and governance of progress and outcomes of the Better Care Fund in Surrey.

Figure 3 – Governance arrangements for the Better Care Fund



This page is intentionally left blank



Better Care Fund planning template – Part 1

Please note, there are two parts to the template. Part 2 is in Excel and contains metrics and finance. Both parts must be completed as part of your Better Care Fund Submission.

Plans are to be submitted to the relevant NHS England Area Team and Local government representative, as well as copied to: NHSCB.financialperformance@nhs.net

To find your relevant Area Team and local government representative, and for additional support, guidance and contact details, please see the Better Care Fund pages on the NHS England or LGA websites.

1) PLAN DETAILS

a) Summary of Plan

Local Authority	Surrey County Council
Clinical Commissioning Groups	NHS East Surrey CCG NHS Guildford and Waverley CCG NHS North East Hampshire and Farnham CCG NHS North West Surrey CCG NHS Surrey Downs CCG NHS Surrey Heath CCG
Boundary Differences	<ul style="list-style-type: none"> The population of North East Hampshire & Farnham CCG straddles the counties of Surrey and Hampshire. The CCG has worked in collaboration with both Surrey and Hampshire County Council and is included in both Local Authority Better Care Fund plans. The CCG's financial allocation has been appropriately split across the two Better Care Fund plans based on population. The CCG has aligned both plans to ensure inequality is minimised. Due to the nature of patient flow, there are boundary issues that have been considered for East Surrey CCG. The Surrey and Sussex Healthcare NHS

	Trust contract - East Surrey's main acute provider is commissioned with Sussex
Date agreed at Health and Well-Being Board:	06 February 2014
Date submitted:	13 February 2014
Minimum required value of BCF pooled revenue budget: 2014/15	£18.3m
2015/16	£65.5m
Total agreed value of pooled revenue budget: 2014/15	£18.3m
2015/16	£65.5m

b) Authorisation and signoff

Signed on behalf of the Clinical Commissioning Group	NHS East Surrey CCG
By	Mark Bounds
Position	Chief Officer
Date	13 February 2014

Signed on behalf of the Clinical Commissioning Group	NHS Guildford & Waverley CCG
By	Dominic Wright
Position	Chief Officer
Date	13 February 2014

Signed on behalf of the Clinical Commissioning Group	NHS North East Hampshire & Farnham CCG
By	Maggie MacIsaac
Position	Chief Officer
Date	13 February 2014

Signed on behalf of the Clinical Commissioning Group	NHS North West Surrey CCG
By	Julia Ross
Position	Chief Officer
Date	13 February 2014

Signed on behalf of the Clinical Commissioning Group	NHS Surrey Downs CCG
By	Miles Freeman
Position	Chief Officer
Date	13 February 2014

Signed on behalf of the Clinical Commissioning Group	NHS Surrey Heath CCG
By	Dr Andy Brooks
Position	Clinical Chief Officer
Date	13 February 2014

Signed on behalf of the Council	Surrey County Council
By	Dave Sargeant
Position	Interim Strategic Director Adult Social Care
Date	13 February 2014

Signed on behalf of the Health and Wellbeing Board	Surrey Health and Wellbeing Board
By Chair of Health and Wellbeing Board	Councillor Michael Gosling Dr Joe McGilligan
Date	13 February 2014

c) Service provider engagement

Please describe how health and social care providers have been involved in the development of this plan, and the extent to which they are party to it

Across Surrey, engagement with health and social care providers takes place through the five Local Transformation Boards based around the catchments of the five acute hospitals. These are made up of senior decision makers, both managerial and clinical, from acute, mental health, community, primary care, social care and emergency service providers, plus borough and district councils and representatives from the voluntary sector. As members of the Local Transformation Boards, providers form an integral part of the planning and implementation teams, as well as participating as members of relevant and associated work streams.

With significant patient flows to Kingston Hospital, Surrey Downs CCG is also a member of the Kingston Whole System Partnership Board and Urgent Care Board, which perform a similar function for that area. North East Hampshire & Farnham CCG together with Surrey Heath CCG and Bracknell & Ascot CCG are in the process of liaising with Frimley Park Hospital to consider the potential impacts of the Better Care Fund on the local system over the next 5 years. Ongoing engagement with community providers is also being undertaken.

Throughout 2013/14, health and social care providers have been involved in developing an integrated vision for out of hospital care in each local area through the relevant local Boards. Whole systems engagement events were held across Surrey during November and December, including members of the Boards and were designed to build on previous discussions about new models of care within the context of the opportunities created by the Better Care Fund.

Engagement specifically with the wide range of adult social care providers is primarily conducted through the Surrey Care Association, with discussions planned during the spring.

To realise the opportunities presented by the Better Care Fund, Surrey has established six Local Joint Commissioning Groups – one for each of the six local CCG areas. These Groups will be responsible for Better Care Fund investment decisions, the joint commissioning of services and oversight of the operational delivery of the schemes set out in their local joint work programme. As part of this, all six Local Joint Commissioning Groups will co-design the future models of care with health and social care providers and will engage in more detailed conversations with them, including individual discussions and negotiations, as part of the process starting in January 2014.

d) Patient, service user and public engagement

Please describe how patients, service users and the public have been involved in the development of this plan, and the extent to which they are party to it

Across Surrey, mechanisms are in place for engagement with patients, services users and the public through a number of partnership boards. These include the Surrey Ageing Well Board, the Surrey Learning Disability Partnership Board and the local Empowerment Boards (primarily focused on working age adults with a physical disability or long term condition). Both health and social care commissioners attend these Boards along with representatives from patient and service user bodies. The Boards consider commissioning and service strategies and service redesign proposals and act as a focal point of engagement across the whole spectrum of health and social care services.

Patient, public and service user representatives also form part of the Local Transformation Boards described above, and through these have been involved in the development of the vision and proposals for out of hospital care in each locality. Patient and public representatives also attended the Surrey-wide Whole Systems Working event in early October 2013, along with staff from commissioners and providers across the health and social care system.

At the CCG level, each of the six Surrey CCGs has arrangements in place for patient and public engagement, with the detailed arrangements varying locally. Engagement mechanisms include Patient Reference and Advisory Groups in each area. Lay members and patient representatives also form part of governing bodies and other governance arrangements. For example:

- In East Surrey CCG, consultation took place with patients and the public during the 2013/14 commissioning plan development, regarding future intentions, including regular meetings with the Patient Reference Group (PRG). This helped shape and validate priorities for the locality, which will be further developed, implemented and embedded during 2014/15. The current Chairman of the PRG is also a member of the Governing Body, ensuring two way communications between the CCG and patient representatives.
- Guildford and Waverley CCG will be utilising its Patient and Public Engagement forums and meetings to test the support and encourage debate on the service model being defined as part of the Better Care Fund.
- North East Hampshire & Farnham CCG held stakeholder events relating to their local integration plans in November and December 2013, with further events

planned. Feedback from these events is reflected in the local joint work programme. North East Hampshire & Farnham is in the process of developing a comprehensive local communication and engagement strategy.

- North West Surrey CCG has an extensive infrastructure to enable patient and public engagement at practice, locality and CCG level. In addition processes are being developed that enable randomised and representative patient feedback from the local population, building on processes already in place with providers and local authorities. The CCG's strategic plan commits to a significant public listening process as plans for change to pathways and service delivery are developed and finalised.
- For Surrey Downs CCG, engagement to date has largely focused on working with membership practices and local providers to identify opportunities to improve standards and re-design care pathways, with a focus on closer integration to make services fully patient-centred. Patient and carer representatives have shaped this work, and have also been involved in specific work programmes. This has included stakeholder engagement as part of the Surrey-wide review of arrangements for continuing health care and the introduction of personal health budgets. The Surrey Downs Out of Hospital Strategy has also taken account of feedback from local people, particularly in relation to services at Epsom Hospital and including involvement in the Better Services Better Value programme.
- Surrey Heath CCG holds quarterly engagement events with its local community and patients, service users, voluntary organisations and members of the public. Meetings in June and September 2013 highlighted the importance the community places on more integrated services across health and social care and have influenced the programmes and projects within the local Better Care Fund plan.
- For Adult Social Care, the mechanisms for engagement include representation from the Surrey disabled people's organisations and Action for Carers Surrey on the overarching Transformation Board and Implementation Board, along with representation on specific project boards and involvement in the development of commissioning priorities.

