

Cabinet

**Date & time**

Tuesday, 24 June
2014 at 2.00 pm

Place

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

Contact

Anne Gowing
Room 122, County Hall
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Chief Executive

David McNulty

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Cabinet Members: Mr David Hodge, Mr Peter Martin, Mrs Mary Angell, Mrs Helyn Clack, Mr Mel Few, Mr John Furey, Mr Mike Goodman, Mr Michael Gosling, Mrs Linda Kemeny and Ms Denise Le Gal

Cabinet Associates: Mr Steve Cosser, Mrs Clare Curran, Mrs Kay Hammond and Mr Tony Samuels

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

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1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 27 MAY 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

The deadline for Member's questions is 12pm four working days before the meeting (*18 June 2014*).

4b Public Questions

The deadline for public questions is seven days before the meeting (*17 June 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

6 PROGRESS ON THE DELIVERY OF THE COUNCIL'S WASTE STRATEGY, INCLUDING THE ECOPARK

(Pages 1
- 10)

This report sets out progress with the delivery of the council's waste strategy, including the Eco Park, since the Cabinet meeting on 30 October 2013.

The council and SITA entered into a contract variation following that Cabinet meeting and the construction contractor has commenced site preparation and detailed design work for the Eco Park.

Cabinet recognised in October 2013 that it would be necessary for SITA to secure a number of regulatory consents before work on the Eco Park could begin in earnest. Cabinet approved contractual mechanisms to take this into account.

Those contractual mechanisms provide for the work on the Eco Park to proceed in two phases. The first phase comprises design work, site preparation works and placing orders for long lead items. The second phase is the main construction phase.

In October 2013 it was anticipated that phase one would be completed by the end of March 2014 and phase two would commence at the beginning of July 2014 at which point it was thought that all the necessary consents would have been obtained.

Since October 2013, a potential land dispute has been satisfactorily resolved and consent has been given to divert a public footpath, necessary for the development. Final confirmation from government is still however required in respect of the variation to the planning consent and the environmental permit variation is still awaited from the Environment Agency.

Progress on obtaining these consents has been slower than was anticipated in October 2013, meaning that phase two of the Eco Park development will not commence in July 2014 as originally thought. Therefore in accordance with the recommendations set out in the minutes of that meeting, a further report detailing progress with the development of the Eco Park is being presented to Cabinet.

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

7 ANNUAL GOVERNANCE STATEMENT 2013/14

(Pages
11 - 22)

Surrey County Council has a statutory duty under the Accounts and Audit (England) Regulations 2011 to publish an Annual Governance Statement (AGS). The AGS provides a comprehensive assessment of governance arrangements and the internal control environment. Once signed by the Leader of the Council and the Chief Executive, the AGS is incorporated into the Statement of Accounts and the Annual Report.

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

- 8 LEADERSHIP RISK REGISTER** (Pages 23 - 30)
- This report presents the latest Leadership Risk Register and the key changes made since it was last presented in March 2014.
- [The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*
- 9 BUDGET MONITORING REPORT FOR MAY 2014** (Pages 31 - 34)
- This report presents the Council's financial position at the end of period 2 – May of the 2014/15 financial year. It focuses particularly on the year end revenue and capital budget forecasts and the achievement of Medium Term Financial Plan (MTFP) efficiencies.
- Please note that Annex 1 to this report will be circulated separately prior to the Cabinet meeting.
- [The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*
- 10 SURREY'S STRATEGY FOR GYPSY, ROMA AND TRAVELLER CHILDREN AND YOUNG PEOPLE 2014 - 2017** (Pages 35 - 116)
- Surrey's strategy for Gypsy, Roma and Traveller (GRT) children and young people is informed by needs analysis, which found that across a range of health, education and social indicators, Surrey's GRT children and young people have some of the poorest life chances compared with the county's 0-19 population generally. The strategy identifies how the Children, Schools and Families (CSF) Directorate, and wider partners, can reduce local inequalities and improve outcomes for Surrey's GRT children and young people.
- [The decisions on this item can be called in by the Children and Education Select Committee]*
- 11 COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP: ESTABLISHMENT OF A JOINT COMMITTEE** (Pages 117 - 128)
- The report seeks formal approval from Cabinet for the establishment of the Coast to Capital Strategic Joint Committee (Joint Committee). The purpose of the new Joint Committee is to approve the Strategic Economic Plan (SEP) and proposed Growth Deal for the Coast to Capital Local Enterprise Partnership (LEP) area.
- The Coast to Capital area encompasses all of the county of West Sussex, Brighton & Hove, Lewes, Croydon and the four east Surrey districts – Epsom and Ewell, Mole Valley, Reigate and Banstead and Tandridge. There are two county councils, two unitary authorities, 12 district and borough authorities and the South Downs National Park Authority who are within the area and partnership.
- [The decisions on this item can be called in by the Environment and Transport Select Committee]*

- 12 ROAD SAFETY POLICIES UPDATE** (Pages 129 - 206)
- This report presents an update to the council's policy on "Setting Local Speed Limits" and presents a new policy "Road Safety Outside Schools" for approval by the Cabinet.
- [The decisions on this item can be called in by the Environment and Transport Committee]*
- 13 SURREY FIRE & RESCUE: TO REVIEW AND DISCUSS THE CONTRACT ARRANGEMENTS FOR CONTINGENCY CREWING AND FOR THE PROVISION OF SPECIALIST RESCUE CAPABILITIES** (Pages 207 - 214)
- Surrey Fire and Rescue Authority (SFRA) has a legal requirement to provide contingency cover according to the Fire and Rescue Services Act 2004, National Framework and Civil Contingencies Act 2004.
- In 2012, SFRA entered into a contract with a private provider for specialist rescue on a day-to-day basis, and contingency crewing, run as a pilot (for proof of an innovative concept). The pilot has been extended until 31 March 2015.
- The pilot contract has been successful and the Cabinet is asked to give approval to commence a full tender process for a long term contract for the provision of this service which should obtain better value for money and enable further innovative ways of working.
- N.B. An annexe containing exempt information is contained in part 2 of the agenda (item 19)
- [The decisions on this item can be called in by the Communities Select Committee]*
- 14 STAMFORD GREEN PRIMARY SCHOOL, EPSOM** (Pages 215 - 220)
- To approve the Business Case for the expansion of Stamford Green Primary School from a 2 form of entry primary (420 places) to a 3 form of entry primary (630 places) creating 210 additional places in Epsom to help meet the basic need requirements in the Epsom and Ewell area.
- N.B. An annex containing exempt information is contained in part 2 of the agenda (item 21).
- [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 WEST BYFLEET INFANT AND JUNIOR SCHOOLS** (Pages 221 - 226)
- To approve the Business Case for the expansion of West Byfleet Infant and Junior Schools from a 2 form of entry infant (180 places) to a 3 form of entry infant (270 places) and a 2 form of entry junior (240 places) to a 3 form of entry junior (360 places) creating 210 additional places in West Byfleet to help meet the basic need requirements in the Woking area.

N.B. An annex containing exempt information is contained in part 2 of the agenda (item 22)

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

16 ASHFORD PARK PRIMARY SCHOOL (Pages 227 - 232)

To approve the Business Case for the expansion of Ashford Park Primary School from a 2 form of entry (420 places) to a 3 form of entry (630 places) creating 210 additional places in Ashford to help meet the basic need requirements in the Spelthorne area.

N.B. An annex containing exempt information is contained in part 2 of the agenda (item 23).

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

17 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING (Pages 233 - 240)

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

18 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.

P A R T T W O - I N P R I V A T E

19 SURREY FIRE & RESCUE: RENEW CONTRACT ARRANGEMENTS FOR SPECIALIST RESCUE AND CONTINGENCY CREWING (Pages 241 - 242)

This is a part 2 annex relating to item 13.

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 Communities Select Committee]

- 20 FUTURE PUBLIC HEALTH CONTRACT ARRANGEMENTS WITHIN THE NHS** (Pages 243 - 252)
- Surrey County Council (SCC) has inherited a public health contract with Virgin Care Services (VCS) for sexual health, substance misuse, mental health and school nursing that we are now seeking to vary with the lead commissioner North West Surrey Clinical Commissioning Group (NWS CCG). This will improve the quality of the services provided to Surrey residents by the re-negotiation of the contract.
- 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 either by the Council Overview and Scrutiny Committee or the Adult Social Care Committee]*
- 21 STAMFORD GREEN PRIMARY SCHOOL, EPSOM** (Pages 253 - 258)
- This is a part 2 annex relating to item 14.
- 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]*
- 22 WEST BYFLEET INFANT AND JUNIOR SCHOOLS** (Pages 259 - 264)
- This is a part 2 annex relating to item 15.
- 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]*
- 23 ASHFORD PARK PRIMARY SCHOOL** (Pages 265 - 270)
- This is a part 2 annex relating to item 16.
- 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]*

24 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, 16 June 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.

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Thank you for your co-operation

SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND PLANNING****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR – ENVIRONMENT & INFRASTRUCTURE****SUBJECT: PROGRESS ON THE DELIVERY OF THE COUNCIL'S WASTE STRATEGY, INCLUDING THE ECO PARK****SUMMARY OF ISSUE:**

This report sets out progress with the delivery of the council's waste strategy, including the Eco Park, since the Cabinet meeting on 30 October 2013.

The council and SITA entered into a contract variation following that Cabinet meeting and the construction contractor has commenced site preparation and detailed design work for the Eco Park.

Cabinet recognised in October 2013 that it would be necessary for SITA to secure a number of regulatory consents before work on the Eco Park could begin in earnest. Cabinet approved contractual mechanisms to take this into account.

Those contractual mechanisms provide for the work on the Eco Park to proceed in two phases. The first phase comprises design work, site preparation works and placing orders for long lead items. The second phase is the main construction phase. In October 2013 it was anticipated that phase one would be completed by the end of March 2014 and phase two would commence at the beginning of July 2014 at which point it was thought that all the necessary consents would have been obtained.

Since October 2013, a potential land dispute has been satisfactorily resolved and consent has been given to divert a public footpath, necessary for the development. Final confirmation from government is still however required in respect of the variation to the planning consent and the environmental permit variation is still awaited from the Environment Agency.

Progress on obtaining these consents has been slower than was anticipated in October 2013, meaning that phase two of the Eco Park development will not commence in July 2014 as originally thought. Therefore in accordance with the recommendations set out in the minutes of that meeting, a further report detailing progress with the development of the Eco Park is being presented to Cabinet.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet notes the progress made since the last report in October 2013.
2. Cabinet agrees to continue with the delivery of the Eco Park Phase 1, as outlined in paragraph 5, limiting the commitment of expenditure until the necessary remaining consents are obtained.

3. The Strategic Director of Environment and Infrastructure, Director of Finance and Director of Legal and Democratic services, in consultation with the Leader and Cabinet Member for Environment and Planning, continue to monitor progress and report back to Cabinet in the event of material changes to the risks and assumptions set out in this report and the October 2013 report and in particular if the remaining outstanding consents are not obtained by the end of October 2014.

REASON FOR RECOMMENDATIONS:

The recommendations are necessary to maintain proper authority to proceed with the delivery of the Eco Park.

DETAILS:

Reason for report to Cabinet

1. On 30 October 2013 the Cabinet agreed to amend the Waste Contract to deliver an updated Waste Strategy. Since then, the supply chain has been secured and there has been some good progress with design work and with obtaining some of the necessary consents for the development of the Eco Park. However some issues remain outstanding, which means that progress with the development of the Eco Park has been slower than anticipated. The purpose of this report is to update the Cabinet on progress with the development and to make the Cabinet aware of material changes to the risks and assumptions set out in the 30 October 2013 Cabinet report.
2. The necessary consents for the development comprise the diversion of a public footpath together with a varied planning consent and modified environmental permit. Further issues that were raised within the October 2013 Cabinet report included the retention of the supply chain, relationships with Defra and the National Audit Office's review of Defra's handling of waste PFI projects. In addition it was reported verbally to Cabinet members that resolution of a land dispute was required to enable the development to proceed.

Update since Cabinet on 30 October 2013

3. This section of the report sets out progress with the matters described within the 30 October 2013 Cabinet Report

Contract Signature and progress by the construction contractor

4. Following the Cabinet decision on 30 October 2013, the council and SITA immediately entered into a contract variation to deliver the council's waste strategy, including the Eco Park. SITA then entered into an Engineering Procurement and Construction (EPC) Contract with their preferred supplier M+W Group.
5. SITA gave M+W a 'Notice to Proceed' with phase one of the works on 31 October 2013. This was consistent with the contractual mechanisms approved by Cabinet. Phase one of the works comprises detailed design, early site works and advanced procurement of long lead-in items. Phase two includes the main build out of the Eco Park facility. This two stage process was designed to

minimise the council's exposure to cost risk as the second Notice to Proceed would only be given once all the necessary permissions had been secured.

6. The detailed analysis within the 30 October 2013 Cabinet report was based on an assumption that all works within the Phase one of the of development, as detailed above, would be completed within the period 1 November 2013 until 31 March 2014 and that there would then be a 3 month delay until the second phase of works commenced on 1 July 2014.
7. The detailed design works have been undertaken by M+W but SITA and the council have agreed that M+W will not proceed with further site preparation works or advanced procurement until the necessary permissions have been received. The advantage to this approach is that it further reduces the council's expenditure at risk.
8. If, by 1 November 2014, the necessary variations to the planning consent and environmental permit have been issued and the requisite period for judicial review has passed without challenge, then it would be the intention for officers to use the authority previously delegated to them by Cabinet to proceed with the development of the Eco Park. If however, it appears to officers that these conditions will not have been met by 1 November 2014, then a further progress report will be brought to Cabinet by November 2014

Supply Chain risk

9. A significant concern at the time of the last report to Cabinet was the retention of the supply chain of contractors to develop the Eco Park. This supply chain has now been secured with the signing of the EPC contract; however there is a continued risk that further delay will lead to disengagement of sub-contractors. In addition there are contractual mechanisms that allow M+W the opportunity to re price their contract in the event that phase two of the works does not commence before further significant delays.

Land dispute

10. Since the report to Cabinet in October 2013 the council has successfully resolved a legal issue regarding a claim brought by a trespasser on part of the existing Charlton Lane waste management facility.

Footpath Diversion

11. The Leader of the Council raised concerns at the highest level of central Government about the time and cost incurred by this process.
12. A second Public Inquiry took place at the end of January 2014 and on 19 March 2014, the Planning Inspector confirmed the footpath diversion order, necessary for the development of the Eco Park. No challenge has been made to this decision within the statutory time period.

National Audit Office Report

13. Since the Cabinet met on 30 October 2013, the National Audit Office (NAO) has undertaken a review of Defra's handling of PFI projects with particular reference to the Norfolk, Hereford and Worcester and Surrey PFI projects. The NAO have made it clear that this is a report into Defra's role in overseeing PFI

projects and is not an investigation into how the council manages contracts or assesses value for money. Officers do not anticipate that this will have any material effect on the council's waste strategy, including development of the Eco Park. The report is due to be published on 17 June 2014 and is being discussed at the Parliamentary Public Accounts Committee on 25 June 2014.

Defra

14. Officers continue to keep Defra informed of progress through agreed channels. Defra have confirmed approval of the council's variation business case and continue to provide strong support for the delivery of the council's waste management strategy, including the Eco Park.

Planning

15. The planning consent to make permanent the existing operation of the site has now been implemented with the construction of access improvements and the erection of an acoustic fence at the perimeter of the site. This secures the permanent availability of this strategic site for waste management purposes. Without this new consent, waste management activities at the site would have had to have ceased in 2016.
16. On 17 March 2014, Surrey County Council's Planning and Regulatory Committee approved an amendment to the existing planning consent which was required as a result of a change in gasification technology supplier and the further refinement of the design by the EPC contractor. As is normal with any application on a site within the green belt, the matter was referred to the Secretary of State for Communities and Local Government so he can decide whether to 'call in' the application for his own determination. The referral was made on 19 March 2014.
17. In the normal course of events, the Secretary of State would have 21 days to decide whether or not to call in the application, however on 25 March 2014, the National Planning Casework Unit, acting on behalf of the Secretary of State wrote to the County Planning Authority to instruct them not to issue the planning consent and to advise that the Secretary of State would need more than 21 days to reach a decision.

Environmental Permit

18. At the time of writing the Cabinet report in October 2013, it was anticipated that SITA's application for a modification to the existing Environmental Permit would be determined by February 2014, however progress has been slower than expected and a permit is now not expected to be issued until July 2014 at the earliest.

Earlswood Waste Transfer Station development

19. Since the Cabinet report on 30 October 2013, Planning consent has been obtained for the development of a new Waste Transfer Station at Earlswood. This proposal has been developed in close cooperation with Reigate & Banstead Borough Council and represents Surrey County Council's most significant single infrastructure development to date. A building contractor has been appointed following a competitive tendering process and work commenced on site on 27 May 2014. The construction costs have increased

from those anticipated in the financial model from £3.2 million to £4.9 million and the impact of these additional costs have been included within the financial assessment undertaken as part of this report. The cost of building this infrastructure and the Eco Park is spread over the remaining life of the SITA contract

Current Issues

Regulation Uncertainty

20. At their meeting on 30 October 2013, Cabinet recognised the need to manage the risk of incurring abortive costs. The two- phase 'Notice to Proceed' process ensured that progress with the development of the Eco Park would be aligned with securing the necessary consents free of the risk of judicial review.
21. At the time of writing this report, neither of the required variations to the planning consent or environmental permit has been secured. Once secured the period in which an application can be made to judicially review these decisions is 6 weeks after date of issue for the planning consent and 12 weeks after the date of issue for the environmental permit.

Impact of regulation uncertainty on timescales

22. As has been stated earlier in this report, the financial assessment within the 30 October 2013 Cabinet report was based on an anticipated start date for phase 2 of the development of 1 July 2014. It was expected that all the necessary permissions would have been secured by this date, enabling work to proceed.
23. At the meeting on 30 October 2013, Cabinet recognised that there was a degree of uncertainty about when the necessary permissions would be secured and that there was a risk of further delay. The main consequence of delay is that the costs of the development will increase. There are a number of reasons for this.
 - a. Costs of keeping the supply chain engaged during the delay period
 - b. Inflation applied to Capital items purchased at a later date.
 - c. Need to recover costs over a reduced concession period.
 - d. In addition changes to foreign exchange rate hedging profiles will have the effect of either increasing or decreasing costs depending on movements in Pound sterling to Euro and US Dollar exchange rates.
 - e. The financial assessment and the value for money and affordability implications are set out in the Financial and Value for Money section.

Options Analysis

24. In July 2013, Cabinet considered whether to proceed with the delivery of the council's waste strategy, including the development of the Eco Park, through a contract variation with SITA or to terminate the contract with SITA and re-procure waste management services. In October 2013, Cabinet agreed to proceed with a contract variation to deliver the Eco Park taking an approach

that would minimise spend until the necessary permissions were achieved. As set out in the Financial and Value for Money Implications Section below, the fundamental position set out in the October 2013 Cabinet report, remains the same. The variation of the Waste Contract to deliver the council's waste strategy continues to represent best overall value to the public and is the most affordable solution for the council.