Each Local Joint Commissioning Group is committed to community engagement and co-design as a key component of its plan for utilising the Better Care Fund and transforming out of hospital care. As commissioners, the six CCGs and Adult Social Care will work together in each locality to communicate the priorities and intentions during February and March, seeking feedback and further opportunities for co-design. Feedback will inform our key priorities, including our Better Care Fund strategy and will shape our plans for 2014/15 and beyond to ensure local services are integrated, responsive, affordable and meeting the needs of local people.

e) Related documentation

Please include information/links to any related documents such as the full project plan for the scheme, and documents related to each national condition.

Document or information title	Synopsis and links
Surrey's Joint Health and Wellbeing Strategy	Sets out the five priorities upon which partners will work together to deliver an innovative and effective health and social care system for Surrey
Surrey's Joint Older People Action Plan	Joint action plan to deliver the 'improving older adult's health and wellbeing priority' set out in Surrey's Joint Health and Wellbeing Strategy
Surrey's Ageing Well Commitment	Describes what ageing well means and what kind of place Surrey needs to be to make it somewhere that people want to live and age in. Challenge our views of older people and looks at the many positives that older people bring to local communities
Surrey's Joint Strategic Needs Assessment	How the CCGs and Adult Social Care identify and describe the health, care and well-being needs of the Surrey population. This assessment is used to inform the prioritisation and planning of services to meet those needs
Adult Social Care Directorate Strategy 2013/14–2017/18	The broad strategic direction for Surrey County Council's Adult Social Care Directorate over the next 5-years
Local Joint Better Care Fund Plans	Local joint health and social care Better Care Fund plans and work programmes
Local Health Profiles	Overview of the local CCG's population in terms of demography, deprivation and specific conditions and behavioural risk factors. Designed to assist CCGs to develop their commissioning intentions
Local Commissioning Intentions	Commissioning priorities/intentions of each of the Clinical Commissioning Groups and Surrey County Council
East Surrey CCG System Transformation Programme	Describes the projects and pathway transformation programmes across the health and social care system
East Surrey CCG DLIG Dementia Pathway	The Surrey Dementia strategy sets out a plan to achieve national dementia targets through a whole systems approach (health, social care and third sector)
Guildford and Waverley CCG Primary Care	This describes a model for the operational

Plus+ Commissioning Plan	integration of services with Primary Care
Guildford and Waverley CCG Urgent Care Strategy	This describes the future system of access urgent care including A&E
Surrey Downs CCG Out of Hospital Strategy	This strategy focuses on plans to increase investment in community services in Surrey Downs so that more people can receive care closer to their own homes
North East Hampshire & Farnham CCG System Transformation Programme	Transformation Programme across the Frimley System in collaboration with NHS Surrey Heath CCG and NHS Bracknell & Ascot CCG
North East Hampshire & Farnham CCG 5 Year Vision	Vision and commissioning strategy for 2014 to 2019
Report on North East Hampshire & Farnham CCG Stakeholder Event	Feedback from local stakeholder event demonstrating influence on joint Better Care Fund plans
Frimley System Dementia Strategy & Frimley DLIG Dementia Pathway	System wide dementia strategy and pathway to improve outcomes for the population
North East Hampshire & Farnham CCG Vision for Primary Care	System wide vision for the involvement and development of Primary Care services
NHS NW Surrey CCG Strategic Commissioning plan	The strategic direction for NW Surrey for the next five years. Five main programmes of Acute care, Frailty, Children and young people, Planned care, Mental Health and Learning Disability, Targeted communities
NHS North West Surrey CCG Expression of Interest for Seven Day Service Improvement Programme	A submission to the DH to become a pilot site developing seven day services for the Integrated Frail Elderly Urgent Care Pathway

2) VISION AND SCHEMES

a) Vision for health and care services

Please describe the vision for health and social care services for this community for 2018/19.

- What changes will have been delivered in the pattern and configuration of services over the next five years?
- What difference will this make to patient and service user outcomes?

8

The vision for health and social care services for Surrey for 2018/19 is:

“Through mutual trust, strong leadership and shared values we will improve the health and wellbeing of Surrey people”

This will mean:

- Innovative, quality driven, cost effective and sustainable health and social care is in place
- People keep as healthy and independent as possible in their own homes with choice and control over their lives, health and social care support
- We support and encourage delivery of integrated primary care, community health and social care services at scale and pace

Our shared values are:

- Respect and dignity - We value each person as an individual, respect their aspirations and commitments in life and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we are able to do.
- Commitment to quality of care - We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.
- Compassion - We respond with kindness and care to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering.
- Improving lives - We strive to improve health, well-being, and people's experiences of our services.
- Working together for people and their carers - We put people first in everything we do. We put the needs of our communities before organisational boundaries.
- Everyone counts - We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind.

The changes that will have been delivered in the pattern and configuration of services over the next five years in Surrey will be to:

- Have fully developed out of hospital care, including early intervention, admission avoidance and early hospital discharge through:
 - Engagement with providers
 - Co-design and co-delivery with patients, service users and the public
 - Investment in social care and other local authority services

- Investment in primary care
- Investment in community health services
- Have effective arrangements for integrated working with shared staff, information, finances and risk management
- Have accountable lead professionals across health and social care, with a joint process to assess risk, plan and co-ordinate care
- Deliver 7-day health and social care services
- Use new technologies to give people more control of their care
- Dementia friendly communities that support people to live in their own community

Delivering this vision will make a difference to patient and service user outcomes. It will mean people in Surrey will:

- Be able to stay healthier and independent for longer with choice and control over their lives and indeed where they die
- Know they will only be admitted to a hospital if there is no other way of getting the care and support they need
- Be supported to return home from hospital as soon as possible and will be able to access care and support to help get them back on their feet
- Know about and be able to access information, care and support in their local community to keep them at home
- Experience health and social care services which are joined up
- Receive a consistent level of care and support 7-days a week
- Remain safe
- Be happy with the quality of their care and support, no matter who delivers it
- Be part of their local community

b) Aims and objectives

Please describe your overall aims and objectives for integrated care and provide information on how the fund will secure improved outcomes in health and care in your area. Suggested points to cover:

- What are the aims and objectives of your integrated system?
- How will you measure these aims and objectives?
- What measures of health gain will you apply to your population?

We have to meet the needs of a growing population of frail elderly residents and people with long term conditions in Surrey, taking into account the aspiration of high quality care closer to home. The existing model of care is predominantly acute hospital based. This has occurred largely because primary and community providers haven't operated as an effective network to support people in a timely way without resorting to hospital provision.

The existing model of health and social care cannot continue to cope with the projected demand for services nor fund that additional activity. Individual organisations may be able to protect their budgets and income streams temporarily, whilst instigating cost reduction programmes but if the health and social care economy is in deficit, then inevitably so will be all its constituent members.

The alternative and preferred option for local partners is to fundamentally transform the care system, to deliver high quality, timely interventions within the community or in hospital to support a greater proportion of people to remain within their own homes. This

transformation cannot be achieved within a system of competition between agencies but requires more than simple co-operation.

Our aim is for health and social care agencies to work in partnership, to create an enhanced and integrated model of community based health and social care that improves outcomes for Surrey residents.

Our over-arching objectives will be to ensure we:

- Help vulnerable people to be as independent as possible
- Help people avoid going into hospital unnecessarily
- Enable people to leave hospital once they are medically fit
- Prevent people having to move into a nursing or residential home until they really need to

We will measure these aims and objectives by using the social care, public health and NHS outcomes frameworks to establish a joint dashboard of measures most relevant to our aspirations for our local population, including the national Better Care Fund measures.

The measures of health gain we will apply to the Surrey population will be to:

- Prevent people from dying prematurely, with an increase in life expectancy for all sections of society
- Make sure those people with long-term conditions including those with mental illnesses get the best possible quality of life
- Ensure patients are able to recover quickly and successfully from episodes of ill-health or following an injury
- Ensure patients have a great experience of all their care and support
- Ensure that patients in our care are kept safe and protected from all avoidable harm
- Prevent people from dying prematurely and decreasing potential years of life lost from causes considered amenable to healthcare

c) Description of planned changes

Please provide an overview of the schemes and changes covered by your joint work programme, including:

- The key success factors including an outline of processes, end points and time frames for delivery
- How you will ensure other related activity will align, including the JSNA, JHWS, CCG commissioning plan/s and Local Authority plan/s for social care

Each of the Local Joint Commissioning Groups in Surrey have developed a local joint health and social care work programme to deliver the over-arching vision, aims and objectives set out in the Surrey Better Care Fund Plan. The decision to develop local joint work programmes was designed to enable each area to address the needs of their specific communities, the different histories, patterns of service provision, service providers, strengths, needs as identified in the Joint Strategic Needs Assessment and challenges, as well as the need for local ownership and leadership.

The following provides an overview of key themes from each of the six local joint work programmes and gives examples of how the enhanced and integrated model of community based health and social care in Surrey will deliver better health, outcomes and experience for the population.

1. Transformed prevention and early intervention for people at risk of becoming unable to manage their health and social care needs

The local joint commissioning work programmes will deliver this by, for example:

- Recognising the connections individuals have with their family, friends and local community networks, to support them to stay healthy, independent and to manage their own care
- Improving the networks of provision and coordination of practical preventative support services with district and borough councils, the voluntary sector and carers organisations
- Offering universal advice and information services to all local people to promote their independence and wellbeing
- Increasing support for health and social care self management and self care supported by the community delivery of specialist health services
- Creating dementia friendly communities

2. Enhanced, integrated primary and community based care delivering equivalence in the out of hospital environment and ensuring practitioners and the public have as much confidence in out of hospital services as hospital care

The local joint commissioning work programmes will deliver this by, for example:

- Establishing local integrated community teams organising around GP practice populations, either individually or in networks. This would include GPs, geriatricians, therapies, community health services, mental health services, social care, reablement, district and borough services and the voluntary sector
- Enhancing primary care services operating in networks of practices providing systematic medical leadership seven-days a week, including a review of out of

hours services

- Redesigning an integrated frailty pathway, incorporating end of life, ensuring older and vulnerable people receive proactive support to keep them independent and well in their own home, and responsive care that delivers timely interventions to avoid the need for urgent or emergency care
- Continuing the focus on developing more integrated support for people with dementia and their carers, with for example the introduction of community based geriatricians and psycho-geriatricians to support elderly people with dementia
- Implementing a lead professional role for those people who are over 75 or most at risk of a hospital admission
- Providing a single patient centred care plan, which is electronically accessible to all relevant health and social care professionals

3. Comprehensive community based services offering safe, excellent and effective alternatives to hospital admission, available seven days a week

The local joint commissioning work programmes will deliver this by, for example:

- Expanding provision of joint community based rehabilitation and reablement to help people recovering from an illness or set back (including post-stroke)
- Encouraging effective residential/nursing care home and home based care support to enable the independent sector to contribute to the effectiveness of the whole system and address admissions to acute care from these settings
- Enhancing social care and specialist health services
- Ensuring effective urgent or emergency response services, including an urgent home assessment and treatment service (in partnership with the ambulance service), access to short stay beds and respite services, carers support in crisis, delivery of Keogh clinical standards for urgent and emergency care
- Providing seven-day, 24-hour services where needed to optimise the urgent care pathway
- Creating effective arrangements for continuing health care assessment and placement, including improving patient experience and outcomes, with for example discharge to assess beds, joint health and social care assessments
- Focus on supporting people with dementia to live at home for as long as they choose

4. Excellent hospital care delivering the very best care to those individuals with the most acute, specialist or complex needs and a discharge system that enables people to return home earlier in their recovery pathway

The local joint commissioning work programmes will deliver this by, for example:

- Working with all agencies to achieve access to services seven days a week to support timely discharge from hospital once the acute phase of an individual's illness has passed
- Ensuring greater integration of services in A&E, including psychiatric liaison, to support admission avoidance, so only those patients whose needs cannot be met safely in the community are admitted to hospital
- Establishing an integrated discharge network/model across services including rapid response, occupational therapy, reablement, telecare, home from hospital, equipment, transport etc

Other programmes will focus upon the key enablers and will include for example:

- Systems leadership and joint local management, including programme and project management
- Development of personal health budgets and direct payments to promote patient independence with flexible tailored healthcare
- Provision of community equipment
- Developing a Surrey health and social care workforce strategy and plan to ensure 'skills for care', leadership development, sufficient capacity and flexibility to meet future demand and a culture of innovation that supports new ideas and creativity
- Optimisation of new / existing technologies to give people more control of their care
- Systems development and the introduction of systems which talk to each other

The County Council will take a co-design approach to ensure Surrey is ready to meet new duties under the Care Bill. This will include:

- Designing and implementing care accounts for self-funders.
- Providing a public facing portal so residents can understand how best to meet their support needs and to progress towards the cap.
- Reviewing support offered to carers, particularly young carers, to enable them to sustain their caring role.
- Reviewing how we assess eligibility to incorporate a 'strength based approach'
- Reviewing Surrey's information, advice and advocacy strategies

The key success factors will be:

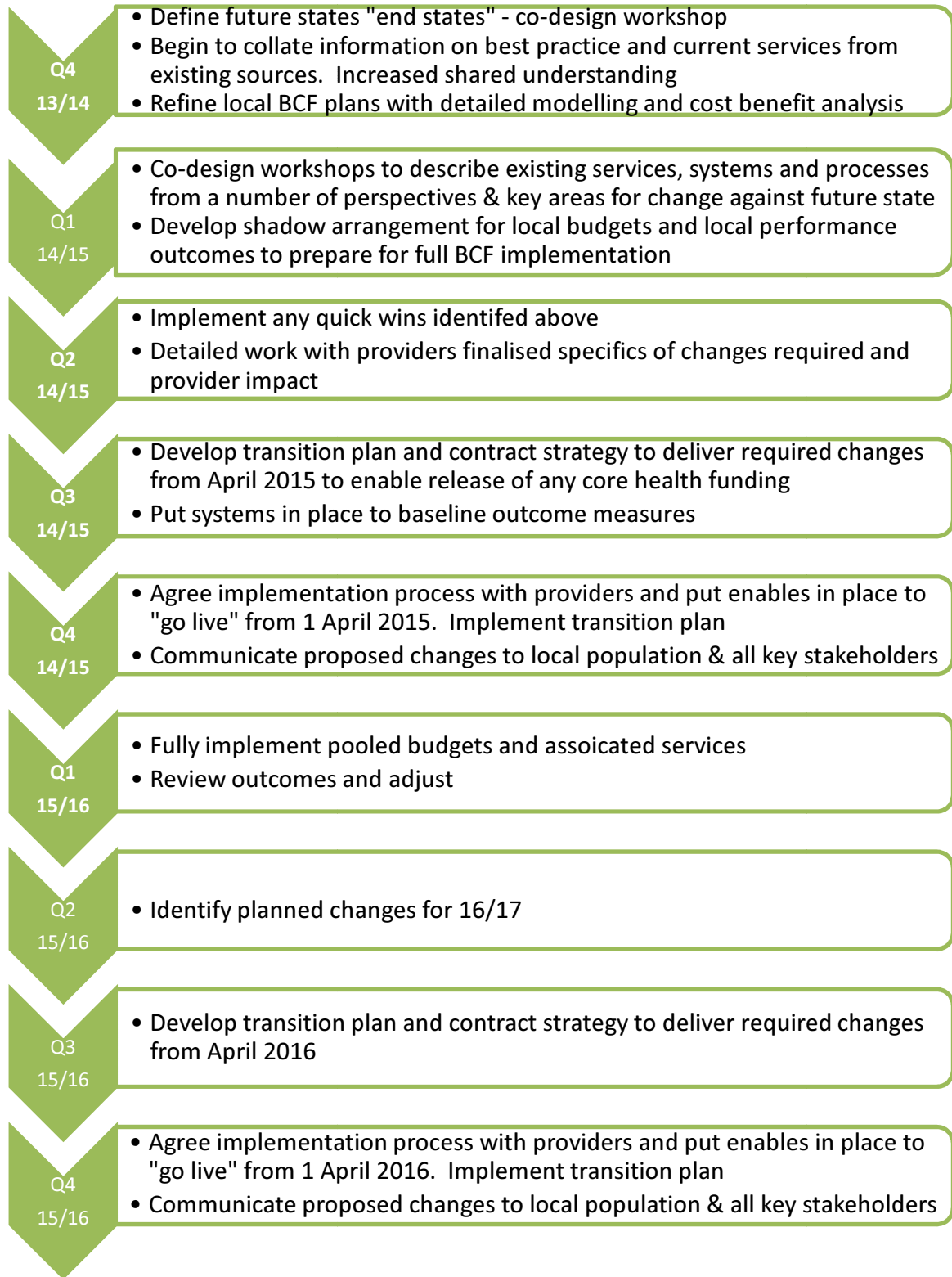
- Reduction in the number of emergency admissions, including admissions from nursing and residential homes
- Reduction in the number of delayed transfers of care at the five acute hospitals
- Improved patient and service user experience including:
 - People having the advice and information to make informed choices
 - More people with long term conditions feeling supported to manage their care
- Reduction in the average length of stay in nursing and residential care