CONSULTATION:

25. There has been extensive consultation on the Eco Park in the past and details of this can be found in the 25 June 2013 and 30 October 2013 Cabinet reports.

RISK MANAGEMENT AND IMPLICATIONS:

26. The risk management implications remain unchanged from the Cabinet report of 30 October 2013. The recommended solution to deliver the waste strategy through a contract variation continues to represent the lowest risk option available to the council.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

27. In order to assess the costs of an extended delay, officers have worked with SITA and the council's financial advisor, Deloitte to model the cost impact of a delay to the commencement of Phase 2 of the Eco Park development until 1 November 2014. This information is required to assess the effect on the value for money analysis, which was presented to Cabinet on 30 October 2013.
28. The value for money analysis within the 30 October 2013 Cabinet report considered both quantitative and qualitative aspects of the proceeding with the contract variation to deliver the council's waste strategy. Based on financial analysis alone, there was no material difference between proceeding with the contract variation or delivering the council's waste strategy through alternative third party arrangements. However, when taking into account other significant qualitative value factors relating to legislative, strategic, contractual and economic areas, it was considered that the delivery of the council's waste strategy through a contract variation represented the best overall value to the public and was the most affordable option for the council..
29. The financial analysis undertaken as part of this report indicates that a delay in commencement of phase 2 of the Eco Park development will not have an impact on the marginal position that was reported to Cabinet on 30 October 2013. The qualitative analysis set out in that report, remains up to date and valid. Therefore proceeding with the delivery of the council's waste strategy through the contract variation with SITA, including development of the Eco Park, continues to represent best overall value to the public and is the most affordable option for the council.

A further report, detailing the impacts of any additional delay will be brought to Cabinet by November 2014.

Section 151 Officer Commentary

30. The Section 151 officer confirms that, on the basis of latest cost estimates provided by Sita and advice received from the Council's external financial

advisors Deloitte, there is no material change to the position reported to Cabinet on 30 October 2013, i.e. that based solely on financial analysis there is no material difference between the option to construct the Eco Park and the option to dispose of waste through third party facilities. However when taking into account other significant legislative, strategic, contractual and economic factors referred to in paragraph 28, the option to proceed with the development of the Eco Park represents best overall value to the public. In addition, when taking into account the Waste Infrastructure Grant, the option to proceed with the Eco Park clearly represents the best value to the Council. Attention is drawn to additional risks associated with delay which were also reported to Cabinet in October 2013 as part of the confidential annex to the report.

31. Once the outstanding consents have been secured, a further detailed financial appraisal will need to be undertaken before proceeding with the Eco Park development.

Legal Implications – Monitoring Officer

32. The legal implications of the council's options were set out in detail in the report to Cabinet of 30 October 2013. Since that report a number of legal issues have been resolved positively, such as the claim made by a former unauthorised occupier of part of the site and no new significant legal risks have been identified.

Equalities and Diversity

33. This report confirms that there has been no change to the Equalities and diversity implications described in the 30 October Cabinet report, which has been replicated below.
34. An Equality Impact Assessment (EIA) – stage 1: initial screening – was completed for the purposes of the contract variation and was reviewed and approved by the Environment & Infrastructure Directorate Equalities and Diversity Group. The summary of key impacts and actions is copied below. The full EIA was attached to the report on the waste contract variation to the 23 July 2013 Cabinet.
35. The main potential impact arises from residents use of the community recycling centre and in particular residents with reduced mobility. The decision to proceed with the Eco Park will not materially change how the community recycling centre is operated. The operation of the community recycling centre was subject to a previous EIA in March 2009. This EIA has been reviewed and remains valid. Continued monitoring of customer feedback has not identified any particular issue relating to service users with protected characteristics.
36. The screening stage concluded that it was not necessary to carry out a full EIA given the minor potential impacts and actions already in place as stated in the paragraph above.

Climate change/carbon emissions implications

37. This report confirms that the climate change and carbon emissions implications remain the same as described in the 30 October 2013 Cabinet report and have been replicated below.

38. The proposed Eco Park waste management processes, including the new fluidised bed gasification system, anaerobic digestion facility and materials bulking facility, offers an alternative to sending up to 95,000 tonnes of Surrey's waste to landfill.
39. The net benefit to mitigating climate change, of the new system, compared to the 'landfill' scenario is a reduction in emissions of approximately 20,800 tonnes of CO₂ equiv per year.
40. The site will export over 27,700,000kWh to the national grid, which is enough to power 8,400 houses. Over two thirds of this (the electricity produced from the biodegradable element of the waste treated at the Eco Park) qualifies as renewable energy under current regulations.
41. The carbon reduction and electricity generation information is based on a detailed assessment using prudent assumptions relating to the fuels used to generate national grid electricity. This assessment shows that recovery of energy from waste processed at the Eco Park represents a beneficial solution compared to sending waste to landfill.
42. The main climate change mitigation benefits of the new gasification system, compared to a landfill scenario are from reduced methane emissions which would arise from degradation of waste in landfill, as well as additional benefits from metals recycling.
43. The main climate change mitigation benefits of the new gasification system compared to the previously approved technology are a reduction in oil fuel demand to operate the gasification plant and increased recycling of materials. Even though the new process uses electricity to segregate out recyclable materials, that electricity demand is more than outweighed by the benefits from recycling and from a reduced usage of light fuel oil.
44. The new gasification system results in more process wastes (rejects from pre-treatment and air pollution control residues) than the previously approved technology, but this minor disadvantage is outweighed by the other benefits of reduced carbon emissions from energy consumption and increased recycling by pre-treatment.

<u>Other Implications:</u>

45. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Public Health	Public health implications are not considered significant for this report. These matters were referred to in the report to the 25 June 2013 Cabinet and will be considered as part of the regulatory permissions related to the Eco Park.

WHAT HAPPENS NEXT:

46. SITA is instructed to continue with the delivery of the Eco Park Phase 1, as outlined in paragraph 5, minimising the commitment of expenditure until the necessary remaining consents are obtained
47. The Strategic Director of Environment and Infrastructure, Director of Finance and Director of Legal and Democratic services, in consultation with the Leader and Cabinet Member for Environment and Planning, continue to monitor progress and report back to Cabinet in the event of material changes to the risks and assumptions set out in this report and the October 2013 report and in particular if the remaining outstanding consents are not obtained by the end of October 2014.

Contact Officer:

Ian Boast, Assistant Director for Environment. Tel: 020 8541 9479

Consulted:

There has been a comprehensive consultation process by the Waste Disposal Authority as described in the 25 June 2013 Cabinet report and which included:

(Note: this does not relate to the County Planning Authority consultation as part of the planning application as this was a separate process.)

- Constituency MP and other Local MPs
- All local Residents Associations (Charlton Village RA; Shepperton RA)
- Spelthorne Local Committee, which includes local councillors and county councillors
- Spelthorne Borough Council relevant officers (e.g. Chief Executive, Deputy Chief Executive, Director for Environment)
- Over 10,000 local residents
- Elmbridge Borough Council
- Neighbours to the Charlton Lane site
- SCC Cabinet

Consulted on report to Cabinet:

- Leader
- Cabinet Member for Environment and Planning
- Chief Executive
- Strategic Directors-
 - Environment and Infrastructure
 - Business Services
- Chief Finance Officer
- Monitoring Officer

Informed:

All relevant stakeholders informed.

Sources/background papers:

- Cabinet Reports:– 2 February 2010 – 14 March 2011 – 26 March 2013 – 25 June 2013 - 30 October 2013
- A Plan for Waste Management: www.surreywastepartnership.org.uk/theplan
- Consultation details and analysis:
www.surreywastepartnership.org.uk/consultation
- Mott MacDonald technical advisors report – Technology Review August 2012
- Mott MacDonald Technical Due Diligence – M&W proposal June 2013

Annexes: None

SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES****LEAD OFFICER: JULIE FISHER, STRATEGIC DIRECTOR FOR BUSINESS SERVICES****SUBJECT: ANNUAL GOVERNANCE STATEMENT 2013/14****SUMMARY OF ISSUE:**

Surrey County Council has a statutory duty under the Accounts and Audit (England) Regulations 2011 to publish an Annual Governance Statement (AGS). The AGS provides a comprehensive assessment of governance arrangements and the internal control environment. Once signed by the Leader of the Council and the Chief Executive, the AGS is incorporated into the Statement of Accounts and the Annual Report.

RECOMMENDATIONS:

It is recommended that:

1. the 2013/14 Annual Governance Statement (ANNEX A) is approved and signed by the Leader and the Chief Executive for inclusion in the Statement of Accounts and Annual Report; and
2. the Audit and Governance Committee continue to monitor the governance environment and report to Cabinet as appropriate.

REASON FOR RECOMMENDATIONS:

There is a statutory duty to annually review and report on governance. The identification of issues in governance and internal control and a responsive approach to addressing those issues is viewed as best practice.

DETAILS:

1. The annual review of governance is overseen by the Governance Panel (Director of Legal and Democratic Services [Chairman], Director of Finance, Chief Internal Auditor, senior representatives from HR and Organisational Development and Policy and Performance and the Risk and Governance Manager), which has responsibility for the development and maintenance of the governance environment and production of the AGS.
2. The annual governance review has provided a satisfactory level of assurance on the governance arrangements across all activities for the financial year ending 31 March 2014. The AGS identifies specific internal control issues

that have arisen during the year, for which management action plans are being implemented by the identified responsible officers and monitored by Select Committees and the Audit and Governance Committee.

CONSULTATION:

3. The Continual Improvement Board was consulted on the draft AGS at their meeting on 28 April 2014 and their comments have been incorporated.
4. The Audit and Governance Committee considered the AGS at its meeting on 29 May 2014. The Leader and the Chief Executive introduced the AGS and commended it to the Committee. The Committee suggested some additions to the AGS, which the Leader and the Chief Executive agreed to include. The AGS item minutes from the meeting are attached at ANNEX B.
5. At the end of the discussion, the Committee made the following resolutions:
 - i. That the Committee is satisfied that the governance arrangements are represented correctly in the AGS; and
 - ii. That the Committee COMMENDS the draft AGS to the Cabinet, subject to additional amendments, for publication with the council's Statement of Accounts.

RISK MANAGEMENT AND IMPLICATIONS:

6. Positive action to respond to the issues in the AGS will enhance the council's ability to mitigate risk.

Financial and Value for Money Implications

7. There are no direct financial implications. Continued improvements in governance will help to deliver value for money for residents.

Section 151 Officer Commentary

8. The Section 151 Officer is a member of the council's Governance Panel and so is up to date with key risks and the governance environment and confirms that all relevant matters are considered in the Annual Governance Statement.

Legal Implications – Monitoring Officer

9. The AGS is required by the Accounts and Audit (England) Regulations 2011 and forms part of the council's Statement of Accounts.

Equalities and Diversity

10. There are no direct equalities implications but any actions taken need to be consistent with the council's policies and procedures.

WHAT HAPPENS NEXT:

11. The AGS is signed by the Leader and the Chief Executive and incorporated into the council's Statement of Accounts and Annual Report for 2013/14.

12. The Audit and Governance Committee will continue to monitor the governance environment and report any significant issues to the Cabinet as appropriate.

Contact Officer:

Sheila Little, Director of Finance
Tel: 020 8541 7012

Consulted:

Governance Panel, Continual Improvement Board, Chief Executive, Audit and Governance Committee, Leader of the Council.

Annexes:

Annex A – Annual Governance Statement 2013/14.

Annex B – Extract from the minutes of the Audit and Governance Committee on 29 May 2014.

Sources/background papers:

- Governance Panel minutes, governance review working papers, CIPFA/SOLACE Framework for Delivering Good Governance in Local Government, Code of Corporate Governance.
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Annual Governance Statement 2013/14

Context

Surrey County Council (the council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for. The council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, including the arrangements for the management of risk.

The council is committed to fulfilling its responsibilities in accordance with the highest standards of good governance to support the 2018 vision “to be delivering great value for Surrey residents” and the council has adopted a Code of Corporate Governance (the code), through which good governance is evidenced.

This Annual Governance Statement (AGS) outlines the council's governance arrangements and achievements during 2013/14 and highlights areas to continue to strengthen governance and internal control in 2014/15. It also meets the requirements of regulation 4 of the Accounts and Audit (England) Regulations 2011, which requires the council to prepare an Annual Governance Statement.

The annual review of governance is overseen by the Governance Panel (the panel). The panel comprises the Head of Legal and Democratic Services [chair], the Chief Finance Officer, senior representatives from HR and Organisational Development and Policy and Performance, the Chief Internal Auditor and the Risk and Governance Manager. The panel meets four times a year and reports to the Corporate Leadership Team and the Audit and Governance Committee. The review has provided a satisfactory level of assurance on the governance arrangements for the year.

The governance environment during 2013/14

Purpose and Outcome

The Corporate Strategy, ‘Confident in our future’, provides clear direction for staff as well as a signpost for residents, businesses and partner organisations and has the council's four values of Listen, Responsibility, Trust and Respect at its heart. It is underpinned by a suite of supporting documents such as the interactive Medium Term Financial Plan, Investment Strategy and directorate strategies. The Chief Executive reports progress on delivering the Corporate Strategy to full County Council on a six-monthly basis.

The council has established a strategic framework for innovation and is developing new ideas and approaches through new models of delivery that aim to ensure that services are sustained and improved. The framework has been cited as an example of good practice within the Grant Thornton report Local Government Governance Review 2014, Working in Tandem. The council's ‘Lean programme’ also uses a range of concepts, principles and tools that identify and support effective service delivery from the residents’ and service users’ perspective. A Chief Digital Officer has been appointed to ensure the council has the most suitable and efficient digital solutions to meet its needs and the needs of residents.

The council has established two Local Authority Trading Companies during the year and has put in place a Shareholder Board (comprising members and the Chief Executive) that acts with the delegated authority of Cabinet to oversee activity and ensure satisfactory performance. Similarly, the council has progressed its Investment Strategy by investing in new assets during the year and has established a member led Investment Advisory Board to provide strategic oversight of this strategy. Both these Boards are supported by relevant internal and external

professional advisors. In addition, a high level Programme Board, including the Strategic Director for Business Services, Section 151 Officer and Monitoring Officer, monitors the overall progress of the 'New Models of Delivery Programme.' In addition, the council continues to optimise the use of its existing physical assets.

Scorecards are used to monitor progress against the corporate strategy objectives, measured through a variety of key indicators related to staff, costs, residents, and performance. Finance, performance and risk information is reviewed by senior management and scrutinised by Select Committees and Cabinet. The Leadership risk register is regularly reviewed by the Continual Improvement Board and Audit and Governance Committee.

The council's Fairness and Respect strategy sets out priorities for improving outcomes for Surrey residents that are linked to the Corporate Strategy.

Leadership & Behaviour

The roles, responsibilities and delegated functions for officers and members are set out in the Constitution of the Council. The Scheme of Delegation for members and officers is regularly reviewed and updated in consultation with services and the Cabinet, before being approved by full County Council.

The Cabinet comprises the Leader, Deputy Leader and eight Cabinet Members, with each Member holding the brief for a particular portfolio of services. During 2013/14 the Cabinet has been further supported by four Associate Cabinet Members who do not have voting rights, but support the Cabinet portfolio holder in the most complex areas. Decisions can be taken by individual members of the Cabinet or collectively by the full Cabinet (excluding Associates).

The functions of the Monitoring Officer (Head of Legal and Democratic Services) and Chief Finance Officer/Section 151 Officer (Chief Finance Officer and Deputy Director for Business Services) are specified by statute and between them they are responsible for ensuring lawfulness, fairness and financial prudence in decision-making.

During 2013/14 the Chief Finance Officer met her financial responsibilities and ensured fully effective financial management arrangements were in place by attending key meetings where significant financial issues were discussed, including the Continual Improvement Board, all Cabinet meetings and Audit and Governance Committee. She also had regular meetings with the Chief Executive, the Leader, Monitoring Officer, Chief Internal Auditor and External Auditor, and had direct access to the Leader and the Chief Executive at all times. She continued to be able to instigate whole Cabinet / Corporate Leadership Team budget related workshops as required, which occurred monthly throughout the budget planning cycle. In addition, briefings for all members were held most months and finance induction workshops specifically targeted at members joining the council were held following the May 2013 elections. Although during the year the Chief Finance Officer reported to the Strategic Director for Business Services, this did not restrict her powers and responsibilities in respect of the financial affairs of the council.

In recognition of the increasingly significant contributions that the Section 151 Officer and Monitoring Officer are required to make to the strategic direction of the council, their job titles changed in May 2014 to Director of Finance and Director of Legal and Democratic Services and they report directly to the Chief Executive.

The Staff and Member Codes of Conduct set out the high standards of conduct expected by the council and training is provided through induction. The Codes of Conduct are supplemented by the Member/Officer Protocol, which provides principles and guidance for good working relations, and the Strategy Against Fraud and Corruption. The Monitoring Officer and the Member Conduct Panel deal with allegations of breaches of the Member Code of Conduct. The register of pecuniary interests for all members can be viewed online.

The Chief Executive continues to show his commitment to engage with and support staff by providing regular updates and key messages through emails and the intranet via a monthly blog.

He also regularly visits offices across the county with the Leader to meet, listen, learn and engage with staff.

Transparency and Stewardship

The council produces an Annual Report that demonstrates the delivery of priorities over the year through highlighting key data on performance, notable achievements and includes the AGS and summary accounts. The council also produces the four primary financial statements each quarter (Movement in Reserves, Income & Expenditure, Balance Sheet and Cash Flow) to provide management and members with robust information for measuring performance. The 2013/14 Statement of Accounts will be audited and approved for publication by the end of July 2014. In the past this formal approval has been in early September.

The Investment Panel continues to ensure all proposed service capital investments have robust business cases before formal approval by Cabinet or Cabinet Member as appropriate. It is chaired by the Chief Finance Officer and Deputy Director for Business Services and since 2013/14 comprises five senior managers including the Chief Property Officer, Chief Internal Auditor and Head of IMT, as well as other heads of service to ensure a broad perspective for challenge. The council has a significant schools building programme and recognises the importance of strong scrutiny of business cases ahead of commitment to each additional site as the programme rolls out.

The council is continuously improving its use of systems and technology to enhance and strengthen monitoring and reporting. New easy to use budget monitoring tools and performance systems were introduced in 2013/14 and are providing officers and members with up to date and consistent financial information.

The council's external auditors' report on financial resilience positively concluded that 'whilst the council faces some significant risks and challenges during 2013/14 and beyond, its current arrangements for achieving financial resilience are adequate, or better.'

The council's risk management policy statement and strategy are part of the Constitution and are reviewed annually. The Strategic Risk Forum was established in 2013/14 and draws together lead officers from across the council to review and challenge risks and ensure a consistent risk approach is adopted. During the year it has given particular focus on developing the council's awareness of its risk culture.

The council has six select committees who provide challenge to the Cabinet and continue to strengthen their policy development and review role. The Council Overview and Scrutiny Committee, comprising the select committee chairmen and representatives of the opposition parties, takes a council-wide view and leads on collaborative scrutiny issues.

Every County Council, Cabinet and Planning and Regulatory Committee meeting is webcast to enable people to watch meetings online.

The Audit and Governance Committee comprises six councillors (the Chairman is a Residents' Association/Independent Councillor) who have been specifically chosen to enable robust challenge and assurance from a position of knowledge and experience. The committee is focused on providing independent assurance on the council's control environment, the adequacy of the risk and governance arrangements and financial reporting.

A Pension Fund Board was established during the year to take decisions on behalf of the council as the administering body for the Local Government Pension Scheme. The formal make up of this Board is recognised as representing best practice and follows a review of governance arrangements carried out by an independent advisor.

The annual review of the effectiveness of the system of internal audit encompassed a self assessment of conformance with the Public Sector Internal Audit Standards (PSIAS) and a review of the level of member and officer focus on audit findings and recommendations. The 2013/14 review concluded that in all significant respects, the council's Internal Audit function

complies with PSIAS. The review provided positive assurance that senior officers across the council have a good level of awareness of audit activity taking place and of progress in implementing audit recommendations.

The gifts and hospitality register for officers is online and provides a means for staff to easily register anything offered or accepted, making the entire process transparent.

The council's Whistle-blowing policy encourages staff to raise concerns, such as bullying or harassment or fraud, through an anonymous, confidential and independent hotline. A variety of communication channels are constantly used to publicise the policy and the supporting arrangements.

As part of the Council's policy on transparency and openness, information is made available to residents and businesses through the publication of expenditure invoices for spend over £500 and salaries of staff who earn over £58,200 (named from £100,000).

The performance of each directorate is monitored by the production of a scorecard of performance, which is presented to management teams to highlight areas of concern and success and encourage steps taken to improve upon success and remedy failings. These scorecards are then published online on a monthly basis.

People

The People Strategy is annually refreshed to reflect the council's people priorities. It covers employees and the wider workforce, including volunteers, charities and members of the public who help the council to help residents.

The council continues to invest in staff and members to ensure engagement and motivation. Staff are given access to a number of tools and support through the STARS (Stretching Talent and Raising Skills) training and development programme that includes a range of e-learning and classroom based courses, online guidance and websites. Workplace coaches and a pilot high performance development programme (planned for roll out in 2014/15) are in place across the organisation to support staff with career development and/or find solutions to issues and problems.

The council holds the Charter for Elected Member Development. A career pathway for members has been created to encourage all members to work on their personal development and highlight key skills and learning that is needed to help them progress through their career path.

Engagement and collaboration

The Surrey Residents Survey, which is jointly commissioned with Surrey Police, gathers customer satisfaction data and the results form part of the corporate scorecard. Customer feedback procedures ensure that feedback is both consistent and appropriate and that outcomes are reported through a quarterly digest.

The council continues to develop Surrey-i, which publishes information about the council's residents and communities. It gives public service professionals, partner organisations and the public improved access to essential data, including customer needs, demand and supply side data. Information is now available in snapshots (eg on crime and health), which bring together information in a visual and user friendly way.

The council has strengthened the public participation arrangements for each of its 11 local committees that deal with local County Council decision making.

The Council worked together with residents and partners to cope with the severe flooding as well as aid the recovery post flooding. This included staff relocating from the Runnymede Centre to allow it to be used as a base for the army to help to support residents.

The council is part of the Government's Public Service Transformation Programme and is working closely with partners on projects including emergency service collaboration, Supporting

Families and health and social care integration. The vision is that services will shift towards prevention and earlier intervention in order to deliver better value for money.

The SE7 Councils, consisting of seven South East councils, are continuing to work together to identify savings from joint working. Progress is being made in the waste and highways workstreams. The council is also building on successful arrangements with East Sussex County Council to develop further efficiencies.

Internal control environment

The internal control environment is a significant part of the governance framework and is designed to manage risks to a reasonable level. The overall opinion of the Chief Internal Auditor on the internal control environment for 2013/14 is “**some improvement needed**”. Controls evaluated are judged to be generally adequate, appropriate, and effective to provide reasonable assurance that risks are being managed and objectives should be met. However, there are a number of areas where there is a need to enhance the governance arrangements in place, in particular:

- **Information Governance** - further work is required to raise awareness of the information governance risks across the organisation. Key to this is not only the need to ensure policies and procedures are clear and up to date and easily accessible to staff but to ensure local controls are in place to ensure compliance with them.
- **Social Care Debt** – improvements identified through Internal Audit and service led reviews, need to be fully embedded. This will ensure that more of the monies due to the council are received in a timely manner and appropriate action taken where credit balances exist.
- **Children in Care Health and Dental Checks** – there is a need to reduce the current delay between the time Children’s Services are notified of a completed health check and the corresponding paperwork being received so that the completion of the health check can be properly validated.

Management Action Plans are in place to address the recommendations made by Internal Audit and actions will be implemented by the identified responsible officers.

Focus for 2014/15

The council’s strategic plans need to remain focussed on continuing to strengthen our relationships with residents, businesses and all partners, developing innovative solutions, and planning and managing our finances carefully and responsibly.

The council will continue to take a more networked approach that ensures it acts as one team in delivering strategic objectives and priorities. This will help ensure high performance in the day to day delivery of services while mobilising the resources of the whole organisation to secure the most effective new ways of working.

Effective learning remains a key part of our approach. The learning process is crucial if we are to meet our responsibilities to residents now and in the future. As part of this we have a duty to understand and address any mistakes we do make.

We recognise that despite our achievements to date, we face further challenges ahead and therefore it is even more important that we have a strong and resilience organisation. Strong relationships will be ever more essential over the coming years and our relationship with partners and residents will strengthen our ability to deal with the challenges we face and successfully transform services.

Signed:

Leader of the Council
July 2014

Chief Executive
July 2014

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Extract from the MINUTES of the meeting of the **AUDIT & GOVERNANCE COMMITTEE** held at 10.00 am on 29 May 2014 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

103/14 2013/14 ANNUAL GOVERNANCE STATEMENT [Item 12]

Declarations of Interest:

None.

Witnesses:

David Hodge, Leader of the Council

Sue Lewry-Jones, Chief Internal Auditor

David McNulty, Chief Executive

Key Points Raised During the Discussion:

1. The Chairman asked whether it would be possible to include an update on the comments made about the internal control environment in the previous year's Annual Governance Statement. The Chief Internal Auditor suggested that this was not necessary as either there were no more concerns in a particular area or they had been addressed in the Internal Audit Annual Report.
2. The Chief Executive responded to the comment that the Council does not have a central programme office any longer as there had been a need to make savings in the back office. The previous central programme office had done interesting work but had been an additional layer of bureaucracy. Departments had worked hard to ensure that a common methodology is applied to programmes and that the right skills and tools are available. He stated that he wasn't convinced that there was sufficient merit in having a central programme office to offset the cost involved. The Chairman agreed that sometimes central programme offices can take over the running of projects and reduce responsibility within the service.
3. The Vice-Chairman queried if the leadership felt that Select Committees were challenging enough. The Leader of the Council informed the committee of work with South East employers on improving the effectiveness of Select Committees. Over the past few months the standard of chairmanship of Select Committees had improved. Member coaching was also available to support committees to be challenging in a positive manner. He pointed out that as Leader of the Council he had no control over the overview and scrutiny process but that he did want to see strong Select Committees. The Chief Executive stressed that Select Committees were well-informed and had intellectual integrity. The Cabinet does take feedback from Select Committees seriously and feels sufficiently challenged. The Vice-Chairman suggested that some Select Committees do have issues, for example not taking audit findings seriously. The Chief Executive assured the committee that he is aware of the issues as perceived by Audit & Governance Committee and that the Chairman of the Committee raises issues with him, which is very helpful.
4. It was suggested that the Statement be more explicit about the work ongoing as part of the flood recovery exercise. The Chief Executive stated that he did not want it to appear that the Council was being self-congratulatory when residents were continuing to suffer from the implications of the flooding. He also felt that a more explicit statement was not necessary in the Annual Governance Statement but suggested that there would be a stronger reference to the flooding in the Council's Annual Report.
5. Concerns were raised about the schools place programme not running effectively. Two Planning and Regulatory Committee meetings in a row had not considered school expansion planning applications when it was known that there are a number in the pipeline. The Chief Executive agreed that the schools place programme is a key objective for the council and of significant scale. However, he wasn't aware of

specific governance issues. The committee agreed that it wished the schools place programme to be addressed within the Annual Governance Statement (**Recommendations tracker ref: A14/14**).

6. It was suggested that an emphasis on making physical assets work harder could be set out more strongly under Transparency and Stewardship. The Chief Executive agreed that this could be brought out more strongly (**Recommendations tracker ref: A15/14**).
7. The Chairman stated that he was not convinced that the problems with the Children in Care Health and Dental Checks were only about the timeliness of the paperwork trail but were also due to checks not being undertaken on a timely basis. The Chief Executive confirmed that the Corporate Parenting Board had received an update on Health and Dental Checks. This had shown that CCGs and the private provider Virgin Care had made significant progress on this issue. Increased capacity had been made available and there was improved confidence that checks would be delivered on time. The Corporate Parenting Board would keep a relentless focus on this. The Leader of the Council also informed the committee that he addresses this issue in his accountability meetings with the relevant Cabinet Members. The Chairman requested that the committee be sent the Minutes of the Corporate Parenting Board so that it could reassure itself on these improvements (**Recommendations tracker ref: A16/14**).
8. The Chairman suggested that under 'Focus for 2014/15' or the 'Engagement and Collaboration', reference should be made to the challenges of the Care Act. The Leader of the Council informed the committee that, due to the lack of certainty about what would happen after May 2015, it was preferable for the Council to concentrate on being resilient enough to handle anything that may be required.
9. The Chief Executive asked that the committee acknowledge the tremendous work of the Risk and Governance Manager on the Annual Governance Statement.

Actions/Further information to be provided:

- i. The schools place programme to be addressed within the Annual Governance Statement.
- ii. An emphasis on making physical assets work harder to be set out more strongly under Transparency and Stewardship.
- iii. The Minute of the Corporate Parenting Board relating to improvements to the Children in Care Health and Dental Checks to be circulated to the Committee.

RESOLVED:

- a. To COMMEND the draft Annual Governance Statement, subject to the amendments outlined above, to the Cabinet for publication with the council's Statement of Accounts.

Committee Next Steps:

None.

SURREY COUNTY COUNCIL

CABINET

DATE: 24 JUNE 2014

REPORT OF: MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES

LEAD OFFICER: JULIE FISHER, STRATEGIC DIRECTOR FOR BUSINESS SERVICES

SUBJECT: LEADERSHIP RISK REGISTER



8

SUMMARY OF ISSUE:

This report presents the latest Leadership risk register and the key changes made since it was last presented in March 2014.

RECOMMENDATIONS:

It is recommended that the Cabinet is asked to note the contents of the Leadership risk register (Annex A) and endorse the control actions put in place by the Continual Improvement Board.

REASON FOR RECOMMENDATIONS:

To enable the Cabinet to keep the Council's strategic risks under review and to ensure that appropriate action is being taken to mitigate risks in the most effective way.

DETAILS:

1. The Leadership risk register is owned by the Chief Executive and shows the council's key strategic risks.
2. The role of the Cabinet is to assure itself that the relevant risks are being recognised on the risk register and that appropriate actions are being taken to mitigate the risks.
3. Key changes include:
 - Central Government policy development (L15) – risk description updated, was previously 'Welfare Reform' and controls updated;
 - IT risk (L4) – risk description updated, was previously 'IT systems' and controls updated.

CONSULTATION:

4. The risk register is reviewed by the Strategic Risk Forum (chaired by the Director of Finance) and then by the Continual Improvement Board on a

monthly basis. The Audit and Governance Committee also review the risk register at each meeting.

RISK MANAGEMENT AND IMPLICATIONS:

5. Effective management of risks and financial controls helps to monitor costs and enable value for money.

Financial and Value for Money Implications

6. There are no direct financial implications relating to the Leadership risk register.

Section 151 Officer Commentary

7. The Section 151 Officer is chair of the council's Strategic Risk Forum and is therefore well sighted of current and emerging risks. This also ensures the link with budget setting and monitoring.

Legal Implications – Monitoring Officer

8. There are no direct legal implications relating to the Leadership risk register.

Equalities and Diversity

9. There are no direct equalities implications but any actions taken need to be consistent with the council's policies and procedures.

WHAT HAPPENS NEXT:

10. To note that the Leadership risk register will be presented to the Cabinet again in September 2014.

Contact Officer:

Sheila Little, Director of Finance
Tel: 020 8541 7012

Consulted:

Strategic Risk Forum, Continual Improvement Board, Chief Executive, Audit and Governance Committee, Cabinet Member for Community Services (and lead for Continuous Improvement) .

Annexes:

Annex A – Leadership risk register.

Sources/background papers:

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 CSF4,16,20, 22 EAI1,13	<p>Future Funding</p> <p>- Erosion of the council's main sources of funding:</p> <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 <p>and failure to generate new income streams as planned e.g. trading</p> <p>lead to lack of financial resilience and failure to deliver statutory and essential services.</p>	High	<p>- 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.</p> <p>- Continued horizon scanning of the financial implications of existing and future government policy changes.</p> <p>- Development of alternative / new sources of funding (e.g. bidding for grants).</p> <p>- Review how systems and processes can lead to greater efficiencies.</p> <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, 29 BUS9 CAC8,19 CSF4,16,22 EAI1	<p>Medium Term Financial Plan (MTFP) 2014-19</p> <p>- Failure to achieve the MTFP which could be as a result of:</p> <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	<p>- 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).</p> <p>- 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.</p> <p>- Clear management action reported promptly detailing alternative savings / income if original plans become non deliverable or funding levels alter in year</p>	Corporate Leadership Team / Sheila Little	Cabinet / David Hodge	High

				<ul style="list-style-type: none"> - Reduced risk contingency for 2014/15, from £8m (base) to £5m, takes pressure off services to find more efficiencies. - 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. 			
L7	BUS12 EAI2	Waste <ul style="list-style-type: none"> - 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"> - Strong resourcing and project implementation monitored by the Waste Programme Delivery Board with strategic overview provided by the Strategic Waste Board. - Further work with the Districts and Boroughs continue, to review waste plans to achieve the objectives. - 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. 	Trevor Pugh	Mike Goodman	High
L15	ASC5, 24 CSF4,16	Central Government policy development <ul style="list-style-type: none"> - Central government policy changes, including welfare reform and the Care Bill, are expected to put additional pressure on demand for all public services leading to lack of financial resilience and failure to deliver statutory and essential services. 	High	<ul style="list-style-type: none"> - Effective horizon scanning to ensure thorough understanding of intended policy 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 	Nick Wilson and Dave Sargeant	Cabinet / Mary Angell and Mel Few	High

				<ul style="list-style-type: none"> - Taking opportunities to influence central government e.g. via the Local Government Association. - Care Bill Implementation Board in place and project programme set up to support ongoing discussion. Through ADASS, SCC leading best practice model in relation to financial management and working closely with Department of Health in the development of regulations that underpin the Care Bill. 			
L16	<p>ASC9 BUS22,23,24 CEO13 CSF8,20,23 EAI3</p>	<p>Partnership working Failure or breakdown of:</p> <p>(a) a significant partnership (where the council has entered into a formal partnership) or</p> <p>(b) a partner (other public bodies eg NHS)</p> <p>leads to service failure and delivery of savings due to increased reliance on partners to deliver services.</p> <p>(c) A breakdown in partnership working, or the failure of a key partner, results in our inability to co-ordinate 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.</p>	High	<p>- Health and wellbeing strategy and action plan owned by partners.</p> <p>a) Leadership and managers recognise the importance of building and sustaining good working relationships and having early discussions if these falter.</p> <p>(b) Contracts are managed effectively through strong governance and early warning mechanisms are put in place.</p> <p>- Intelligence on partners is shared and areas of risk identified as a consequence.</p> <p>(c) The council will maintain a regular ongoing dialogue with partners to ensure collective delivery of health outcomes with regular meetings.</p> <ul style="list-style-type: none"> - 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. 	Corporate Leadership Team / Susie Kemp	Cabinet	High

L11	ASC12 BUS26 CEO7 CSF18	<p>Information Governance</p> <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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. <p>Despite the actions above, there is a continued risk of human error that is out of the council's control.</p>	Corporate Leadership Team	Denise Le Gal	High
L4	BUS20,26	<p>IT risk</p> <ul style="list-style-type: none"> - Failure of IT systems due to: <ul style="list-style-type: none"> • Deliberate and unauthorised breaches of security • Unintentional or accidental breaches of security and/or • Operational IT systems integrity <p>leads to financial loss, disruption or damage to reputation.</p>	High	<ul style="list-style-type: none"> - Proactive and effective security controls in place - Robust IT incident response plan - Training and regular communication to staff via email and snet - IT system resilience provided through Primary and Secondary Data Centres 	Julie Fisher	Denise Le Gal	High
L3	ASC18 CAC8,18,19,22 CEO3 EAI4,5,7	<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 	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. 	Corporate Leadership Team	Denise le Gal / Helyn Clack	Medium

				- External risks are assessed through the Local Resilience Forum.			
L2	ASC9,20 BUS2 CEO8 CSF4,20 EAI2,3,10	Staff resilience to major change 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.	High	- 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. Over 40 trained coaches who are available to support staff. New High Performance Development Programme. - 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.	Corporate Leadership Team	Cabinet	Medium
L5	ASC18 CSF6,16	Safeguarding - Avoidable failure in Children's and/or Adults care leads to serious harm or death	High	- Appropriate and timely interventions by well recruited, trained, supervised and managed professionals, with robust quality assurance and prompt action to address any identified failings.	Caroline Budden/ Dave Sargeant	Mel Few/ Mary Angell	Medium
L17	ASC28 BUS27	Supply chain / contractor resilience - Poor understanding, monitoring or management of the councils supply chain leads to service failure.	High	- 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.	Corporate Leadership Team	Cabinet	Medium

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	Staff resilience to major change	May 10	High	Jan 12	↓	Medium
L3	Business Continuity, Emergency Management	May 10	Medium	Aug 12	↓	Medium
L4	IT risk	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	Central Government policy development	Feb 13	High	-	-	High
L16	Partnership working	June 13	High	-	-	High
L17	Supply chain / contractor resilience	Jan 14	High	-	-	Medium

SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE****SUBJECT: BUDGET MONITORING REPORT FOR MAY 2014****SUMMARY OF ISSUE:**

This report presents the Council's financial position at the end of period 2 – May of the 2014/15 financial year. It focuses particularly on the year end revenue and capital budget forecasts and the achievement of Medium Term Financial Plan (MTFP) efficiencies.