The process for delivering the joint work programme across Surrey will be managed at a local level through the Local Joint Commissioning Groups. These groups will adopt a programme/project management approach and will use models, such as that below:

The following principles will underpin the process for delivering the joint work programme across Surrey delivery:

- Co-design and co-delivery with patients, service users and the public
- Being courageous and providing the leadership necessary to make change happen
- Continuing to deliver good quality health and social care services whilst we make changes
- Changing our relationships to true partnership with a culture of innovation and learning
- Building upon best practice and utilising work already undertaken
- Working collaboratively with other Local Joint Commissioning Groups where services operate across boundaries and where providers are co-commissioned

The anticipated time frames for delivery are proposed as:



d) Implications for the acute sector

Set out the implications of the plan on the delivery of NHS services including clearly identifying where any NHS savings will be realised and the risk of the savings not being realised. You must clearly quantify the impact on NHS service delivery targets including in the scenario of the required savings not materialising. The details of this response must be developed with the relevant NHS providers.

8

At this stage we are still working with stakeholders to complete the modelling required to clarify implications of our strategic plans on providers, particularly the acute hospitals.

We are clear, however, that our focus to reduce pressure in the urgent care pathway and to create an enhanced and integrated model of community based health and social care, will ensure activity risk is better balanced across the system, thereby reducing demand on the acute sector. Finalisation and delivery of our Better Care Fund plan will be based upon a whole system partnership. In financial, workforce and resource terms, it is this partnership that will model and work through implications on all parts of the system, ensuring risk is shared and effectively managed.

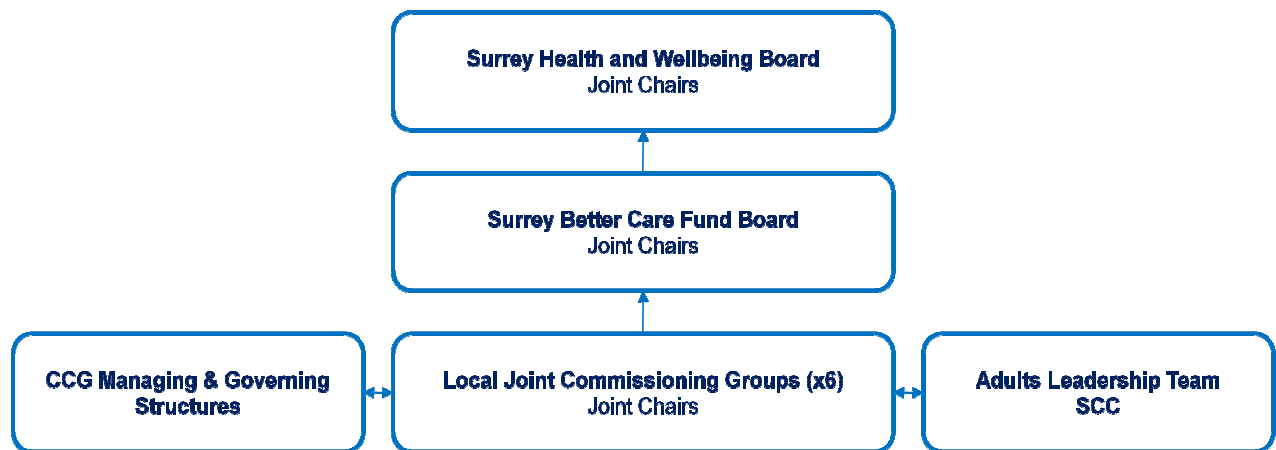
If savings are not realised in the acute sector once investment in community services is made, there is a risk that disinvestment in some areas of healthcare would be required, with risk sharing arrangements to be agreed. Contingency plans will need to be in place based upon a number of scenarios as outlined in the Risks section below.

e) Governance

Please provide details of the arrangements are in place for oversight and governance for progress and outcomes

The governance arrangements in place for oversight and governance of progress and outcomes are as follows:

- There are six Local Joint Commissioning Groups in Surrey – one for each of the six local CCG areas - with membership drawn from Adult Social Care, the CCG and other local stakeholders, including district and borough councils, patient/service user and carer representatives.
- The Local Joint Commissioning Groups will be responsible for all Better Care Fund investment decisions. These investment decisions will be made jointly by health and social care partners at a local level.
- The Local Joint Commissioning Groups will be responsible for overseeing the operational delivery of the schemes set out in their local joint work programme and for delivering the radical transformation needed in their local area to provide better care in the future.
- The Surrey Better Care Fund Board will provide strategic leadership across the Surrey health and social care system and hold the Local Joint Commissioning Groups to account for how they invest the Better Care Fund and the progress and outcomes they deliver.
- Surrey’s Health and Wellbeing Board will continue to set the overarching strategy across the Surrey health and social care system.
- There will be clear financial governance arrangements agreed and put in place for the management of the Better Care Fund pooled health and social care budget.



3) NATIONAL CONDITIONS

a) Protecting social care services

Please outline your agreed local definition of protecting adult social care services

We aim to sustain the universal and preventative services which are not statutory and so might have been reduced if there are budget shortfalls, and to contribute towards the future additional cost of demographic growth, ie those future commitments which might have to be 'managed down', for example by changes to eligibility criteria, if social care budgets are not sustained.

Please explain how local social care services will be protected within your plans

The system across Surrey has committed to jointly investing the Better Care Fund to improve services and outcomes for patients and to creating financial benefit as a result. We have agreed to share this benefit for further investment in services and to ensure the sustainable delivery of better care for the future. In 2015/16 we expect the benefit to social care to be £25m.

b) 7 day services to support discharge

Please provide evidence of strategic commitment to providing seven-day health and social care services across the local health economy at a joint leadership level (Joint Health and Wellbeing Strategy). Please describe your agreed local plans for implementing seven day services in health and social care to support patients being discharged and prevent unnecessary admissions at weekends

There is a clear commitment to commissioning seven-day services across Surrey amongst health and social care partners, so that the system is able to provide sufficient capacity to meet demand across the urgent care pathway, to support discharge and prevent unnecessary admissions at weekends. This is in line with Keogh clinical standards and Royal College guidelines.

Progress has already been made, with for example:

- Adult social care staff working from 8.00am - 8.00pm Monday to Friday, 9.00am - 5.00pm Saturday and Sunday in all five of Surrey's acute hospitals, since October 2012
- Adult Social Care is developing a Market Position Statement to signal requirements to the wider market. This will also include a refresh of commissioning strategies, specifications and terms and condition to ensure that the whole system, including the independent social care sector is aligned to the seven-day service objective
- Outline plans are in place for the integration of health and social care teams around practice populations as part of 'Primary Care Plus' in Guildford and Waverley CCG, to operate 7-days per week with extended hours to 8.00pm
- North West Surrey CCG's model of urgent care and community service provision which will deliver services in the community through 3 community hubs, integrated primary and community care provision 7-days per week

The commitment to seven-day services underpins all the schemes and changes set out

in the Surrey Better Care Fund. This commitment will be taken forward as part of Surrey's work to shape the new integrated model of community based health and social care. The next steps will be to:

- Analyse demand against capacity in the urgent care pathway - this will include for example, primary care (including GP out of hours services), psychiatric liaison services, pharmacy, crisis management intermediate care and reablement, hospital discharge services, and the capacity of home care providers, nursing and residential care homes to accept new referrals across seven days
- Engage with patients, service users and frontline staff across all agencies to understand the opportunities, challenges and desired outcomes, ensuring that solutions are co-designed and co-delivered
- Understand the capacity in existing contracts and how this can be maximised
- Make local joint investment decisions that deliver the required changes

c) Data sharing

Please confirm that you are using the NHS Number as the primary identifier for correspondence across all health and care services.