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

RECOMMENDATIONS:

The final recommendations are to follow in Annex 1.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. Cabinet approved the MTFP 2014-19, including the 2014/15 revenue and capital budgets on 4 February 2014. Through its approval of the MTFP, Cabinet set out several key corporate objectives, including:
 - to ensure the Council continues to maintain its financial resilience and protect its long term financial position;
 - to enable the Council to meet the expectations of Surrey's residents as confirmed in their responses to the in depth consultation exercise undertaken in 2012; and
 - to provide adequate finances for key services such as school places, highways, adults social care and protecting vulnerable people.
- Cabinet also recommended
- the Chief Executive and Chief Finance Officer to establish a mechanism to regularly track and monitor progress on the further development and implementation of robust plans for achieving the efficiencies across the whole MTFP period; and

- Strategic Directors and Senior Officers to maintain robust in year (i.e.2014/15) budget monitoring procedures that enable Cabinet to monitor the achievement of efficiencies and service reductions through the monthly budget monitoring Cabinet reports, the quarterly Cabinet Member accountability meetings and the monthly scrutiny at the Council's Overview & Scrutiny Committee.
- 2. To support these recommendations, this is the first budget monitoring report of 2014/15. The Council's 2014/15 financial year commenced on 1 April 2014. The budget monitoring reports for this financial year focus on material and significant issues, especially monitoring the efficiencies in the MTFP. The reports also emphasise proposed actions to resolve any issues.
- 3. 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 effort and resources on monitoring those higher risk budgets due to their value, volatility or reputational impact.
- 4. 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, which 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, which is the relative rate that either actual spend or projected spend moves 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); and
 - political sensitivity, which 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).
- 5. Managers with high risk budgets monitor their budgets monthly, whereas managers with low risk budgets monitor their budgets quarterly, or more frequently on an exception basis (if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower).
- 6. Annex 1 to this report sets out the Council's revenue budget forecast year end outturn as at the end of May 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.
- 7. The report provides explanations for significant variations from the revenue 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 variances over 2.5% may also be material.
- 8. Annex 1 to this report also updates Cabinet on the Council's capital budget.

9. Appendix 1 provides details of the MTFP efficiencies and revenue and capital budget movements.

Consultation:

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

Risk management and implications:

11. 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

12. 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

13. 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

14. There are no legal issues and risks.

Equalities and Diversity

15. 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

16. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
17. 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, Director of Finance
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

SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MARY ANGELL, CABINET MEMBER FOR
CHILDREN AND FAMILIES****LINDA KEMENY, CABINET MEMBER FOR
SCHOOLS AND LEARNING****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN SCHOOLS AND
FAMILIES****SUBJECT: SURREY'S STRATEGY FOR GYPSY, ROMA AND TRAVELLER
CHILDREN AND YOUNG PEOPLE 2014-2017**

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SUMMARY OF ISSUE:

Surrey's strategy for Gypsy, Roma and Traveller (GRT) children and young people is informed by needs analysis, which found that across a range of health, education and social indicators, Surrey's GRT children and young people have some of the poorest life chances compared with the county's 0-19 population generally. The strategy identifies how the Children, Schools and Families (CSF) Directorate, and wider partners, can reduce local inequalities and improve outcomes for Surrey's GRT children and young people.

RECOMMENDATIONS:

It is recommended that Cabinet:

1. Approves the strategy (Annex A) for implementation with immediate effect.
2. The strategy and needs analysis should be published on Surrey County Council's website.
3. Officers should develop a short, accessible summary of the strategy to share with Surrey's GRT communities.

REASON FOR RECOMMENDATIONS:

Implementing the strategy is key to reducing local inequalities and improving outcomes for Surrey's GRT children and young people. The strategy also contributes to the Directorate's wider approach to improving outcomes for all vulnerable groups of children and young people. Publishing it will help to communicate Surrey's commitment to these objectives.

DETAILS:

Key findings from needs analysis

1. Our needs analysis (Annex B) was developed in collaboration with a wide range of stakeholders including staff within our own Directorate, external partners and members of Surrey's GRT communities. It provides a clearer understanding of the needs of GRT children and young people in Surrey than we have had previously. The following is a summary of key findings:
 - a. Despite notable achievements in some Surrey schools, educational outcomes for Surrey's GRT children and young people overall are significantly poorer than those of their non-GRT peers. School attendance tends to fall off as children get older. Experiences of bullying and racial discrimination are commonly cited. Many GRT families find vocational training and employment more relevant than academic qualifications.
 - b. Social issues impacting on GRT communities include high levels of domestic abuse; cultural expectations for females to take on significant domestic and caring responsibilities at a young age, and experiences of discrimination and difficulty in trusting services.
 - c. The physical and mental health of GRT children and young people and adults is significantly poorer than in the population as a whole. GRT life expectancy is ten years lower than the national average and infant mortality is twenty times higher than in the rest of the population.
 - d. There is insufficient accommodation to meet local need; and overcrowding and poor conditions on some sites.
 - e. Child poverty disproportionately affects GRT children and young people, and many families experience economic exclusion. Many GRT families will be impacted by the welfare reforms.
 - f. Data collection systems vary in their effectiveness in identifying outcomes for GRT service users. This is compounded by the reluctance of some families to self-ascribe.

Overview of the strategy

2. The aim of the strategy is that life opportunities for Surrey's GRT children and young people should be no different to the life opportunities of the majority of Surrey's 0-19 population. Given the complexity and long-standing nature of many of the issues involved, it may be unrealistic to claim that we can fully achieve this aim by 2017, so the strategy needs to be part of an ongoing approach, with progress reviewed regularly. The impact of some of our strategic actions may not be fully visible for a number of years.
3. The strategy focuses on 0-19 year olds but includes broader issues relating to the needs of Surrey GRT families and communities where these impact upon children and young people's wellbeing. Many of the actions can be implemented by Surrey County Council's Children, Schools and Families Directorate, and there are also recommendations for wider partners that would benefit from political support and high level leadership as they are taken forward.
4. The action plan with the strategy aligns with Surrey's Lifecourse Outcomes approach, which was developed in consultation with children, young people, parents and practitioners to find a common way of looking at the outcomes we believe children and young people can be supported to achieve at key stages in their childhood. It has sections covering the period from conception to birth; the early years (0-5); the primary years (6-11) and the teenage years (12-19 years), and a section referring to whole communities.

5. Overall, the action plan is intended to:
- a. Improve educational outcomes for GRT children and young people by developing a better coordinated response to attendance, bullying and exclusions; and ensure that GRT young people are better prepared to become economically successful adults.
 - b. Address identified social issues, for example, tackling domestic abuse and understanding the needs of GRT young carers.
 - c. Improve health outcomes by increasing GRT knowledge of relevant health issues for both adults and children and increasing early uptake of health services.
 - d. Ensure that plans are developed to tackle deficits in GRT accommodation through best use of available resources.
 - e. Ensure that the needs of GRT communities are considered in arrangements to support Surrey families impacted by economic exclusion and/or welfare reforms.
 - f. Ensure our services respond effectively to GRT needs by strengthening data collection and outcomes monitoring; increasing workforce awareness of GRT cultural needs; and encouraging positive engagement with GRT communities to ensure that our services respond effectively to their needs.

Monitoring and evaluation

6. The action plan names accountable leads who will ensure delivery and monitor the effectiveness of individual actions against agreed success measures. In some cases, action is already underway, for example, work has started towards developing an improved collaborative approach to GRT attendance. Other aspects of the strategy are in earlier stages of development (e.g. refresh of the anti-bullying strategy). Defining appropriate timescales and specific outcomes targets will be part of ongoing implementation work. Implementation will be led by the Assistant Director for Schools and Learning, on behalf of the CSF Directorate Leadership Team.

Governance

7. The CSF Directorate Leadership Team will receive regular updates about overall implementation progress and outcomes. Where actions are assigned to partner organisations, nominated leads will be accountable for implementation and outcomes monitoring through their own governance arrangements. Overall impact of the strategy will be monitored through Surrey's Children and Young People's Partnership.

<u>CONSULTATION:</u>

8. Consultation to develop the needs analysis and strategy has included:
- a. A working group comprising representatives from NHS Surrey; Surrey and Borders Partnership NHS Foundation Trust; Surrey County Council's Children, Schools and Families Directorate; the voluntary, community and faith sector, and community development workers who are themselves members of Surrey's GRT community.
 - b. Engagement with GRT communities via Surrey's Gypsy and Traveller Forum, and with young people attending Surrey's Gypsy Skills project.
 - c. Meetings and discussions with internal and external partners, in particular, the accountable leads named in the action plan.
 - d. Engagement with elected Members through a Member Reference Group representing the Children and Education Select Committee, and briefings to CSF portfolio holders.

RISK MANAGEMENT AND IMPLICATIONS:

9. It is expected that the majority of actions within the strategy can and will be achieved, and that there will be measurable impacts by 2017. However, two risks to delivery have been identified as set out in paragraphs 10 and 11 below.
10. The strategy includes various proposals intended to strengthen engagement with GRT communities, and, critically, to improve GRT trust in our willingness to work with them collaboratively. Achieving this relies upon Surrey's Gypsy and Traveller Forum as the key mechanism for public engagement and obtaining GRT feedback. The forum has been well attended by public agencies and members of GRT communities, and provides a positive model for engagement going forward. However, it depends heavily upon certain key individuals, which highlights risks to its sustainability. It is proposed that options to strengthen sustainability should be explored with partners, for example, supporting the development of GRT and non-GRT staff who could, in due course, succeed current steering committee members.
11. As identified in the needs analysis, the availability and quality of site accommodation for GRT families is a significant factor in GRT children and young people's wellbeing and outcomes. Tackling local shortfalls is the responsibility of district and borough partners, who are currently making progress in meeting local needs as identified in their Traveller Accommodation Assessments.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

12. Our needs analysis and strategy should ensure that our services are informed by a sound understanding of local GRT needs and issues, and that resources are used as effectively as possible to deliver improved outcomes for GRT children and young people. All actions within the strategy will need to be delivered within available resources.

SECTION 151 OFFICER COMMENTARY:

13. The section 151 officer expects the actions from this strategy to be delivered within available resources allocated to it.

LEGAL IMPLICATIONS – MONITORING OFFICER:

14. The public sector equality duty consists of a general equality duty, which is set out in section 149 of the Equality Act 2010 itself, and the specific duties which came into law on the 10th September 2011 in England which are imposed by secondary legislation. The general equality duty came into force on 5 April 2011.
15. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

16. These are referred to as the three aims or arms of the general equality duty. Having due regard for advancing equality involves:
 - Removing or minimising disadvantages suffered by people due to their protected characteristics.
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
17. The Act describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

EQUALITY AND DIVERSITY:

18. Cabinet Members' attention is drawn to the Equalities Impact Assessment attached (Annex C).
19. The strategy is expected to have a positive impact upon GRT children, young people and adults by strengthening existing practice in order to improve educational, health and social outcomes for GRT communities in Surrey.
20. The shortfall in site accommodation for GRT families is likely to remain a challenging area to fully address. The strategy identifies the role of districts and boroughs in working with GRT communities to tackle this; however, they face various constraints including availability of suitable land and resources. Therefore, the EIA identified a continuing negative impact upon GRT children and young people's wellbeing and outcomes, which could be difficult to fully mitigate in the near future.

CORPORATE PARENTING/ LOOKED AFTER-CHILDREN IMPLICATIONS:

21. Although not directly targeted towards looked-after children, the recommended actions to improve the collection of data and outcomes monitoring for GRT service users, and recommendations to increase workforce awareness of GRT cultural needs, should have a beneficial impact upon GRT children and young people who are looked-after, and their families.

SAFEGUARDING RESPONSIBILITIES FOR VULNERABLE CHILDREN AND ADULTS IMPLICATIONS:

22. Our needs analysis identified high levels of domestic abuse within GRT communities, so the strategy includes actions to ensure, through Surrey's Domestic Abuse Strategy, that there is an effective response to these issues within GRT communities.

PUBLIC HEALTH IMPLICATIONS:

23. The physical and mental health of GRT children and young people and adults is significantly poorer than in the population as a whole. The strategy includes actions that are intended to increase GRT knowledge of relevant health issues, and encourage early uptake of health services.

WHAT HAPPENS NEXT:

24. Subject to Cabinet approval, the following next steps are proposed:

Date	Actions
July 2014	Publication of strategy and needs analysis
July 2014 onwards	Implementation and monitoring
July 2014	Final strategy to be shared with Children and Young People's Partnership, and District and Borough Lead Officers for Children and Young People
July-October 2014	Explore options with partners to ensure sustainability of Surrey's Gypsy and Traveller Forum
September 2014 – January 2015	Share accessible version of strategy with Surrey's GRT families, using outreach through existing networks and at Surrey's Gypsy and Traveller Forum

Contact Officer

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Consulted

- CSF Directorate Leadership Team; CSF Directorate Equalities Group; service leads across CSF Directorate.
- Policy and Performance team, Chief Executive's Office
- Representatives from Public Health; NHS Surrey; Surrey and Borders Partnership NHS Foundation Trust; district and borough councils.
- Representatives from the voluntary, community and faith sector
- Surrey's Gypsy and Traveller Forum; GRT young people attending Gypsy Skills; Community Development Workers who are themselves members of Surrey's GRT community.
- Member Reference Group (Zully Grant-Duff and Denis Fuller) on behalf of Children and Education Select Committee

Annexes

- Annex A – Surrey's Strategy for Gypsy, Roma and Traveller children and young people 2014-2017
- Annex B - Needs Analysis for Surrey's Gypsy, Roma and Traveller children and young people 2013
- Annex C – Equalities Impact Assessment

Sources/background papers

None

DRAFT

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*Surrey's strategy for
Gypsy, Roma and Traveller children and
young people*

2014-2017

1. Introduction

Gypsies, Roma and Traveller (GRT) communities collectively represent a significant ethnic minority group in Surrey. It is estimated that we have around 10-12,000 GRT residents, which would mean that Surrey has the fourth largest GRT population of any local authority. There are approximately 1,400 children and young people on roll in Surrey schools from English Gypsy, Travellers of Irish Heritage and Fairground communities. In addition to Surrey's housed population, there are 19 public GRT sites and also numerous private sites.

Why this strategy is important

Surrey's GRT children and young people have some of the poorest life chances when compared with Surrey's 0-19 population generally. Our needs analysis found that across a range of health, education and social indicators, patterns of inequality exist both nationally and locally. Whilst there are areas of local good practice delivering outcomes beyond national and Surrey GRT averages, this is not the case for all Surrey's GRT children and young people. Statistical data and first-hand evidence from GRT representatives in Surrey indicates that multiple factors interplay to prevent GRT children and young people from benefiting from our services in the same way as their non-GRT Surrey peers. Problems of community isolation are compounded by experiences of insensitivity and discrimination that can deter GRT families from accessing the services they need, perpetuating inter-generational patterns of exclusion and deprivation.

The Public Sector Equality Duty 2011 requires public agencies to consider equality issues when procuring and commissioning services, and to take steps to remove or minimise disadvantages suffered by people with 'protected characteristics' (such as Gypsies, Roma and Travellers). It requires organisations to consider how they could positively contribute to the advancement of equality and good relations, and requires equality considerations to be reflected in the design and delivery of policies and services.

In the context of the current restrictions in public funding it is ever more important that our services are informed by a sound understanding of local needs and issues, including the needs of vulnerable groups, to ensure that resources are used as effectively as possible. The needs analysis underpinning this strategy can be found on Surrey County Council's website, and provides a clearer understanding of the needs of GRT children and young people in Surrey than we have had previously. It was developed by a working group comprising representatives from NHS Surrey; Surrey and Borders Partnership NHS Foundation Trust; Surrey County Council's Children, Schools and Families Directorate; the voluntary, community and faith sector, and community development workers who are themselves members of Surrey's GRT community. Many other professionals also contributed their expertise, knowledge and suggestions. We would like to thank all those who contributed to developing the needs analysis and the strategy, but we are especially grateful for the contributions of the GRT representatives whose honest and revealing accounts of life in their communities enabled us to reach a deeper understanding of the challenges and barriers faced by GRT families in Surrey today.

What we want to achieve

This strategy seeks to tackle local inequalities and improve outcomes for Surrey's GRT children and young people. Our action plan sets out what we will do between now and 2017, however, many issues for GRT communities are long-standing and entrenched, so our actions now must be part of an ongoing approach to working with GRT families, children and young people to improve their outcomes and aspirations. Our strategy focuses on 0-19 year olds but includes broader issues relating to the needs of Surrey GRT families and communities where these impact upon children and young people's wellbeing. Many of the actions can be implemented by Surrey County Council's Children, Schools and Families Directorate, and there are also

recommendations for wider partners that would benefit from political support and high level leadership as they are taken forward.

Our aim is that life opportunities for Surrey's GRT children and young people should be no different to the life opportunities of the majority of Surrey's 0-19 population. The actions in this strategy align with Surrey's Lifecourse Outcomes approach, which was developed in consultation with children, young people, parents and practitioners to find a common way of looking at the outcomes we believe children and young people can be supported to achieve at key stages in their childhood. Our strategy for GRT children and young people therefore contains actions covering the period from conception to birth; the early years (0-5); the primary years (6-11) and the teenage years (12-19 years), and a section referring to whole communities.

Our approach has been informed by input from GRT children and young people and parents, with the aim of developing a strategic approach that values GRT culture and works towards shared aspirations for the future. To achieve this we need work in partnership with Surrey's Gypsy, Roma and Traveller communities to encourage and build relationships. This will help us better understand and address issues and barriers in relation to Gypsy, Roma and Traveller children and young people's health, education, training and employment, whilst respecting Gypsy, Roma and Traveller cultural and lifestyle choices. The need for collaborative engagement to develop services that are truly effective in supporting GRT children and young people is reflected by this statement from Surrey's Gypsy, Roma and Traveller Forum: "It's nothing about us without us".

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2. Key findings from needs analysis

Our 2013 needs assessment can be viewed at [\[insert link\]](#). The following is a summary of key findings:

- Despite notable achievements in some Surrey schools, educational outcomes for Surrey's GRT children and young people overall are significantly poorer than those of their non-GRT peers. School attendance tends to fall off as children get older. Experiences of bullying and racial discrimination are commonly cited. Many GRT families find vocational training and employment more relevant than academic qualifications.
- Social issues impacting on GRT communities include high levels of domestic abuse; cultural expectations for females to take on significant domestic and caring responsibilities at a young age, and experiences of discrimination and low trust in services.
- The physical and mental health of GRT children and young people and adults is significantly poorer than in the population as a whole. GRT life expectancy is ten years lower than the national average and infant mortality is twenty times higher than in the rest of the population.
- There is insufficient accommodation to meet local need; and overcrowding and poor conditions on some sites.
- Child poverty disproportionately affects GRT children and young people, and many families experience economic exclusion. Many GRT families will be impacted by the welfare reforms.
- Data collection systems vary in their effectiveness in identifying outcomes for GRT service users. This is compounded by the reluctance of some families to self-ascribe.

3. Overview of our strategic action plan

Part 2 of this strategy contains an action plan with a named accountable lead for each specific action, and details of other key partners and services who will need to be involved in implementation.

The action plan has 4 sections, each with a summary of relevant needs and the actions intended to respond to those findings. The sections cover:

- Surrey's GRT families and communities as a whole
- The period from conception to birth and the early years (0-5)
- Primary years (6-11)
- Teenage years (12-19 years)

Overall, the strategic action plan is intended to:

- Improve educational outcomes for GRT children and young people by developing a better coordinated response to attendance, bullying and exclusions; and ensure that GRT young people are better prepared to become economically successful adults.
- Address identified social issues, for example, tackling domestic abuse and understanding the needs of GRT young carers.
- Improve health outcomes by increasing GRT knowledge of relevant health issues for both adults and children and increasing early uptake of health services.
- Ensure that plans are developed to tackle deficits in GRT accommodation through best use of available resources.
- Ensure that the needs of GRT communities are considered in arrangements to support Surrey families impacted by economic exclusion and/or welfare reforms.
- Ensure our services respond effectively to GRT needs by strengthening data collection and outcomes monitoring; increasing workforce awareness of GRT cultural needs; and encouraging positive engagement with GRT communities to ensure that our services respond effectively to their needs.

4. Implementation, monitoring and governance

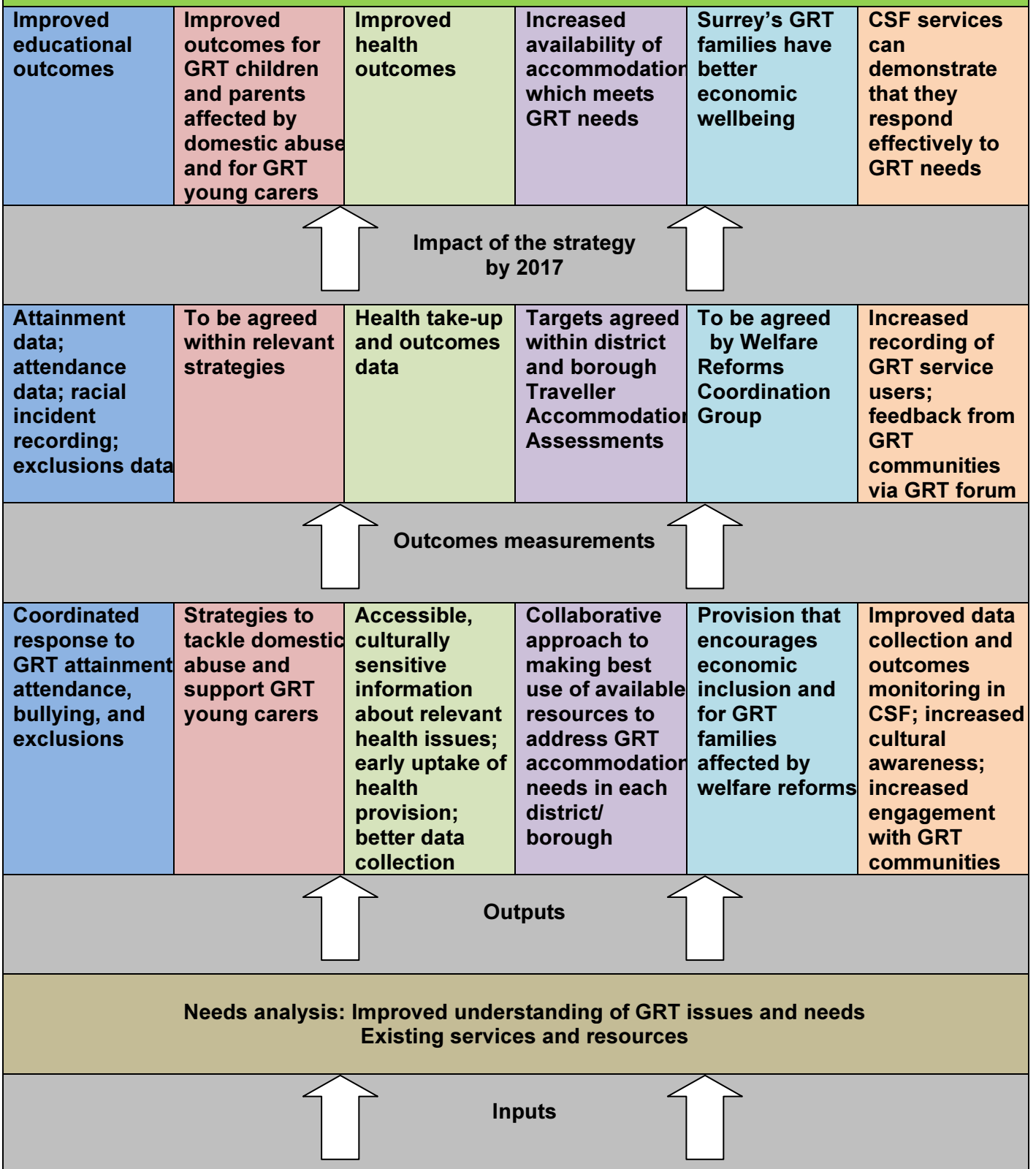
Many of the actions in this strategy will need to be implemented by Surrey County Council's Children, Schools and Families Directorate (CSF). Accountable leads will ensure delivery and monitor the effectiveness of individual actions against agreed success measures, and the CSF Directorate Leadership Team will receive regular updates about overall implementation progress and outcomes. The Assistant Director for Schools and Learning will lead the overall implementation of the strategy on behalf of the CSF Directorate Leadership Team.

There are also recommendations and actions for Public Health; district and borough councils and partners in the voluntary, community and faith sector. Each of these organisations will need to be accountable for implementation and outcomes monitoring through their own governance arrangements. Overall impact of the strategy will be monitored through Surrey's Children and Young People's Partnership, which brings together all public agencies involved in promoting the wellbeing of Surrey's children and young people; and which will provide a forum for partners to assess our progress in improving outcomes for Surrey's GRT children and young people.

5. Evaluating the strategy

Given the complexity and long-standing nature of many of the issues identified within our needs analysis, it may be unrealistic to claim that by 2017 we can fully achieve our aim for the life chances for Surrey's GRT children and young people to be no different than the life chances of the majority of Surrey's 0-19 population. This strategy needs to be part of an ongoing approach, with progress reviewed regularly. The information below illustrates how our strategic action plan will contribute to achieving our aim, and how ongoing progress can be measured.

Aim: Life opportunities for Surrey's GRT children and young people should be no different to the life opportunities of the majority of Surrey's 0-19 population



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Part 2
Strategic action plan

Surrey's GRT families and communities

- Gypsy, Roma and Traveller (GRT) communities collectively represent a significant ethnic minority group in Surrey. The voice of these communities is greatly under-represented.
 - Many people are reluctant to reveal their GRT ethnicity, as experiences of hostility and discrimination are common. Local experiences indicate that some frontline staff lack awareness of GRT needs, and may be insensitive or even openly hostile towards them. This can result in overt or unintended discrimination that deters GRT residents from accessing services and discourages self-ascription.
 - Although many agencies' data collection systems include categories for GRT ethnicity, in practice, it is often not recorded. Fear about self-ascription also contributes to a lack of robust data about the effectiveness of Surrey services for GRT families.
 - Surrey's Gypsy, Roma and Traveller Forum provides the main means of public engagement between Surrey's public agencies and GRT communities.
 - There are significant health inequalities between the GRT population and the wider population, including high levels of heart disease, asthma, bronchitis, diabetes, mental ill-health, smoking, alcohol and drug misuse, and long term illness. Local data is not always available, so our needs analysis also used national research and anecdotal evidence from the Surrey GRT population. Parental ill-health can be a significant factor affecting children's outcomes.
 - The barriers for GRT families accessing health provision include not having cultural needs recognised; and difficulties in maintaining contact with services, especially if travelling. Not accessing services at the onset of illness is a factor in the severity of outcomes from chronic and severe illness. Fear and lack of knowledge about statutory services mean that services are often only accessed at a point of crisis.
- Poor accommodation is a significant factor in poor physical and mental health, and poor educational outcomes among GRT communities, affecting children and young people's educational achievements and wellbeing. GRT parents often express concerns about where their children will live as adults and whether they will be able to maintain family and community ties, as there is often not enough space on sites for extended families. District and Borough Councils are now responsible for assessing the accommodation needs of GRT communities and setting targets for future development.
- There are high levels of domestic abuse within GRT communities, increasing the possibility of safeguarding concerns for GRT children and young people.
 - Travellers of Irish Heritage and Gypsies have the highest proportion of pupils eligible for free school meals compared to other ethnic groups (48% compared to a county average of 8.5%).
 - GRT families tend to prefer traditional, skilled work and self-employment. Low levels of literacy and educational attainment among GRT adults can be limiting factors for economic prosperity. Many GRT families are affected by financial exclusion, including difficulties accessing a bank account or obtaining reasonably priced credit, especially if highly mobile.
 - The government's welfare reforms are causing concern among GRT families receiving benefits, a relatively high proportion of whom are in receipt of disability and sickness benefits. This section of the population will be under increased pressure to take paid employment, but is disadvantaged by having low levels of skill. Children's Centres offer support to parents of 0-5s to raise their aspirations and skills through their links with Jobcentre Plus and by encouraging uptake of adult literacy schemes.

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
1. Ensure that the CSF workforce is sensitive to GRT culture and needs.	<ul style="list-style-type: none"> Ensure that generic Equality and Diversity awareness training, and induction training for all staff includes information about GRT culture. This should include a brief history of Gypsy, Roma & Traveller communities, and issues to consider when working with them Provide additional, more in-depth training for staff with roles that bring them into contact with GRT communities. Publicise training to ensure take-up. Refresher training may be needed periodically as GRT communities and culture evolve. 	<p>Lead: Amy Bailey (Change and Efficiency Manager, HR and Organisational Development)</p> <p>REMA</p>	<p>Increase confidence of GRT families to access Surrey public services and to self-ascribe.</p> <p>Reduce incidents of overt and unintended discrimination.</p>	<p>Numbers of staff completing training. Training evaluation</p> <p>GRT communities report that services are sensitive to their culture and meet their needs effectively (feedback via GRT Forum)</p>
<p>Improve recording of GRT ethnicity by all CSF services.</p> <p>Page 48</p>	<ul style="list-style-type: none"> Ensure systems include 'WIRT' (Traveller of Irish Heritage) and 'WROM' (English Romany Gypsy) as categories, and that outcomes for GRT cohorts can be identified. Encourage sharing of good practice and ensure consistency of data collection. Provide guidance to all staff explaining the ethnic status of Gypsies, Roma & Travellers and why it is important to record this. Continue REMA strategies to encourage self-ascription in Early Years settings and schools. 	<p>Lead: Kirstin Butler (Performance & Intelligence Manager, Schools and Learning) and Rashid Jussa (Children's Services Performance Manager)</p> <p>Performance and Knowledge Management teams; REMA; CSF workforce development; CSF Comms team</p>	<p>More robust data about GRT needs and effective evaluation of service outcomes.</p>	<ul style="list-style-type: none"> All CSF data systems include 'WIRT' and 'WROM' as ethnic categories, by December 2014 Increased numbers of GRT service users recorded (because of improved recording).

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
3. Engage with GRT children and young people and communities to understand and respond to their concerns and issues, and seek their views when developing our services.	<ul style="list-style-type: none"> Identify opportunities for consultation with GRT communities, to promote their involvement in service development and strategic commissioning. Outreach is likely to be a key component of successful engagement. Ensure that Equalities Impact Assessments specifically consider GRT needs and issues. 	<p>Lead: P-J Wilkinson (Assistant Director for Schools and Learning)</p> <p>Heads of Service in CSF; Commissioners; GRT forum; CSF Directorate Equalities Group</p>	Surrey's GRT communities have opportunities to shape service provision and to voice their views and concerns.	Services can demonstrate that Surrey's GRT communities have been involved in service development and that GRT views and needs are listened to.
4. Develop systems to improve the monitoring of GRT uptake of health provision and GRT health outcomes in Surrey.	<ul style="list-style-type: none"> Ensure current monitoring systems allow health staff to record GRT ethnicity, and that staff do so. Promote joint working between all agencies and Surrey's GRT families, for example through shared outreach programmes, liaison workers and sharing of good practice initiatives. 	<p>Lead: Lisa Andrews (Senior Public Health Lead)</p> <p>Clinical Commissioning Groups (CCGs); Public Health; Surrey and Sussex Area Health Teams; GPs; pharmacists</p>	Robust take-up and health outcomes data is available for future needs analysis and commissioning.	<ul style="list-style-type: none"> All health data systems include 'GRT' as an ethnic category, by December 2014. Increased numbers of GRT service users recorded (because of improved recording). Increased numbers of GRT registered with GP and dentist.
5. Ensure that health providers adopt effective measures to develop positive interactions with GRT communities.	<p>Commissioning contracts:</p> <ul style="list-style-type: none"> Include requirements for health professionals to attend GRT cultural awareness training. Require providers to demonstrate sensitivity to GRT needs, e.g. outreach work; giving information in accessible formats, including verbal explanations; help completing paperwork; notifying appointments by telephone or text reminders. 	<p>Lead: Lisa Andrews (Senior Public Health Lead)</p> <p>GRT forum; CCGs</p>	Services are more accepting of and sensitive to GRT needs and therefore more accessible to GRT residents.	<p>Requirements included in all commissioning contracts/ service level agreements, going forward.</p> <p>Feedback from GRT health service users states that services are responsive to their needs (via GRT Forum)</p> <p>'Mystery shopper' tests</p>

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
6. Ensure that GRT views are sought about new healthcare commissioning and delivery arrangements	<ul style="list-style-type: none"> Influence patient liaison staff in CCGs to engage with GRT patients to understand their cultural needs; and to encourage GRT residents to join patient representative forums. Engagement may be more successful if brokered through outreach or via professionals who have already established trust with GRT communities. 	<p>Lead: Lisa Andrews (Senior Public Health Lead)</p> <p>GRT forum; CCGs, district and borough councils</p>	GRT needs are recognised and addressed within new healthcare commissioning and delivery arrangements	Feedback from GRT health service users confirms their involvement (via GRT Forum)
7. Ensure that health provision is sensitive to the needs of Surrey's GRT population	<ul style="list-style-type: none"> Ensure the needs of GRT residents are reflected in community preventative plans being developed by CCGs and district and borough councils. Provide accessible information that will enable GRT residents to recognise signs and symptoms, and to encourage them to seek professional help at an early stage. 	<p>Lead: Lisa Andrews (Senior Public Health Lead)</p> <p>Clinical Commissioning Groups (CCGs); Surrey and Sussex Area Health Teams; GPs; pharmacists</p>	Health outcomes for GRT residents are more closely aligned to those of the Surrey population as a whole.	<p>Specific progress measurements to be defined within local preventative plans.</p> <p>Health outcomes data (reliant on recording GRT ethnicity – recommendation 4 above).</p>
8. Tackle deficits in GRT accommodation, making the best use of available resources in Surrey	<ul style="list-style-type: none"> Ensure that Traveller Accommodation Assessments are developed in partnership with local GRT communities, and that ongoing shared and open dialogue helps to define and agree priorities for action and timescales. Consider needs such as storage facilities in relation to employment. 	District and Borough Councils	Address concerns of Surrey's GRT communities about insufficient and poor quality accommodation.	Progress against targets set out in local Travel Accommodation Needs Assessments.

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
<p>9. Ensure an effective response to the issues that domestic abuse may present in GRT communities.</p>	<p>Consider the needs of GRT communities in the development and delivery of work streams associated with the Surrey Domestic Abuse Strategy. This might include:</p> <ul style="list-style-type: none"> • Workforce development events to explore the needs of GRT communities and appropriate responses. • Ensuring that awareness raising considers literacy issues – for example, leaflets with pictures rather than words. • Promoting the inclusion of ‘Gypsy/Roma/Traveller’ as a category in all incident recording, to better understand demand and effectiveness of services. 	<p>Lead: Barbara French (Domestic Abuse Strategy Manager)</p> <p>Surrey Domestic Abuse Forum; Health and Wellbeing Board; CSF Commissioners and others as required</p>	<p>GRT parents and children affected by domestic abuse are appropriately supported.</p>	<p>To be agreed as part of Surrey’s Domestic Abuse Strategy.</p>
<p>10. Support Surrey’s GRT families to help them achieve economic wellbeing.</p>	<p>Through Surrey’s Welfare Reform Coordination Group, work with partners to:</p> <ul style="list-style-type: none"> • Identify needs in relation to targeted literacy, numeracy and basic skills training programmes, in collaboration with Surrey’s GRT community. • Ensure that support for Surrey families impacted by welfare reforms is sensitive to the specific needs of local GRT communities. 	<p>Lead: Mary Burguieres (Policy and Strategy Partnerships Lead Manager)</p> <p>All partners on Welfare Reforms Coordination Group; Gypsy Skills; Early Years and Childcare Service; Surrey Community Action</p>	<p>Mitigate potential negative impacts of welfare reform and economic exclusion for Surrey’s GRT residents</p>	<p>Impact measurements to be agreed by December 2014</p>

Conception to birth, and the early years (0-5)

- Women in GRT families tend to marry at a young age and start having children early, compared to the UK population as a whole.
- Nationally, infant mortality in the GRT community is twenty times higher than in the rest of the population.
- Vaccination and immunisation levels are low in GRT communities. This is associated with a lack of understanding about the benefits of immunisation, and barriers in accessing culturally appropriate health provision.
- There may be few or no facilities for children to enjoy stimulating play on GRT sites. This affects children's readiness for learning at school age and contributes to high numbers of SEN children among GRT pupils in primary schools.
- Two mobile children's centres visit local GRT sites to bring Early Years provision to families with 0-5 year olds. Arrangements are in place with REMA and health visitors to identify newly arriving GRT families for outreach and to ensure that children's centres are aware of GRT families in their catchment areas. There has been a good success rate in promoting the uptake of free early education for 2 and 3 year olds, especially in the south-west of the county.