DH Gateway Ref 17742 defines how the NHS Number must be used in identifying people receiving health and care services. The standard sets out how information systems must accept, store, process, display and transmit the NHS Number (which is deemed patient confidential data). In accordance to these changes, CCGs will continue to ensure that all provider organisations use the NHS number as the primary identifier as part of their commissioned services. With respect to commissioning and planning purposes, NHS numbers or any other patient identifiable data will not be used unless consent is given. Where correspondence is required across health and social care services to enable direct care for an individual, NHS numbers will be one of the identifiers used where appropriate.

If you are not currently using the NHS Number as primary identifier for correspondence please confirm your commitment that this will be in place and when by

Adult Social Care are currently testing the load of the NHS number into the Adults Integrated System (AIS) and expect the NHS number to be live by mid-February 2014.

Please confirm that you are committed to adopting systems that are based upon Open APIs (Application Programming Interface) and Open Standards (i.e. secure email standards, interoperability standards (ITK))

All partners in Surrey are committed to sharing information effectively within the guidance to provide integrated services. Effectively collecting, sharing and interpreting data is fundamental to the transformation we need to deliver. We are committed to adopting systems that are based upon Open APIs and Open Standards. This includes ensuring that we use secure e-mail standards and adopt locally agreed interoperability standards.

Please confirm that you are committed to ensuring that the appropriate IG Controls will be in place. These will need to cover NHS Standard Contract requirements, IG Toolkit requirements, professional clinical practise and in particular requirements set out in Caldicott 2.

8

The CCGs ensure all provider organisations use the NHS number as the primary identifier as part of their commissioning of services and that Information Governance is included within their Statements of Internal Control and as part of the NHS Standard Contract. Each contract references and adheres to IG controls. All Information Flows are reviewed to ensure compliance with Caldicott2.

d) Joint assessment and accountable lead professional

Please confirm that local people at high risk of hospital admission have an agreed accountable lead professional and that health and social care use a joint process to assess risk, plan care and allocate a lead professional. Please specify what proportion of the adult population are identified as at high risk of hospital admission, what approach to risk stratification you have used to identify them, and what proportion of individuals at risk have a joint care plan and accountable professional.

The Local Joint Commissioning Groups are committed to the principle whereby people at high risk of hospital admission will have an accountable lead professional as part of a joint process to assess risk, plan and co-ordinate care.

4) RISKS

Please provide details of the most important risks and your plans to mitigate them. This should include risks associated with the impact on NHS service providers

Risk	Risk rating	Mitigating Actions
1. Insufficient leadership and/or operational capacity to deliver this major transformation change programme	Amber	Strong governance arrangement and the ability of partners to challenge one another constructively, honestly and openly Provide programme/project management capacity, including backfilling for operational staff as required
2. Insufficient engagement with patients, service users and the public, so future services do not meet the needs of the local community	Amber	Ensure sufficient capacity and expertise is made available to deliver a comprehensive communication and engagement plan
3. Scheduling of change is complex with risk of potential gaps if acute services are reduced before community capacity is in place	Red	Transition planning and co-design critical. Close project management and pre-planned decommissioning schedules to underpin plan
4. Provider market in health and social care is insufficiently developed to support the future services required in the community	Red	Develop market management strategy to support the local joint work programmes across Surrey
5. Unplanned activity - A&E attendance and non-elective admissions - do not reduce at the level or pace required	Amber	Analyse required changes, joint planning and management of acute sector bed capacity reduction
6. Level and pace of discharge from hospital does not increase as required	Amber	Establish an integrated discharge network/model across services
7. Agencies are unable to change relationships, culture and behaviours	Amber	Strong leadership from the Surrey Better Care Fund Board Programme of change management interventions to support service transformation
8. Lack of improvement in the continuing healthcare process as part	Amber	Implement the programme of change arising from the recent review of continuing

of the overall discharge pathway		healthcare
9. Costs of the new system in health and social care exceeds return	Amber	Robust financial management arrangements are put in place
10. Improvement is not demonstrated against national and local metrics and performance element of the Better Care Fund is not secured	Amber	Ensure sufficient capacity and robust arrangements to monitor and report against national and local metrics as part of the governance arrangements
11. People with dementia are left unsupported	Amber	Ensure best whole systems approach to care

SURREY COUNTY COUNCIL**CABINET****DATE: 25 MARCH 2014****REPORT OF: MR TONY SAMUELS, CABINET MEMBER FOR ASSETS AND REGENERATION PROGRAMMES****MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING****LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER
PETER JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING****SUBJECT PROPOSED EXPANSION OF ST JOHN THE BAPTIST CATHOLIC SECONDARY SCHOOL****SUMMARY OF ISSUE:**

There is significant demand for new school places within Surrey resulting from increases in the birth rate and inward migration into the County. Since 2010 the Cabinet has approved the expansion of 8 primary schools in the Borough of Woking to meet basic need with further expansions planned in the future. As a result, expansions in the secondary sector are now required to meet the Local Authority's statutory obligations to provide secondary school places in the area.

Two Catholic primary schools in the area have recently completed expansions approved by Cabinet. St Dunstan's Catholic Primary School expanded by one form of entry in 2012 (210 additional places provided in total; 30 per year over 7 years) and The Marist Catholic Primary School expanded by half a form of entry in 2011 (105 additional places in total; 15 per year over 7 years). St Dunstan's and The Marist are direct feeder schools to St John the Baptist, which without expansion would be unable to meet the future demand for catholic secondary school places in the Borough.

Approval is now sought to expand St John the Baptist Catholic Secondary School by two forms of entry to meet the demand coming through the primary sector.

RECOMMENDATIONS:

It is recommended that Cabinet approves:

- (i) A completed expansion of St John the Baptist Catholic Secondary School by two forms of entry in 2018. This will create an additional 400 places (which includes additional 6th form provision).
- (ii) Delivery of the scheme in two phases: Phase 1 to be delivered by September 2015 would provide 3 additional classrooms, 2 studio spaces, office accommodation, changing rooms (as a result of converting the

existing gymnasium) a new sports hall and Multi Use Games Area (MUGA).

- (iii) Subject to a detailed curriculum analysis, Phase 2 to be delivered by 2018 would comprise 12 additional classrooms to be provided through a mixture of new build and remodelling of existing spaces and additional 6th form rooms. Improved services and an allowance for fixtures and fittings will also be provided as part of the project. These approvals are subject to the detailed financial information for the school as set out in Part 2 of this agenda.

REASON FOR RECOMMENDATIONS:

The Local Authority has a statutory duty to ensure there are sufficient school places in the County. Woking is an area where the demand for school places has increased significantly. St John the Baptist is an Ofsted rated Outstanding secondary school and has been oversubscribed even at existing levels of demand for many years. With the recent expansions at St Dunstan's and the Marist Catholic Primary schools, which are both direct feeders to St John the Baptist, there is a very strong case to expand the school.

It is recommended to divide the project into two phases. The site is restricted and completing the project in two phases will minimise disruption to the operation of the school and the early delivery of Phase 1 will release existing accommodation for conversion under Phase 2 of the expansion. This will address the existing deficiency in sports facilities at the school as early as possible and avoids inflationary costs in later years.