Recommendations	Actions	Who?	Intended impact	How will we measure success?
11. Ensure culturally appropriate information and support for newly married GRT women, and expectant and new mothers.	<ul style="list-style-type: none"> • Provide accessible information to GRT communities, e.g. breastfeeding, smoking, immunisation; family planning. Outreach may be important for communicating these messages. • Disseminate the findings from a proposed review of maternity services at St Peter's Hospital (which will be consulting with GRT women about their experiences) to inform future service development. 	<p>Lead: Lisa Andrews (Senior Public Health Lead)</p> <p>GRT Health and Wellbeing subgroup; Surrey Community Action; St Peter's Hospital</p>	GRT women feel confident in making informed decisions about family planning; breastfeeding; immunisation and other relevant issues; will have a safe labour and birth; and have access to a network of professional support and services that meet their needs.	Health outcomes data (reliant on recording GRT ethnicity – recommendation 4 above)
12. Ensure that GRT families, including newly arrived families, with 0-5 year olds access early years provision	<ul style="list-style-type: none"> • Continue local collaboration between Early Years settings, REMA and key professionals such as health visitors to identify families with 0-5s, and ensure uptake of relevant services. • Continue to ensure that each Children's Centre has named lead professionals to develop relationships with each GRT site and encourage service take-up. • Continue to encourage update of early education for 2 and 3 year olds. • Continue ongoing training about GRT needs and culture via Early Years networks. 	<p>Lead: Lesley Hunt (Supporting Families Manager, Early Years and Childcare Service)</p> <p>EYCS;REMA; health visitors</p>	Ensure all GRT children aged 0-5, including those in newly arrived families, take-up early years provision and other services.	EYCS outcomes data
13. Ensure that new GRT mothers access the parent-infant mental health service (PIMHS) when needed	<ul style="list-style-type: none"> • Work through children's centres outreach to encourage GRT mothers to access this service when appropriate. • Through the CAMHS strategy board and PIMH steering Group, consider whether other strategic actions are needed to understand GRT needs/issues in relation to PIMHS. 	<p>Lead: Angela Sargeant (Policy and Development Manager, CSF CAMHS)</p> <p>CAMHS Strategy Board; PIMHS steering group</p>	New mothers have positive affectionate bonds with their babies	To be agreed by PIMHS steering group

The primary years (6-11)

- There are wide gaps between the average educational attainment of GRT children in Surrey and their non-GRT Surrey peers:
 - At Key Stage 1 (ages 5 to 7 years), the attainment gaps between GRT and non GRT pupils are 37.7% for reading, 42% for writing; 21.1% for maths and 25.9% for science (2012 data)
 - At Key Stage 2 (ages 7 to 11 years), the attainment gaps between GRT and non GRT pupils are 33.5% for reading; 45.4% for writing; 43.8% for maths and 41.1% for English (2012 data)
- 59% of Surrey GRT children have special needs, compared to 19% amongst the whole Surrey school population.
- School absence in GRT primary school pupils was 13.2% compared to 4.1% for all Surrey primary school pupils (2012 figures). School absence in both GRT and non-GRT pupils has reduced over the last 3 years.
- GRT children continue to be far more likely excluded, either permanently or fixed term, than non-GRT children, although exclusion rates are falling.
- GRT children and young people are often disadvantaged by a lack of play amenities, and their social isolation is often compounded by bullying and racist attacks.
- There are high levels of school drop-out at the end of primary education. Approximately 25% of Surrey GRT pupils in Year 6 had dropped out of school by the end of Year 7 (2012 figures). Whilst this figure includes children who had travelled out of county, we know from GRT communities that school drop-out becomes increasingly likely once primary education finishes.

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
14. Continue and strengthen collaborative approaches to narrow attainment gaps at primary level between GRT pupils and other Surrey children and young people.	<ul style="list-style-type: none"> Implement key elements of nationally recognised good practice for GRT pupils through training and/or partnership activities provided by REMA in targeted primary schools. Continue targeted pupil-focussed work with schools. 	<p>Lead: Antony Sanderson and Janice Taylor (REMA Joint Lead Managers)</p> <p>Schools and other education settings</p>	Improved educational attainment by GRT pupils	Education attainment data.
15. Encourage regular attendance among Surrey GRT primary school pupils and make appropriate provision for authorised absence during travel periods.	<ul style="list-style-type: none"> Continue to ensure that meetings take place early on when attendance issues arise, involving parents, schools and the education welfare service. Carry out a cross-service review of attendance policies and practice relating to GRT primary pupils. Support schools to develop effective distance learning provision. Develop mechanisms to scrutinise any decision to exclude GRT primary pupils to help to ensure fair treatment and reduce the risk of social exclusion. 	<p>Lead: Kerry Randle (Area Education Officer, NE)</p> <p>Education Welfare Service, REMA, schools</p>	<p>Develop and implement a coordinated best-practice approach to supporting GRT school attendance, taking account of cultural preferences and the rights and responsibilities of parents.</p> <p>Learning continues during authorised periods of travel</p>	<p>Attendance data.</p> <p>Attainment data</p>

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
16. Ensure that anti-bullying strategies within schools and other settings address the needs of GRT children and young people.	<ul style="list-style-type: none"> • Anti-bullying strategy forum to refresh current strategies, from September 2014. To include consultation with cohorts of young people (such as GRT) who commonly experience bullying. • Ensure strategy considers cyber-bullying. • Build confidence for GRT children and their families to report bullying and racist incidents. • Continue to encourage primary schools and other settings to identify and record racist incidents involving GRT pupils. 	<p>Lead: Gabrielle Close (Quality Assurance and Professional Standards Development Manager, Schools and Learning)</p> <p>Area Education teams; schools; REMA; Babcock 4S; CAMHS: 14-19 commissioning team</p>	GRT children and young people and their parents report bullying and feel confident that when they experience bullying, this will be tackled effectively.	Refreshed strategy to include appropriate outcomes measurements to track impact for GRT children and young people
17. Support GRT pupils to make a successful transition to secondary school	<ul style="list-style-type: none"> • Continue targeted support for individual pupils • Continue to build good practice in schools, including parental involvement, to encourage GRT pupils to aspire to complete their education. 	<p>Lead: Antony Sanderson and Janice Taylor (REMA Joint Lead Managers)</p> <p>Schools and other education settings</p>	More GRT pupils transfer to mainstream secondary education	Schools admissions data; pupil premium data

The teenage years (12-19 years)

- There are high levels of school absence in GRT secondary school pupils (16.5% in 2012 compared to 5.5% for all Surrey secondary school pupils); and high rates of fixed term exclusions (six times the Surrey average in 2011/12).
 - Educational attainment gaps persist, with 46.4% of GRT attaining 5 or more GCSEs at A* to C, compared to 82.9% of non-GRT Surrey pupils (2012 figures).
 - A significant number of GRT children leave mainstream schooling by the age of 13. Although the law permits parents to educate their children at home, GRT parents are not always able to do this effectively. Reasons for withdrawal from mainstream schooling include fear of cultural erosion; fear of compromising daughters' reputations; perceived lack of relevance of the secondary curriculum; expectations for daughters to take up domestic roles and for sons to work with their fathers in trade; fear of racist bullying in schools, and difficulties with public transport.
 - Surrey has a range of responses to encourage GRT children and young people's education and attainment. Some vocational options are available for those who have disengaged from school including Lift Off and Gypsy Skills. The council's Race Equality and Minority Achievement Service (REMA) has a central role in building schools' capacity to support GRT pupils. There is a concern that schools with academy status may not 'buy in' REMA services, however, GRT parents can request that schools do this.
 - GRT children and young people often see vocational training and skills as more relevant in preparing them for adult life. Until recently access to college was restricted until the age of 16, by which time many GRT are working fulltime and may be reluctant to return to education. Recent legislative changes have enabled colleges to start supporting some young people from age 14 onwards, but no Surrey colleges have yet taken up this opportunity.
- Poor educational attainment and low literacy act as significant barriers for young GRT people finding work and accessing college training. Raising of the participation age means that all young people in England must now continue in education or training until age 17, and until their 18th birthday from 2015, choosing from full time education, an apprenticeship or part-time education or training if they are employed, self-employed or volunteering full-time. This could help increase the literacy and skills of GRT young people, but may cause conflicts when GRT young people want to work in the family trade or move frequently. It is also unclear how raising the participation age will work in tandem with the potential repeal of section 444 of the Education Act (permitting economically nomadic families to defend against prosecution for their children's non-attendance, subject to certain conditions), and there are concerns that this might lead to evasion of education.
- Children and young people in GRT communities are often expected to assume caring responsibilities for siblings or relatives. It is likely that being a young carer is more common for GRT children due to high levels of poor health and disability within the community; however, very little information exists concerning the numbers or needs of GRT young carers. The organisation *Friends, Families and Travellers* reports that GRT children and young people are often isolated, particularly when they leave school before the age of 16.
 - According to the Children's Society, 63% of young travellers are bullied or attacked. They are often victims of race hate crime but incidents are largely unreported (Children's Society, 2007).
 - GRT young people are over-represented within Surrey's Youth Justice System. They are often more likely to be involved in violent crime due to a cultural acceptance of using violence to solve disputes, and due to frequent experiences of bullying and prejudice from the non-GRT community.

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
18. Continue and strengthen collaborative approaches to narrow attainment gaps at secondary level between GRT pupils and other Surrey children and young people.	<ul style="list-style-type: none"> Implement key elements of nationally recognised good practice for GRT pupils through training and/or partnership activities provided by REMA in targeted secondary schools. Continue targeted pupil-focussed work with schools. 	<p>Lead: Antony Sanderson and Janice Taylor (REMA Joint Lead Managers)</p> <p>Schools and other education settings</p>	Improved educational attainment by GRT pupils	Education attainment data.
19. Develop a coordinated approach to supporting GRT pupils to participate in suitable education, training or employment (through proposed GRT attendance working group).	<ul style="list-style-type: none"> Continue to ensure that meetings take place early on when attendance issues arise, involving parents, schools and education welfare service. Carry out a cross-service review of attendance policies and practice relating to GRT pupils, considering implications of recent/proposed legislative changes. Develop a forum for relevant teams/services to meet regularly to review individual cases of disengagement from mainstream education and to coordinate support in these cases. Develop mechanisms to scrutinise any decision to exclude GRT secondary pupils to help to ensure fair treatment and reduce the risk of social exclusion. Identify GRT young carers, and ensure they are supported to access young carers' services. 	<p>Lead: P-J Wilkinson (Assistant Director, Schools and Learning)</p> <p>REMA; Services for Young People; 14-19 Commissioning; Education Welfare; Inclusion Service; Elective Home Education Service</p>	GRT children and young people benefit from a coordinated range of options to support educational attainment and achievement.	Outcomes to be agreed by attendance working group

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
20. Ensure effective alternative educational provision for GRT young people who are not able to remain in mainstream education.	<ul style="list-style-type: none"> Develop a future plan for sustainable alternative educational provision at key stages 3 and 4, building on the current strengths and positive relationships developed by Gypsy Skills, and ensuring that provision retains credibility and trust with local GRT communities. Ensure that all key stakeholders are involved. Continue initiatives such as Lift Off 	Lead: Nic Charalambous, (Area Manager NE, Services for Young People) 14-19 Commissioning team; Lift Off; Gypsy Skills	Increase GRT children and young people's participation and achievement in education	NEET data Educational attainment data Gypsy Skills outcomes data
21. Support GRT pupils to make a successful transition to further education, where this is their ambition.	<ul style="list-style-type: none"> Continue targeted support for individual pupils Continue to build good practice in schools and alternative education settings that encourages GRT young people to aspire to continue into further education. 	Lead: Antony Sanderson and Janice Taylor (REMA Joint Lead Managers) Schools and other education settings such as Gypsy Skills	More GRT pupils continue into further education, equipped with the necessary level of skills	NEET data Educational attainment data Gypsy Skills outcomes data
22. Ensure that anti-bullying strategies within schools and other settings, including youth settings, address the needs of GRT children and young people.	<ul style="list-style-type: none"> Anti-bullying strategy forum to refresh current strategies, from September 2014. To include consultation with cohorts of young people (such as GRT) who commonly experience bullying. Ensure strategy considers cyber-bullying. Build confidence for GRT young people and their families to report bullying and racist incidents. Continue to encourage secondary schools and other settings to identify and record racist incidents involving GRT pupils. 	Lead: Gabrielle Close (Quality Assurance and Professional Standards Development Manager, Schools and Learning) Area Education teams; REMA, Services for Young People, Babcock 4S, CAMHS	GRT children and young people and their parents report bullying and feel confident that when they experience bullying, this will be tackled effectively.	Refreshed strategy includes appropriate outcomes measurements to track impact for GRT children and young people

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
23. Develop targeted measures to address the high incidence of emotional wellbeing and mental health needs in GRT children and young people.	<ul style="list-style-type: none"> Consult GRT community representatives, including young people, to understand needs and barriers to accessing provision. Ensure that tenders for new services address GRT needs specifically. 	<p>Lead: Karina Ajayi (Commissioner, Children's and Safeguarding Service) and Diane McCormack (Head of Children with Complex and Special Health Needs including CAMHS, Public Health)</p> <p>CAMHS Commissioning Board; Children's Commissioning team</p>	GRT children and young people with emotional wellbeing and mental health support needs are identified early and receive effective support.	Commissioning outcomes measurements to be included in contract performance monitoring.
24. Improve identification and support for GRT young carers.	<p>Ensure that the needs of GRT young carers are identified and addressed through the next re-refresh of the Young Carers' Strategy. This should include:</p> <ul style="list-style-type: none"> Improving identification in educational and youth settings, and identification of young carers who are receiving elective home education or have disengaged from all services. Supporting GRT young carers to access appropriate support. 	<p>Lead: Jane Thornton (Chair of Young Carers strategy group)</p> <p>Young Carers Strategy Group; young carers agencies; schools and youth settings</p>	GRT young carers in Surrey are identified and supported in accordance with their wishes and needs.	<p>Refreshed Young Carers strategy:</p> <ul style="list-style-type: none"> Identifies needs of GRT young carers, and ensures these are reflected in commissioned provision and outcomes measurements. Develops effective identification and referral mechanisms, including for GRT young carers who are receiving elective home education or have disengaged from all services.

Recommendations	Actions	Who needs to be involved?	Intended impact	How will we measure success?
25. Encourage GRT children and young people to participate in promoting positive messages and information about their culture.	<ul style="list-style-type: none"> Schools and youth settings to encourage contributions from GRT young people to Surrey young people's newsletters and websites. Through the re-launch of SERGE (the Surrey young people's newsletter), encourage GRT young people to work alongside professionals to write content and/or to join the SERGE editorial team. 	Lead: Nikki Parkhill (Equalities Development Officer Services for Young People) 14-19 Commissioning team; Gypsy Skills; REMA	Empower GRT young people to participate in development of Surrey newsletters and forums alongside young people from other groups.	<ul style="list-style-type: none"> Increased numbers of GRT young people providing material for newsletters. GRT young people's participation in SERGE.

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Needs analysis for Surrey's Gypsy, Roma and Traveller children and young people 2013

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Executive summary

Introduction

This needs analysis aims to understand current issues for Surrey's Gypsy, Roma and Traveller (GRT) children and young people, and to inform our strategic approach to tackling inequalities and improving outcomes for this group. Although the focus is mainly on 0-18 year olds, broader issues relating to the needs of Surrey GRT families and communities are also included where these impact upon children and young people's outcomes.

Gypsy, Roma and Traveller communities in the UK were described by the Joint Parliamentary Human Rights Committee as the hardest to reach of all ethnic minorities, with "evidence... [of] ... multiple discrimination faced by Gypsies and Travellers, and their exceptional level of social exclusion". The committee identified poor school attendance, low educational attainment and high levels of illiteracy as particularly acute problems, and also found that GRT communities experience exceptionally poor health, even compared with other marginalised groups, including high rates of infant mortality, and difficulties in accessing healthcare (Joint Parliamentary Human Rights Committee, 2005).

Statistical data and first-hand evidence from GRT representatives in Surrey indicates that these inequalities persist in our county today. Our needs analysis found that across a range of health, education and social indicators Surrey's GRT children and young people have some of the poorest life chances when compared with Surrey children and young people generally. A number of factors interplay to prevent GRT children and young people from benefiting from our services in the same way as their non-GRT Surrey peers, with problems compounded by experiences of insensitivity and discrimination which can deter GRT families from accessing the services they need, and help to perpetuate inter-generational patterns of exclusion and deprivation.

Our needs analysis was developed by a working group comprising representatives from NHS Surrey; Surrey and Borders Partnership NHS Foundation Trust; Surrey County Council's Children, Schools and Families Directorate; the voluntary, community and faith sector, and community development workers who are themselves members of Surrey's GRT community. Many other professionals also contributed their expertise, knowledge and suggestions. We would like to thank all those who contributed, but we are especially grateful for the contributions of the GRT representatives whose honest and revealing accounts of life in their communities enabled us to reach a deeper understanding of the challenges and barriers faced by GRT families in Surrey today.

Key findings from the needs analysis

Health

The health of GRT children and young people and adults is significantly poorer than in the population as a whole.

- Because GRT ethnicity was not routinely recorded until recently there is a lack of robust data and evidence about health outcomes for the GRT population in Surrey. Evidence about health outcomes for the local GRT population is derived largely from national studies and Surrey-specific information is often anecdotal.

- National research has found that life expectancy for Gypsies, Roma and Travellers is ten years lower than the national average and infant mortality is twenty times higher than in the rest of the population. 'The health of Gypsies and Travellers in the UK' (Parry *et al*, 2004) identified significant health inequalities between GRT population and their age-sex comparators.
- Mental ill-health is more prevalent in GRT communities than the rest of the population. Rates of depression are double those in non-GRT communities. Suicide levels are much higher in GRT communities, particularly amongst young males under 30 who are of no fixed abode or roadside travellers. Parental mental ill-health has a significant negative impact on children's life outcomes.
- Nationally, 51% of the GRT community smoke compared to 19% of the rest of the population. Local anecdotal evidence indicates that rates of alcohol consumption and substance misuse are high within GRT communities.
- Vaccination and immunisation levels are low in GRT communities. This is associated with a lack of understanding about the benefits of immunisation, and the need for culturally appropriate provision.
- A number of barriers exist for GRT communities in accessing universal health provision. These include a lack of cultural sensitivity by service providers when the specific needs of Gypsies, Roma and Travellers have not been addressed.
- For some sectors of the GRT population, difficulties in maintaining contact with health services are compounded by transient lifestyles. If someone is labelled as No Fixed Abode, they often find it difficult to access services.

Education and attainment

Educational outcomes for GRT children and young people are significantly poorer than those of their non-GRT peers. School attendance tends to fall off as children get older. Many GRT families value vocational training and employment more highly than academic qualifications.