DETAILS:

Background

1. St John the Baptist is currently a six-form entry school. This means that it admits 180 pupils (6 classes of 30) at Year 7. There are currently 900 available places for 11-16 year olds at this school - 5 year groups each of 180 pupils between Years 7-11. The school also has a 6th form that offers post 16 provision for years 12 and 13 with capacity of 300 places - 150 in Year 12 and 150 in Year 13. This means that the total capacity of the school from Years 7-13 is 1200.
2. The Local Authority has a duty to respond to parental preferences and where possible, the County Council seeks to expand popular and successful schools to meet additional demand. St John the Baptist has been consistently oversubscribed by approximately 2 forms of entry on first preferences (60 places per year) for some time and, with the recent expansions at St Dunstan's (30 additional places per year commencing in 2012) and the Marist Catholic Primary school (15 additional places per year commencing in 2011), pressure for places will be even higher in the future as both schools are named feeder schools within the school's admissions criteria.
3. St John the Baptist School was originally built in 1969 for 600 students and there has been no improvement to sports facilities at the school since that date. It is unique in Surrey in only having one small gymnasium and no sports hall. Consecutive Ofsted inspections have identified the 'woeful lack of sporting facilities' and the school is currently unable to deliver the national curriculum in its

existing facilities. Department for Education (DfE) guidance demonstrates that a sports hall would be expected to be provided if the school was to expand by two forms of entry.

- 4 A two form entry expansion means that the school will offer 240 places at Year 7 from 2018 increasing the 11-16 capacity from 900 to 1200 (300 additional places by 2022). In order to offer the same proportion of 6th form places at the school it is proposed to increase the total capacity of the 6th form from 300 to 400. This represents an increase of 100 additional 6th form places with 50 additional places in each of year 12 and 13. Therefore the proposal is to create a total increase of 400 places at the school across all year groups 7-13, giving a total capacity of 1600 places.
- 5 An analysis of the school's current accommodation by the Local Authority, the school and the school's consultants has identified a requirement for additional facilities to be provided to enable the school to expand. It is proposed to expand the school in the following phases:
 - a. Phase 1 will provide 3 additional classrooms, 2 studio spaces, a small office and changing rooms as a result of converting the existing gymnasium. A new sports hall and Multi Use Games Area (MUGA) will also be provided. If approved, work will start on this phase in 2014 for completion in 2015. See Annex 1 for a block plan.
 - b. Phase 2 will comprise 12 additional classrooms. These will be provided through a mixture of new build and remodelling of existing spaces. Improved services and an allowance for fixtures and fittings will also be provided as part of the project. If approved the second phase will start in 2016 or 2017 for completion in 2018.
6. It is recommended to phase the delivery of the scheme into two phases for the following reasons:
 - The early delivery of part of the expansion will avoid inflationary costs in later years at a time when costs in the construction industry are rising. It will also reduce the level of risk on the scheme, given the complexity of the project, and minimise the overall disruption for the school if the project were to be implemented in a single phase.
 - The early delivery of Phase 1 will release existing accommodation for conversion under Phase 2 of the expansion.
 - It will address the significant existing deficiency in sports facilities at the school as early as possible.
 - The site is restricted in space making the delivery of the project in one phase difficult to manage taking into account the Local Authority's duty of care to pupils at the school as well as Health and Safety considerations.
7. Given their knowledge of previous projects, the school will be managing the project within an agreed budget set by Cabinet with a project board made up of Governors, Head Teacher and County Council staff overseeing the procurement and delivery of the project alongside the school's appointed consultants.

8. Early market research indicates that there should be a strong list of locally based contractors capable of carrying out the work and achieving value for money on this important project to meet the council's target of up to 60% of projects being undertaken by Surrey based businesses.

CONSULTATION:

9. Although it is no longer a statutory requirement, the Local Authority considers it good practice to consult before making proposals that involve changes to school organisation. Consultation for this expansion will be carried out by the Governing Body prior to any Phase 2 works, as it is at this stage that formal proposals will be made to increase the capacity and published admission number of the school.
10. However, it should be noted that the school has extensively consulted on an informal basis with parents, pupils and the local community on Phase 1. In the consultation meetings for the expansions of St Dunstan's and The Marist Catholic Primary School the issue of secondary expansion at St John the Baptist has also been widely discussed in the local community.
11. The school received planning permission for Phase 1 of the proposal from Woking Borough Council last year. No objections were received by the Borough Council in considering the application.

Risk Management and Implications:

12. Risks associated with the projects are identified in the individual project business cases and a risk register is being maintained and updated on a regular basis for each. Phasing the construction work will allow for risks to be effectively managed throughout the duration of the project.

Financial and Value for Money Implications

13. The schemes will be subject to robust cost challenge and scrutiny to drive optimum value as they progress.

Section 151 Officer Commentary

14. The Section 151 Officer confirms that this scheme is included in the 2014-19 medium term financial plan and expects the total cost to remain within the funding available. Any overspends on building work and all associated costs including the additional costs of enlarging the Sports Hall with 2 additional courts and any specialist equipment are to be funded by the school. This is to be confirmed in a letter jointly signed by Surrey County Council and the Chair of Governors of St John the Baptist Secondary School before works commence.

Legal Implications – Monitoring Officer

15. Section 14 of the Education Act 1996 places a statutory duty on Local Authorities (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

This report sets out how the Authority will meet that duty in response to the increasing demand for school places in the Woking area.

16. The first phase of the expansion will not require any formal school organisation proposals. However, in the second phase the school's capacity will be increased together with the published admission number for the school, and this will require a consultation and publication of notices, as set out in paragraph 9 above.

Equalities and Diversity

17. The new classroom buildings, the sports hall and ancillary accommodation will comply with DDA (Disabilities Discrimination Act) regulations. The newly expanded school will provide employment opportunities in the area.
18. The school will be for children in the community served by this school. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children. Officers are of the view that the proposal will not have significant implications for equalities and that an Equalities Impact Assessment is not required.
19. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

Public Health implications

21. Promoting physical activity is a key theme in the Joint Strategy Needs Assessment (2012) as well as the Surrey Obesity Strategy (2007) and is a key strategic aim for Woking Borough Council. 53% of Surrey children are not participating in more than three hours of PE and sport per week and childhood obesity is becoming an increasingly expensive public health issue in the County. The provision of enhanced sports facilities at St John the Baptist School will increase the sporting/activity opportunities for a significant population of pupils in Woking.

Corporate Parenting/Looked After Children implications

22. This proposal would provide increased provision in the area, which would be of benefit to all in the community served by the schools. This means it would therefore also be of benefit to any Looked After children who will attend the school.

Climate change/carbon emissions implications

23. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the Local Planning Authority's adopted core planning strategy.

WHAT HAPPENS NEXT:

1. If approved, to proceed to tender and contract award for Phase 1 to obtain optimum value for money.
2. Phase 2 of the St John the Baptist School expansion will be subject to a further Cabinet report at a later stage.

Contact Officer:

Bill Christie, Senior Project Manager (Schools), Property, Tel: 020 8541 9509
Kieran Holliday, Schools Commissioning Officer, Schools and Learning, Tel: 020 8541 7383

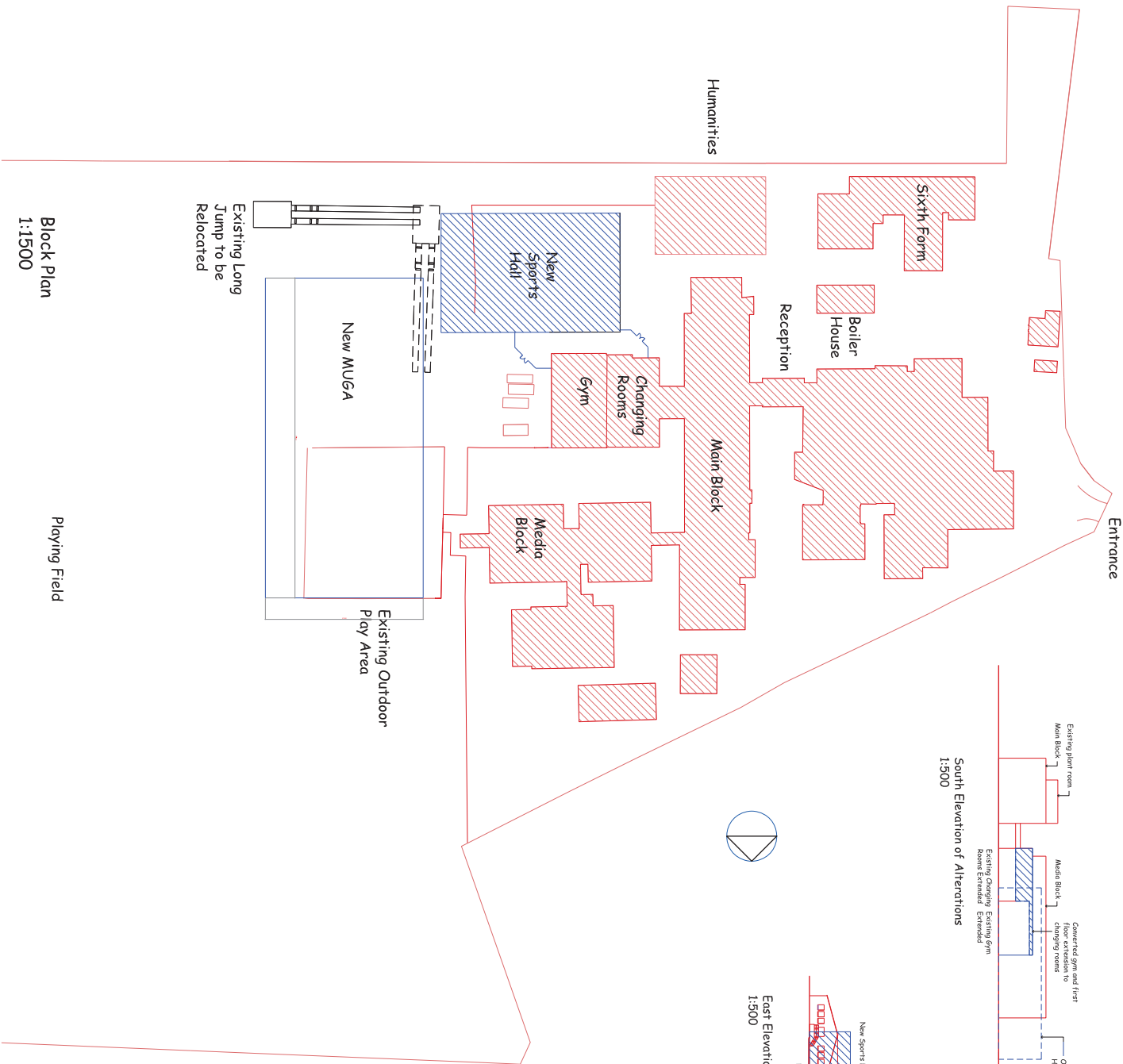
Consulted:

Julie Fisher, Strategic Director for Business Services
Denise Le Gal, Cabinet Member for Business Services
Paula Chowdhury, Strategic Finance Manager, Business Services
Will Forster, Local Member for Woking South

Annexes: Annex 1 – St John the Baptist Block Plan and Elevations

Sources/background papers:

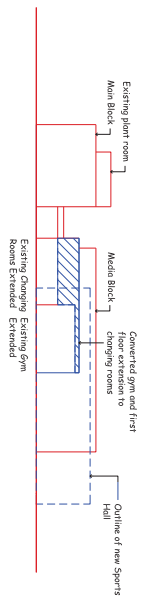
The Education Act 1996
The School Standards Framework Act 1998
The Education Act 2002
The Education and Inspections Act 2006
Report to Cabinet: Schools Capital Budget Allocations 2010-2014 – 30 March 2010
Investment Panel: Report 28 September 2010



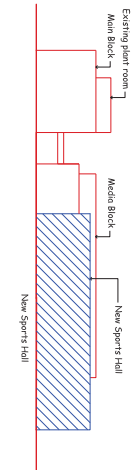
Block Plan
1:1500

Playing Field

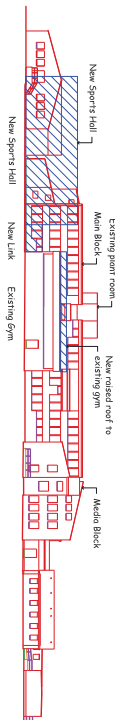
South Elevation of Alterations
1:500



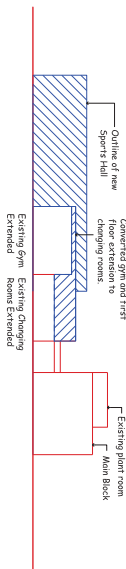
South Elevation of New Sports Hall
1:500



East Elevation
1:500



North Elevation of Alterations
with New Sports Hall beyond
1:500



Drawn	Date	Scale
6D	10.11	1:500A1
		013

This page is intentionally left blank

SURREY COUNTY COUNCIL

CABINET

DATE: 25 MARCH 2014

REPORT OF: N/A

LEAD OFFICER: ANN CHARLTON, HEAD OF LEGAL AND DEMOCRATIC SERVICES

SUBJECT: LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING

**SUMMARY OF ISSUE:**

To note the delegated decisions taken by Cabinet Members since the last meeting of the Cabinet.

RECOMMENDATIONS:

It is recommended that the Cabinet note the decisions taken by Cabinet Members since the last meeting as set out in Annex 1.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The Leader has delegated responsibility for certain executive functions to the Deputy Leader and individual Cabinet Members, and reserved some functions to himself. These are set out in Table 2 in the Council's Scheme of Delegation.
2. Delegated decisions are scheduled to be taken on a monthly basis and will be reported to the next available Cabinet meeting for information.
3. **Annex 1** lists the details of decisions taken by Cabinet Members since the last Cabinet meeting.

Contact Officer:

Anne Gowing, Cabinet Committee Manager, 020 8541 9938

Annexes:

Annex 1 – List of Cabinet Member Decisions

Sources/background papers:

- Agenda and decision sheets from the Cabinet Member meetings (available on the Council's website)

This page is intentionally left blank

CABINET MEMBER DECISIONS

MARCH 2014

(i) DISPOSAL OF PERRY HILL LODGE, WORPLESDON

Details of decision

1. That the disposal of Perry Hill Lodge, Worplesdon, as set out in paragraph 1 of the submitted report and subject to planning change of use into residential accommodation, be approved.
2. Should completion not take place, the Chief Property Officer, in consultation with the Cabinet Member for Assets and Regeneration Programmes, be authorised to pursue completion with other bidders.

Reasons 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.

(Decision of Cabinet Member for Assets and Regeneration Programmes – 11 March 2014)

(ii) SPEED LIMIT REVIEW – A217 REIGATE ROAD, HOOKWOOD

Details of decision

That the extent of the reduced speed limit on the A217 Reigate Road, Hookwood be defined as 'from a point 255m north of the northern kerb-line of Horse Hill, southwards and south-eastwards to a point 2 metres north of the boundary between the properties known as "Maynel" and "Hamilton", Reigate Road'.

Reasons for decision

To reduce vehicle speeds on the southbound approach to the junction of the A217 Reigate Road with Mill Lane.

(Decision of Cabinet Member for Transport, Highways and Environment – 12 March 2014)

(iii) SAYES COURT PRIMARY SCHOOL: PROPOSED EXPANSION

Details of decision

Agreed to publish statutory notices indicating the Local Authority's intention to expand Sayes Court Primary School from one to two forms of entry by September 2015.

Reasons for decision

The Local Authority has a statutory duty to ensure that there are sufficient school places in Surrey. Demand for school places has increased significantly in Runnymede in recent years. Expansions have been commissioned at a number of primary schools in Runnymede including Darley Dene Infant School, Trumps Green Infant School, St Ann's Heath Junior School, Lyne and Longcross Church of England Infant School and Thorpe Church of England Infant School. Even with these additional places, most primary schools in Runnymede are expected to be full and to continue to be full in the future and more schools places are needed.

(Decision of Cabinet Member for Schools and Learning – 13 March 2014)

(iv) PROPOSED ESTABLISHMENT OF A NEW ONE FORM OF ENTRY CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL IN HORLEY

Details of decision

Approved that Statutory Notices determining that the proposer, SDBE, establish the Primary School from September 2014, and that subsequent to that approval the proposer, SDBE, asks the Secretary of State to designate the school as one of religious character.

Reasons for decision

This action is reflective both of an increasing demand for school places in the Horley area, resulting from an increase in birth rate and significant house building, and an opportunity to provide primary school structure throughout the town. It has been consulted in on with the cooperation of Surrey County Council.