- There are wide gaps between the average educational attainment of GRT children in Surrey and their non-GRT Surrey peers across all key stages of the national curriculum.
- There is a higher rate of children with Special Education Needs (SEN) in the GRT community (59%) than their peers (19%).
- Travellers of Irish Heritage and Gypsies have the highest proportion of pupils eligible for free school meals compared to other ethnic groups (48% compared to a county average of 8.5%).
- School attendance is well below the county average, with the rate of absence for all GRT pupils in the academic year 2011/12 three times the county average for all pupils. Rates of fixed-term exclusions of Traveller children in 2011/12 were six times higher than the Surrey average.
- A significant number of GRT children leave mainstream schooling by the age of 13. The law permits parents to educate their children at home, although GRT parents are not always able to support their children effectively in home education.
- Surrey has a range of responses to encourage GRT children and young people's education and attainment. The council's Race Equality and Minority Achievement Service (REMA) has a central role in building schools' capacity to support GRT pupils. In addition to services that promote attendance and learning within mainstream settings, Surrey provides some vocational options for those who have disengaged from school including Lift Off and Gypsy Skills.
- GRT children and young people often see vocational training and skills as more relevant in preparing them for adult life but until recently the law has restricted their

access to college until the age of 16, by which time many are working fulltime and may be reluctant to return to education. Recent legislative changes have enabled colleges to start supporting some young people from age 14 onwards, but no Surrey colleges have yet taken up this opportunity. Not meeting the eligibility criteria for vocational initiatives can act as a barrier for GRT children and young people to remain in formal education.

Social inequalities

GRT communities often experience social exclusion, a lack of amenities and discrimination. Services can be 'hard to reach' for GRT families, for reasons including expectations around literacy; issues of trust and discrimination; and the isolated location of many GRT sites.

- There are high levels of domestic abuse within GRT communities, with evidence suggesting the rate is double that in the rest of the population. This increases the possibility of safeguarding concerns for GRT children and young people.
- GRT children and young people appear to be under-represented within social care cases and the looked after children population, although this may be because current data collection systems do not identify these children's ethnicity.
- Children and young people in GRT communities are often expected to assume caring responsibilities for siblings or relatives. It is likely that being a young carer is more common for GRT children due to high levels of poor health and disability within the community although very little information exists concerning the numbers or needs of GRT young carers.
- GRT young people are over-represented within Surrey's Youth Justice system. They are more likely to be involved in violent crime due to a cultural acceptance of using violence to solve disputes, and due to frequent experiences of bullying and prejudice from the non-GRT community.
- GRT children and young people are often disadvantaged by a lack of play amenities, and their social isolation is often compounded by bullying and racist attacks.

Accommodation

There is insufficient accommodation to meet local GRT needs in Surrey. Overcrowding and poor conditions are problematic on some sites. This causes pressures for families and contributing to poor educational and health outcomes for children and young people.

- Poor site accommodation is a significant factor in poor health and educational outcomes for GRT communities. There are correlations between overcrowding and poor mental health (Housing and Health, SCIE 2005); and likely causal links between damp and mould within homes and high levels of respiratory illnesses. These in turn impact upon children and young people's educational achievements and wellbeing.
- GRT parents often express concerns about where their children will live as adults and whether they will be able to maintain family and community ties. There is often not enough space on sites for extended families.
- There has been limited growth in the provision of GRT sites in Surrey over recent years. District and borough councils are now responsible for assessing the accommodation needs of GRT communities and setting targets for future development.
- GRT sites are included in the Mobile Homes Act and are now subject to the same regulation as other mobile homes sites. This means that GRT tenants on authorised sites have the same rights and responsibilities as those on other mobile home sites and will have more protection from eviction. However, unauthorised sites could be subject to increased local authority enforcement powers.

Economic wellbeing

Child poverty disproportionately affects GRT communities. Children and young people living in poverty are more likely to experience a range of poor health, educational and social outcomes, compared to their more affluent peers.

- Poor educational attainment and low literacy act as significant barriers for young GRT people finding work. GRT communities tend to prefer waged individualistic labour or self-employment.
- Financial exclusion is common in GRT communities, with access to credit and bank accounts lower than in the rest of the population.
- Welfare reforms are likely to have a significant impact for many GRT families. They may struggle to access Universal Credit due to low literacy levels and the need for internet access and bank accounts, and capped benefits will disadvantage large families. Since GRT communities tend to have high levels of health and disability, changes to disability benefits will disproportionately affect GRT communities.

Needs analysis methodology and limitations

Our needs analysis has been informed by research and information from a variety of sources including:

- Engagement with members of Surrey's GRT community to obtain qualitative evidence about their experiences.
- Discussions with professionals from statutory and voluntary sector organisations working with Surrey's GRT community.
- Outcomes data, for example about health and educational achievement.
- National and Surrey research, including reports commissioned specifically to examine GRT lifestyles and inequalities.
- Examples of best practice in service delivery from Surrey and nationally.
- Findings from previous consultation activities with Surrey's GRT population, including a Gypsy and Traveller Awareness Day in July 2009, which was attended by members of the Surrey GRT community and professionals from a range of services.

In some instances our research has highlighted a lack robust data to show whether service provision is accessible and effective for GRT children and young people. This is partly attributable to GRT reluctance to self-ascribe, and partly because outcomes monitoring data does not distinguish Gypsies, Roma or Travellers from 'White' populations as a whole. We expect to make recommendations for improvements to data collection and evaluation, but in the meantime we have worked with the best available information to understand the local picture, using qualitative and anecdotal evidence about GRT experiences in Surrey, and national research, to bridge gaps in our understanding of GRT needs locally.

Why this needs analysis is important

At a time when many public and voluntary organisations are experiencing unprecedented reductions to their funding, it is important that commissioning decisions are informed by a sound understanding of local needs and issues, including the needs of vulnerable groups, to ensure that resources are used as effectively as possible. If GRT needs are not fully considered, this has the effect of making universal services 'hard to reach'. The costs are high, both in terms of lost opportunities and poorer outcomes for GRT children and young people themselves, and the increased financial burden for

public agencies supporting higher levels of need when health and social problems escalate.

Legal context

The Public Sector Equality Duty 2011 requires that public agencies consider equality issues when procuring and commissioning services, and take steps to remove or minimise disadvantages suffered by people with 'protected characteristics' (such as Gypsies, Roma and Travellers). It requires organisations to consider how they could positively contribute to the advancement of equality and good relations, and requires equality considerations to be reflected in the design and delivery of policies and services.

Next steps

This needs analysis will inform the development of Surrey's strategy for Gypsy, Roma and Traveller children and young people, which we expect to publish in summer 2014. The strategy will identify actions that Surrey County Council's Children, Schools and Families (CSF) Directorate, and wider partners, can take to reduce inequalities and improve outcomes for Surrey's GRT children and young people. Implementation of the strategy will be monitored to assess its effectiveness in delivering improved outcomes and to help ensure that the needs of Surrey's GRT children and young people are considered going forward.

Chapter 1

Profile of Surrey's Gypsy Roma and Traveller Communities

1.1 Population size and distribution

Gypsies, Roma and Travellers collectively form a significant ethnic minority group in Surrey. In the 2011 census, 2,261 people in Surrey identified themselves as 'White: Irish or gypsy traveller'. However, many members of the GRT population are reluctant to reveal their ethnic identity, which, together with the travelling lifestyle of some communities, makes it difficult to determine the exact size of Surrey's GRT population. According to Surrey County Council's Race Equality and Minority Achievement Service, Surrey currently has approximately 1,400 children on role in over 300 local authority schools from English Gypsy, Travellers of Irish Heritage and Fairground communities.

GRT ethnic groups include: Gypsies, Travellers of Irish Heritage, and European Roma. The first two groups comprise the majority of travellers in Surrey and include both mobile and housed families. Language data obtained from the January 2013 school census shows 21 pupils as speakers of English Romany (spoken within the Gypsy community), and one pupil as a speaker of Traveller Irish. The figure recorded for English Romany is almost double the figure recorded in January 2011, which may be reflective of a higher population at that time, and/or a possible increase in declaration of ethnicity. Increased self-ascription might indicate improved community confidence in aligning themselves with this aspect of GRT culture.

In addition to Surrey's housed population of GRT families, there are 19 public GRT sites in Surrey and also numerous smaller and unofficial sites. Again, it is difficult to estimate the population in each type of accommodation, but national research indicates that two-thirds of the GRT population lives in 'bricks and mortar' (houses) (Friends, Families and Travellers, 2011). Their lives and experiences differ from those on sites. Travellers who live on council owned sites have more security of tenure than those who live on privately owned sites. Irish Travellers these days tend to be more nomadic than Gypsies.

1.2 Cultural values

GRT families tend to have strong cultural identities that inform many of their lifestyle choices. Family and extended family is extremely important, particularly when experiences of hostility from wider society are commonplace. GRT communities have been described as 'resilient, stoic and self-reliant', with a 'strong sense of fatalism' in relation to their health and wellbeing (Friends, Families and Travellers, 2011).

Many communities are male and elder dominated. (Friends, Families and Travellers, 2011). Gender specific expectations mean that men are more likely to take employment outside the home, and to deal with the outside world in terms of social interactions and matters of family reputation. Women in the GRT community tend to marry at a relatively young age; have between three and six children; and look after the home, family and older relatives (Cemlyn, 2009). There are strong customs around cleanliness and modesty, shame and gossip (Friends, Families and Travellers, 2011).

There is a strong work ethic, based on the need to survive. GRT boys often start working with their fathers at around 11 years of age when traditional skills are passed down. GRT girls carry out domestic and child-care duties from a very young age - cooking,

cleaning, caring for siblings and often working as unofficial carers for family members (Friends, Families and Travellers, 2011).

1.3 Discrimination and social exclusion

Experiences of hostility and discrimination are common for GRT adults and children. These may come from the wider population and through media representations but are also experienced by the GRT population when accessing services. This contributes to and perpetuates fears about self-ascription, and gives rise to very low expectations of health, educational and wellbeing services (Friends, Families and Travellers, 2011).

Stonewall (2003, described in Cemlyn *et al* 2009) found that nationally over a third of the population admitted to prejudice against Gypsies and Travellers, and that the media is a key player in the active perpetuation of racism and misunderstanding. According to Cemlyn, discrimination by service providers can be direct or indirect. Lack of acknowledgement of cultural issues, and a tendency to characterise cultural values as abnormal, can be influential in denying access to health and social services. GRT children and young people are particularly vulnerable to discrimination from peers, teachers and the wider community (Cemlyn *et al* 2009).

1.4 Engagement with Surrey's GRT communities

Surrey Gypsy, Roma and Traveller Community Relations Forum

The principal means of engagement with the local GRT community is through the Surrey Gypsy, Roma and Traveller Community Relations Forum and its subgroups, which meet several times a year. The forum is attended by members of Surrey GRT communities and professionals from most of Surrey's public and voluntary agencies. Additionally, the Health and Wellbeing subgroup has a remit which currently includes cancer awareness; mental health outreach work, and raising immunisation awareness and uptake.

Engagement events

The most recent large engagement event was a Gypsy Awareness Day run jointly by Surrey County Council and Surrey Police in summer 2009 at Epsom Racecourse, which attracted around 100 people including community members and professionals.

Outreach

Site Managers, also known as 'Gypsy Liaison Officers', are often the first point of contact for Surrey's GRT families, especially in matters concerning accommodation on publicly-owned sites. They are usually consulted on matters such as rent and maintenance, housing benefits, anti-social behaviour issues, and inappropriate use of the site, such as storage of work equipment, un-tethered horses or misbehaving dogs.

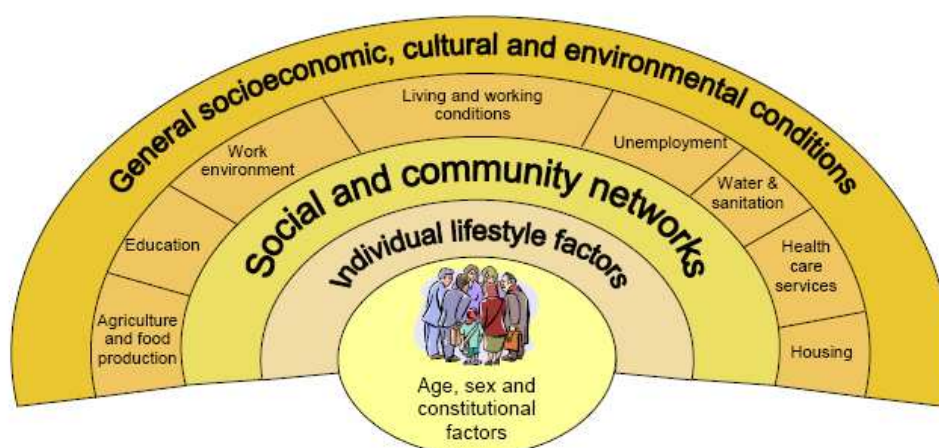
Various other agencies engage directly with GRT communities, helping to engage GRT families and signposting them towards relevant services. Examples include outreach by children's centres staff; home visits by health visitors, and Surrey Community Action's community outreach worker, who provides support to GRT families with benefits issues.

Chapter 2 Health inequalities

2.1 Needs and issues

Influences on Gypsy, Roma and Traveller health

Dahlgren and Whitehead's 'Social Model of Health' (World Health Organisation, 1991) is useful in understanding the wider determinants that influence GRT health outcomes. Their social ecological theory sets out the relationship between individuals, their environment and disease, as shown in the diagram below.



Social Model of Health – Dahlgren & Whitehead

- Individuals are at the centre of the model, with a set of fixed genes.
- Individuals are affected by influences on health that can be modified. The first layer of influence on health is personal behaviour and lifestyle factors that can promote or damage health, such as the choice whether or not to smoke.
- Personal behaviour is influenced by social and community norms and friendship patterns. These can provide mutual support for members of the community in unfavourable conditions, but can also provide no support or have a negative effect.
- The wider influences on health include structural factors such as housing, physical environment, working conditions, access to services and the provision of essential facilities.

Health outcomes for the GRT community in comparison to the wider population

Indicator	GRT communities	Wider population
% of mothers who experience the death of a child	18%	1%
Life expectancy for women	69 years	81 years
Life expectancy for men	66 years	76 years
Long term illness	41.9%	18.2%

(Source: Surrey's Joint Strategic Needs Assessment 2011)

Generally, Gypsies, Roma and Travellers have poor levels of health even compared with other marginalised groups, although housed and long term sited Travellers may have better

outcomes than more transient communities. According to the organisation, Friends, Families and Travellers:

- The incidence of heart disease, asthma, bronchitis, diabetes and long-term illness is significantly higher than for the general population. The organisation suggests that lack of access to services at the onset of illness is a factor in the severity of outcomes from chronic and severe illness.
- The GRT community is characterised by a sense of fatalism and low expectations in relation to health.
- Fear and a lack of knowledge about statutory services mean that services are often only accessed at a point of crisis

(Friends, Families and Travellers, 2011)

Maternity and child care

The GRT community places importance on traditional gender roles. Young women learn household and child care skills at an early age and take on the role of community health and wellbeing guardians. Gypsies, Roma and Travellers tend to have more children compared to their age-sex matched counterparts and they also tend to start having children earlier compared to the population as a whole.

There are high rates of infant mortality, with GRT mothers being 20 times more likely to experience the death of a child (Friends, Families and Travellers, 2011). Some studies have suggested that mobility and the threat of eviction can contribute to low use of antenatal and postnatal care (JSNA 2011). Complications in pregnancy are more prevalent and breastfeeding rates are low due to lack of privacy and the belief that it is dirty to breastfeed in front of a man (JSNA 2011).

It is thought the greatest contact between GRT communities and health services occurs with health visitors and midwives (JSNA 2011).

Vaccinations and immunisations

Children and young people from GRT communities are more at risk from diseases such as measles as there are significantly lower immunisation rates among these groups compared to the rest of Surrey's population (Surrey JSNA Immunisation 2012). Anecdotal evidence attributes this to a lack of understanding among the GRT population about the relative benefits and risks from immunisation, and also to barriers in accessing culturally appropriate health provision.

Anecdotal evidence from Surrey's GRT community suggests that uptake of immunisation against cervical cancer is low among GRT young women, due to the belief that immunisation indicates sexual activity. This cannot be confirmed statistically as uptake is not recorded by ethnicity.

Dental health

Parry *et al* (2004) quote local studies that found that low levels of registration with dental practitioners amongst the GRT community led to unmet needs in dental health. Little is known about dental health of the GRT community in Surrey due to the lack of robust ethnicity data.

Mental health

Nationally, Gypsies, Roma and Travellers have been found to be nearly three times more likely to experience anxiety than others, and just over twice as likely to be depressed, with

women twice as likely as men to experience mental health problems (Parry, 2007). The term 'depression' is widely used by members of the community for a large spectrum of variably severe conditions.

Cemlyn *et al* (2004) suggest that suicide rates are likely to be higher amongst Gypsies and Travellers due to increased risk factors. A study of Irish Traveller suicides over a six-year period (Walker, 2008) found the rate to be more than three times the national rate for non-GRT, with male suicide rates nine times that of females. Twenty percent of the suicides were in the 15-19 age group and the most frequently used method was hanging. Those at higher risk were young men under 30 who were single, separated or widowed, with increased risk for those of no fixed abode and roadside travellers. A very high proportion of those studied there had made no previous attempt at suicide, leading Walker to conclude that for Travellers suicide may be an impulsive act that occurs before friends or family are aware of the person holding such ideation. A family history of suicide, and previous psychiatric diagnosis were also associated with higher risk, as was alcohol abuse. Precipitating events included bereavement, conflict, shame following marital conflict or a criminal act, serious illness and alcohol consumption. Those most likely to survive were those proud of their Traveller identity or who felt there could be a better future for their children, so Walker suggested an approach to suicide prevention based on increasing psychological resilience.

National findings are echoed by research in Surrey. A health study conducted by the University of Surrey and Surrey Community Action (unpublished, 2005) found that 48% of their GRT sample described themselves as anxious or depressed (Beliefs about Child Mental Health Problems among the Romany Gypsy Community, Smith, 2010). Surrey Community Action's GRT community development workers undertook research across six Surrey GRT sites located in three districts/boroughs in 2008/09, surveying 75 adults who between them cared for 65 children and young people aged 0-19. The findings from this research showed that:

- Depression is the most common mental illness among Surrey's GRT population. 72% of those surveyed had been diagnosed or were self-diagnosed with depression and taking some form of medication.
- Unsatisfactory accommodation impacts on GRT mental health. This includes problems with drainage, sewage, flooding, undrinkable water, vermin and methane gas. A number of health issues were also cited as affecting mental health, including skin problems, lung diseases, kidney and joint problems.
- The survey revealed a number of barriers for GRT community members needing to access services, including lack of trust, confidence and assertiveness; lack of information and understanding about professionals and agencies; and lack of literacy and numeracy skills.

Housed gypsies and travellers were also surveyed. Findings indicated that at least one member of each household surveyed suffered with some form of mental illness and was on medication (Gypsy and Traveller Community Needs Assessment Report, Surrey Community Action, 2011).

According to representatives of Surrey's GRT community, parental overdosing or self-harm incidents often result in early discharge from hospital because these incidents are not regarded as critical. They suggest that parents are often frightened to reveal the severity of their distress for fear that their children will be taken away by the authorities. When a member of the GRT community visits a hospital or GP they are more likely to describe themselves as 'fed up' rather than referring to depression but sometimes this masks very severe difficulties. In some instances suicide occurs among adults with no

previously known history of mental health problems. Women's 'stay at home' roles can compound a sense of isolation and increase mental health issues.

Parental ill-health has been demonstrated to increase the risk of a child developing a mental health problem (Smith, 2010). Children and young people from GRT families are considered a priority in 'Thinking Young Minds', Surrey's strategy for children and young people's emotional wellbeing and mental health for 2010-14, and in the Mental Healthcare Needs Assessment Refresh 2014. This is because they are more likely to experience mental health difficulties than the majority of Surrey's children and young people, although their mental health problems may be hidden from the system due to barriers in accessing and engaging with services.

Anecdotal evidence from Surrey suggests that for GRT children who have survived a self-harm episode and are in hospital, there is pressure from the community for hospital discharge to be as early as possible. More time for recovery is often needed, and there may be a need to educate the community about recuperation times. Suicide is more common from the age of 14, although sometimes occurs in younger children.

Smoking

Many more Gypsies, Roma and Travellers smoke than their age-sex matched comparators. The 2004 report 'The Health of Gypsies and Travellers in the UK' indicated that 51% of the GRT population smoked compared to 19% among the comparators surveyed. The health risks to family members may be increased if there is smoking inside small caravans, although in some instances parents go outside to smoke.

Smoking in pregnancy is currently the overriding risk factor for Sudden Infant Death Syndrome (Mitchell, 2006). This needs analysis has not found any research examining whether smoking is a factor in GRT child mortality rates.

In Surrey, a campaign using EasyRead leaflets has been effective in raising awareness among GRT communities about the dangers of smoking.

Alcohol consumption and substance misuse

Young people in the GRT community take on adult responsibilities and habits early. Recreational drinking among male GRT young people is common, and although historically it has been culturally unacceptable for girls to join in, anecdotal evidence suggests that girls are now more likely to drink, in line with trends in the wider UK population. Alcoholism affects women in the community, as well as men. Drug use among men is also anecdotally widely reported, most often cannabis and cocaine, and some dealing occurs. This may be seen as an option for making money in a relatively cash-in-hand society. Smoking and consuming alcohol is likely to contribute to poor long-term health outcomes found among the community's adults, including high rates of heart disease, depression and reduced life expectancy (JSNA, 2008).

Representatives of the GRT community feel that there are inadequate resources for drug rehabilitation and NHS drug and alcohol services are not perceived as helpful. They report that many people are 'dual-diagnosis', meaning they have problems with drugs/alcohol and mental health problems, so tensions between agencies about roles and responsibilities can make it harder to obtain support. Rehabilitation is made more difficult if someone is living close to other users.

Healthy eating and obesity

No Surrey specific data or quantitative evidence is currently available, however, according to the Surrey JSNA (2008) major concerns exist around nutrition in GRT children and young people. Although it did not provide information about obesity rates a study by Parry found that in GRT communities 'big' children were considered to be healthy and that children had embraced the 'fast food' culture (Parry *et al*, 2004).

Local GRT representatives point out the link between poor eating and poverty, which means that members of the GRT community find it difficult to afford fruit and vegetables. Healthy eating is also more difficult for those living on rural sites, who, without their own transport, may only have access to local shops.

A study from 2007 cited by Cemlyn *et al*, 2009, noted that the population had a higher incidence of diabetes than the general population and there was less knowledge in the community about the risk factors or implications of having the condition. It identified an increased risk of premature death due to cardiac disease in Traveller men. A large proportion of the GRT population experiences cardiac health issues.

No in-depth work has been undertaken about the relationship between GRT eating styles and links to obesity, diabetes and other health conditions; nor has the link between eating styles and mental health in the GRT community been explored. However, there have been several campaigns to raise awareness including publication of a recipe book with healthier versions of traditional GRT recipes; leaflets about diabetes distributed to GRT sites; and a DVD produced by Diabetes UK showing Gypsies, Roma and Travellers accessing GP surgeries, which emphasised the importance of identifying diabetes in its early stages.

Barriers to accessing health services

Although the vast majority of GPs in Surrey are happy to register GRT patients there have been anecdotal reports of reluctance amongst a handful of practices in Cranleigh, Merstham and Ash. Additionally, anecdotal evidence from field officers suggest that although most Gypsy, Roma and Showmen children are registered, children from Irish Travellers families are less likely to be registered, which is linked to their more transient lifestyles. Van Cleemput, 2012 (cited Ryder *et al* 2012) cites fears that the NHS reforms contained in the Health and Social Care Act (2012) will create pressures on GPs to reduce referrals to secondary hospital care, which could accentuate tensions and mistrust between Gypsies, Roma and Travellers and health staff. There is also concern nationally that this dissolution of Primary Care Trusts will mean that services such as Traveller Health Workers are lost (Ryder *et al*, 2011).

Health visitors offer newborn and subsequent developmental reviews for GRT babies as part of their standard universal service. Participation in developmental reviews varies across the county, with the more settled GRT families appearing more likely to accept reviews and be available at pre-arranged appointment times. Trust and the relationship with health practitioners is also an important factor. Research has shown increased immunisation rates, appointments for dental, chiropody, physiotherapy services and increased uptake of developmental screening, hearing and vision testing occur when health visitors attend sites (Cambridgeshire Traveller Health Strategy) and this appears to be the norm across Surrey.

2.2 Current provision

'Health Services in Surrey' leaflet

This leaflet, developed by the Surrey Traveller Community Relations Forum, provides local information for travellers about NHS Direct; GP services; dentists; and community paediatricians, including information about how to register. It also includes contact information for the Family Planning Service; smoking cessation services, and a number of helplines (Drinkline, Respond, Surrey Drug Care, Familyline, Frank and various domestic abuse service numbers), although it provides little explanatory information about these services. The leaflet does not provide information about health visitor, school nursing services or local pharmacy and optician services.

Health visitors

There are three providers of health visitors in Surrey - Virgin Care, Central Surrey Health and First Community Health and Care. Health visitors are often informed of a new child on a site via the Race and Ethnic Minority Achievement Service. Central Surrey Health has a health visitor attached to each of their affiliated GP surgeries and they cover all registered GRT children whether housed or living on sites.

Community paediatricians

Community paediatricians hold clinics in a variety of locations, including schools and hospitals. Attendance of GRT families is reportedly poor at the latter.

General Practitioners

Most of the GRT community in Surrey are registered with a GP. Out of hours services are provided across the county and non urgent advice can be obtained from Walk-in centres. Evidence suggests that if GRT patients are not offered an appointment with their preferred GP at a time to suit them and within the next couple of days, they often choose to attend the local Walk-In Centre or A&E, whichever is closer. Furthermore, if they are not received in a culturally sensitive way by surgery receptionists they are unlikely to return. Walk-In Centres are often preferred by more nomadic groups of Irish Travellers and Showmen.

District and Boroughs

Public Health will be working with each of the Boroughs and Districts to develop local health and wellbeing strategies, and will be encouraging local boards to consider the needs of their GRT populations.

2.3 Examples of good practice

The organisation Friends Families and Travellers cites examples of good practice that have helped to make health services more accessible for local travelling communities. These include:

- Know Your Rights and Responsibilities leaflet.
- Food and Mood booklet written specifically for the GRT community.
- Emotional wellbeing leaflets, audio CD and book explaining mental health and tips on how to manage wellbeing from both professionals and Gypsies and Travellers.
- Wellbeing workshops for Traveller women including baby massage, aromatherapy, first aid and homeopathy.
- Culturally appropriate women's personal health leaflet on cervical screening developed with NHS. Cultural sensitivity including having same-sex workers and not discussing female health issues in front of men.

- Walk-in centre offers patients help with filling out paperwork.
- In recognition that high numbers of GRT visit urgent care hospitals for general health problems, GRT visit hospitals are now supported to register with a local GP surgery.
- Reminder calls/texts sent the day before appointments.
- Literacy is never assumed: medical information is explained using pictorial information; forms, prescriptions, meetings, etc are verbally explained.

(Friends Families and Travellers, 2011)

2.4 Policy framework

National health care legislation and public health strategies for the population as a whole apply equally to health provision for the GRT community. Clinical Commissioning Groups have a responsibility to commission and plan services according to their populations' needs; including those of GRT communities.

Health and Social Care Act 2012

The Health and Social Care Act 2012 transferred public health and health improvement responsibilities to local authorities, and introduced legal duties on the Secretary of State for Health, the NHS Commissioning Board, and clinical commissioning groups, to have regard to the need to reduce health inequalities when exercising their functions.

The Act requires all local areas to have a joint health and wellbeing strategy. The Surrey Children's Health, Wellbeing and Safeguarding Plan is one year plan to support Surrey's children and young people, including GRT, to realise good health and wellbeing outcomes throughout their childhood. It will be replaced by a strategy for children linked to Surrey's Joint Health and Wellbeing Strategy. This will be supported by a 3 -5 year partnership health, wellbeing and safeguarding plan for children and young people. Surrey, like other local authorities, will have a ring fenced budget to target health inequalities.

Progress report by the ministerial working group on tackling inequalities experienced by Gypsies and Travellers 2012

The DCLG *Progress report by the ministerial working group on tackling inequalities experienced by Gypsies and Travellers 2012* commits the Department of Health to lead on a number of actions to improve the health of GRT such as including their needs in health commissioning; looking at gaps in data and research, and training for health professionals.

Surrey strategies

There are a number of joint and collaborative strategies that aim to address health inequalities by developing appropriate interventions to target at risk communities. These include:

- NHS Surrey Vaccination and Immunisation Strategy 2010-2015
- Making Smoking History: Tobacco control strategy for Surrey 2010-2015
- Surrey Suicide Prevention Strategy 2010-2013
- NHS Surrey Breastfeeding Strategy 2010-2015
- Surrey's Strategy for Sport & Physical Activity 2011-15
- Surrey Obesity Strategy
- Surrey Youth Justice Health Needs Assessment 2011
- 'Thinking Young People' – Surrey's strategy for children and young people's emotional wellbeing and mental health 2010-14
- Alcohol strategy (under development)
- Countywide sexual health strategy (under development)
- Surrey Domestic Abuse Strategy

Chapter 3 Education and attainment

3.1 Needs and issues

Pupil population

- There are approximately 1400 GRT children and young people on roll in Surrey schools. Guildford has the highest with 270 and Runnymede the next with 134. All other boroughs have less than 100.
- In July 2013, 94 GRT children of school age (2-16) were receiving Elective Home Education. 134 were on the Elective Home Education roll throughout the 2012/13 year.

Educational outcomes

Educational attainment data for Surrey GRT children is more readily available than other data. There are wide gaps in attainment between the average child in Surrey and the average Surrey GRT child across all key stages of the national curriculum. Only 53.3% of GRT children achieved five GCSEs in 2013 in Surrey compared to 84% of non-GRT children (SCC performance data).

Key Stage 1 2013			
	GRT	Non-GRT	Gap
% L2+ in Reading	54.0%	91.4%	37.4%
% L2+ in Writing	52.2%	88.2%	36.0%
% L2+ in Maths	72.6%	94.3%	21.7%

Source: Pupil Flat file from Keyphas matched on ONE(EMS) Traveller flag. Number of Travellers in cohort 113.

Key Stage 2 2013			
	GRT	Non-GRT	Gap
% L4+ in Reading Test	65.7%	89.3%	23.6%
% L4+ in Writing TA	48.1%	85.1%	37.0%
% L4+ in Maths Test	54.6%	86.0%	31.4%
% L4+ Reading, Writing & Maths	37.0%	78.6%	41.6%

Source: AAT Pupil level file matched to ONE(EMS) Traveller flag. Number of Travellers in cohort 108.

Key Stage 3 2012*			
	GRT	Non-GRT	Gap
% L5+ in English	52.1	87.8	35.7
% L5+ in Maths	49.3	86.1	36.8
% L5+ in Science	52.1	88.2	36.1

Source: Pupil Flat file (schools) from Keypas matched to ONE(EMS) Traveller flag
Number of Travellers in cohort 71

*complete 2013 data is unavailable

Key Stage 4 2013			
	GRT	Non-GRT	Gap
% 5+ A* - C inc. English & Maths	28.3%	67.7%	39.4%
% 5+ A* – C	53.3%	84.0%	30.7%
% EBacc	1.7%	30.2%	28.5%

Notes: These two measures %5+A*-C English & Maths and %5+A*-C include GCSE and equivalent qualifications.

Source: AAT Pupil level file matched to ONE(EMS) Traveller flag Number of Travellers in cohort 60.

It would be useful to compare the educational attainment of GRT children in Surrey with those of GRT children in other local authorities, particularly Surrey's statistical neighbours, however this analysis is not possible due to a lack of national comparative data. Although the Department for Education includes GRT as an ethnic category in its national analysis of 'Attainment by Pupil Characteristics', this is not included in its analysis by local authority because GRT numbers at local authority level do not meet the threshold set to preserve anonymity.

Special educational needs

Nationally, Irish Traveller pupils are 2.7 times more likely than the general population to have special educational needs, while Gypsy Roma pupils are 2.6 times more likely to have special educational needs (Cemlyn, 2009).

59% of Surrey GRT children have special needs, compared to 19% amongst the whole Surrey school population. This may be because the GRT population's special educational needs are being recognised earlier than those of the general population, although this cannot be stated definitively (SCC Performance and Knowledge Management Team).

Dropping out of school

Of the 108 GRT pupils in Year 6 key stage 2 cohort in 2012, 81 (75%) were still in Surrey schools in Year 7. These figures do not take into account that some pupils may have travelled out of county, however they do indicate that school dropout for GRT children and young people is a significant problem in Surrey (SCC Performance and Knowledge Management Team)

School absence

School absence for GRT has improved over the past 3 years and fallen from 18.09% in 2009/10 to 14% in 2011/12. It should be noted that there has also been a fall in absence amongst non-GRT children and young people over the same period.

School absence in academic year 2011/12		
	All Surrey	GRT
Overall absence	4.7%	14.0%
Absences (primary)	4.1%	13.2%
Absences (secondary)	5.5%	16.5%

(Source: SCC Performance and Knowledge Management Team)

School exclusion

A Department for Education and Skills study in 2005 found that White Irish Travellers were the most likely to be permanently excluded from school, with an exclusion rate of 0.51%, while Gypsy Roma children were the third most likely group to be excluded (DfES 2005 Ethnicity and Education – the evidence on minority ethnic pupils).

Exclusions have been falling both for GRT and non-GRT children in Surrey. The exclusion rates for GRT children have been gradually improving, due to the efforts of REMA service and other support agencies. However GRT children continue to be far more likely excluded, either permanently or fixed term than non-GRT children.

% days lost through exclusion		
Year	GRT pupils	All pupils
07/08	0.5	0.10
08/09	0.4	0.09
09/10	0.3	0.07
10/11	0.3	0.04
11/12	0.29	0.04

Percentage of exclusions of GRT and non-GRT children					
% Fixed Term Exclusions	Surrey	GRT	% Permanent Exclusions	Surrey	GRT
2009/10	4.87%	20.05%	2009/10	0.05%	0.22%
2010/11	3.9%	24.5%	2010/11	0.04%	0.6%
2011/12	3.75%	22.6%	2011/12	0.03%	0.12%

(Source: SCC Performance)

Travel to school

Transport or walking to school is often an issue for GRT parents, especially those living in Surrey's rural communities, whose homes may be situated some distance from school, with no footpaths or safe route. Mobility patterns and mid-year arrivals can mean children from the same family may be placed at a number of schools, making it difficult for parents to escort all children to their destinations. Professionals working with families

report that many GRT parents will not allow their children to use public transport, particularly when alone and particularly applicable to young women. This presents a considerable barrier for access to education, and places a strain on both families and services.

Elective home education

The Education Act allows parents to provide education for their children at school or at home. Surrey's REMA Service and Elective Home Education Service work in partnership to support and advise GRT families who opt for home education, with 94 such pupils currently registered. Their role involves recording home educators, who are offered advice and guidance and the opportunity of a home visit. If the education is not suitable, the Elective Home Education manager can advise the family to apply to a school or involve the Education Welfare Service. Although some GRT families employ tutors for their children, many do not, meaning there is little possibility that home education will be effective.

The legislation regarding Elective Home Education makes it hard to challenge parents in practice, even if the education they provide for children is of poor quality or non-existent. DfES guidelines state that parents are responsible for providing an education that will equip their children for life within their own culture, and that children must also be equipped to live outside of that culture should they choose to do so in later life.

GRT families in Surrey electing to home educate usually cite cultural reasons for their decision, which is in line with national findings. Cemlyn *et al* (2009) found that nationally the main reasons that Gypsies, Roma and Travellers chose home education are fear of cultural erosion; perceived lack of relevance of the secondary curriculum, and the fear of racist bullying in schools.

Safety, bullying and racism

National research indicates that lack of safety, bullying and racism can significantly affect GRT children in schools, and that fears about ill treatment can be a serious barrier to regular school attendance. According to the Children's Society, bullying is a particular problem within secondary schools, which contributes to the high drop off rate amongst GRT children at around 11-12 years (Ureche and Franks, 2007). When interviewed in 2013 for this needs analysis, many young people attending Surrey's Gypsy Skills project described being persistently bullied at school and ineffective responses by their schools in tackling this, stating that being bullied because they were gypsies or travellers was the reason why they could not remain in mainstream education.

154 schools in Surrey reported at least one racist incident in 2011/2012. This was less than the previous year (165 incidents in 2010/11) but more than in 2008/09 (142) and 2009/10 (145) (Surrey Report of Racist Incidents in Schools 2011/12). The number of schools making a nil return in 2011/12 (238) was higher than in 2010/11 (230). Over half of all schools (238 out of 392) in Surrey made a nil return, which suggests that under-reporting of racist incidents in general continues to be an issue for the majority of schools. This may be attributed in part to possible uncertainty among school staff about the definition of a racist incident and to a lack of confidence in dealing with incidents. Another cause of under-reporting is the reluctance of pupil victims of racist bullying to report incidents to staff. It is worth noting that although Racist Incident reporting by schools does not identify a particular problem for GRT pupils, Surrey's Youth Justice Service reports that GRT young people are more often involved in violent incidents and

links this to the GRT community's frequent experiences of discrimination and prejudice, which may invoke reactions of violence.

3.2 Current provision

Children's centres and early years settings

Children's centres and early years settings have worked to establish positive relationships with most GRT communities in Surrey. Each children's centre has a named link worker for GRT families to ensure consistency of relationships, and newly arrived families with children aged 0-5 are identified via health visitors or information provided by REMA. Two mobile children's centre buses visit sites across Surrey, and there has also been good take-up of free early education for 2 and 3 year olds, helping to develop school readiness. Individual children's centres also try to engage adult learners, for example to improve their literacy and numeracy.

Effective practice in Surrey schools

Recent Ofsted reports have highlighted good practice in several Surrey schools that have large numbers of GRT pupils, as follows:

- Burstow Primary School, 2013: 'The school has worked hard to build good relationships with families, especially those of Gypsy, Romany and Traveller heritage, and attendance for many of this group matches their peers. The school actively promotes equality of opportunity and