The provision of places both meets the increased demographic pressures in the area and will allow the Council to admit those people who name a Church of England faith school as their preferred option. Furthermore it meets the wider statutory duty to offer all applicants a school place.

It will enable a diversity of provision to be enhanced within the Horley area, where there are currently no faith school spaces, and be part of a strategy that enables Horley residents' access to a local Primary School.

A programme of building works, currently underway, will provide a modern teaching environment that will aid the learning experience for pupils, parents and staff.

(Decision of Cabinet Member for Schools and Learning – 13 March 2014)

(v) MANBY LODGE INFANT SCHOOL, WEYBRIDGE: TO DETERMINE THE PROPOSAL TO PUBLISH PUBLIC NOTICES TO EXPAND

Details of decision

1. Approved that Statutory Notices be published to the effect that:
 - Manby Lodge Infant School is enlarged by 1 form of entry (from 2 FE to 3 FE) on 1 September 2015
 - The school roll will increase by one form each year until September 2017 when its capacity will be 270 pupils
2. Approved that an associated building programme goes ahead, in a single phase, to provide appropriate new classrooms and facilitate the removal of all temporary accommodation on site. The new build will improve the overall layout of the school and is intended to provide a modern educational facility which will enhance learning.

Reasons for decision

School rolls have been rising steadily across Elmbridge since 2003. Over this period the birth rate has risen by 24.6%; additionally families have chosen to move into the borough, in part due to housing development. Weybridge primary school pupil numbers have reflected this borough trend. In 2007 there were around 220 applications for Reception places; by 2020 this is predicted to rise to 270 places, or 9 forms of entry (9FE); this is one more form of entry (or 30 Reception places) per year than is currently provided.

(Decision of Cabinet Member for Schools and Learning– 13 March 2014)

(vi) ST ALBAN'S CATHOLIC PRIMARY SCHOOL, EAST MOLESEY: TO DETERMINE THE PROPOSAL TO EXPAND

Details of decision

1. Approved that the school is permanently enlarged by 1 form of entry (from 1 FE to 2 FE).
2. Approved that this expansion would be effective from 1 September 2015.

3. Approved that the expansion is managed incrementally, starting with an additional Reception class in 2015 and building up a year at a time until the school is 2FE in every year group by 2020.
4. Approved that an associated building programme is commissioned to provide additional accommodation to meet the basic need for more classrooms to support the expansion. This will be funded by a Department for Education grant for the project awarded to the County Council as a result of its Targeted Basic Need bid in 2013.

Reasons for decision

Additional school places are required in the Moleseys and there is an associated project to expand Hurst Park Primary School in the same timeframe. This expansion, together with St Alban's, would add another two forms of entry, equivalent to 420 primary school places into the planning area. Our analysis of the forecast data indicates that this is the right amount of expansion required to meet the demand for places for the foreseeable future.

There is also a wider need for Catholic school places in Elmbridge, which is served currently by St Alban's (Molesey), St Paul's (Thames Ditton), Cardinal Newman (Hersham) and St Charles Borromeo (Weybridge). All these schools are oversubscribed, and all but St Alban's have 'space-restricted' sites. The current combined published admission number of the three schools in the eastern side of the Weybridge Deanery (St Alban's, St Paul's, Cardinal Newman) is 150 – a shortfall against the number of baptisms, which has averaged 185 annually.

St Alban's RC Primary is a popular and successful school which serves this area and delivers a high quality education. It was rated good (Grade 2) by OFSTED, at its last full inspection (December 2012). The provision of additional places at St Alban's therefore meets the Government's policy position to expand successful schools in order to meet parental preferences.

(Decision of Cabinet Member for Schools and Learning– 13 March 2014)

(vii) TO DETERMINE A PROPOSAL TO PUBLISH NOTICES TO CLOSE THE STANWELL NEW ROAD BASE OF RIVERBRIDGE PRIMARY SCHOOL, STAINES

Details of decision

Approved that Statutory Notices be published to the effect that:

- Stanwell New Road Base ceases to operate as part of the Riverbridge Primary School with effect from the end of the present academic year – July 2014. Other educational uses for this site are being considered as part of the overall strategy for education provision.

- An associated building programme goes ahead in a single phase to provide three new classrooms and some improvements to outdoor play space on the Park Avenue Base.

Reasons for decision

This proposal affords the school the opportunity to consolidate its operations on two adjacent sites thus giving the feel of a fully integrated primary school. The proposal also offers the County Council the opportunity to consider other educational uses for the site.

The school reports as having had many parents who have not wanted a Reception place for their child at the Stanwell New Road Base, but would prefer a place at Knowle Green base from the start of their child's schooling. The Headteacher has confirmed that they currently have a large waiting list of parents wishing to transfer to the Knowle Green Base.

There are sound educational and operational benefits to the proposal: first, the consolidation on two adjacent sites will enable the school to have one base dedicated to Early Years education and the other set up for Year 2 leading into Key Stage 2 junior classrooms. Teachers will be able to meet and plan together more easily. It will also give the Senior Leadership Team more time to spend with staff and pupils and cut down on travelling time between bases. This will be a much more productive use of their time and expertise.

(Decision of Cabinet Member for Schools and Learning– 13 March 2014)

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 25 MARCH 2014****REPORT OF: MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES****MRS HELYN CLACK, CABINET MEMBER FOR COMMUNITY SERVICES****LEAD OFFICER: JULIE FISHER, STRATEGIC DIRECTOR FOR BUSINESS SERVICES****RUSSELL PEARSON, CHIEF FIRE OFFICER****SUBJECT: SE BUSINESS SERVICES COMMERCIAL OPPORTUNITY****SUMMARY OF ISSUE:**

Surrey County Council, as with other public sector bodies, is faced with delivering services to the public in the context of reduced funding. One option is to realise alternative sources of revenue through commercial activities.

S.E. Business Services Ltd (a wholly owned company of the county council) was established in 2013 for the purpose of generating alternative sources of revenue.

SE Business Services has recently been selected as the preferred bidder for the provision of Fire Services to a commercial customer. In common with standard commercial practice this opportunity is covered by a legally binding Non-Disclosure Agreement. Therefore the detail of this opportunity will be covered in Part 2.

This report seeks Cabinet endorsement for S.E. Business Services Ltd (a wholly owned company of the county council) to provide Fire services under a commercial contract arrangement.

RECOMMENDATIONS:

It is recommended that:

1. The Cabinet endorses the proposal that S.E. Business Services Ltd (a wholly owned company of the county council) provides Fire services under a commercial contract arrangement.

REASON FOR RECOMMENDATIONS:

The reasons are:

- The securing of an alternative source of income for the benefit of Surrey residents and the wider community.
- This opportunity demonstrates the County Council's intent and ability, through

SE Business Services, to secure alternative commercial sources of revenue.

- The opportunity provides a sound platform for future Business Development and the pursuit of other value adding opportunities.
- The opportunity provides an excellent practical learning experience for development of commercial capabilities within a public service ethos. Placing Surrey County Council at the forefront of Public Service thinking.

DETAILS:

1. The details are covered by the legally binding Non-Disclosure Agreement and are covered in the Part Two Report.

CONSULTATION:

2. Consultation has been limited as a result of the Non-Disclosure Agreement and is covered more fully in the Part Two report. The opportunity has been presented to the council's Shareholder Board.

RISK MANAGEMENT AND IMPLICATIONS:

3. Risk management issues are covered in the Part Two report.

Financial and Value for Money Implications

4. Further information is provided in the Part Two Report.

Section 151 Officer Commentary

5. The Section 151 Officer has commented on the Part Two report.

Legal Implications – Monitoring Officer

6. The contract will be between SE Business Services Ltd, an independent legal entity, and the customer.
7. Further information is provided in the Part Two report.

Equalities and Diversity

8. SE Business Service's Equality and Diversity Policy has been produced in consultation with Surrey County Council and reflects the values and ethos of the Council.

WHAT HAPPENS NEXT:

- Subject to Cabinet endorsement, SE Business Services aim to sign the contract on 31 March 2014.

Contact Officer:

Chris Bradley, Senior Commercial Manager, Shared Services – 020 8213 2757

Consulted:

- Chief Executive Officer, Surrey County Council
- Chief Fire Officer, Surrey Fire & Rescue Service

Sources/background papers:

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank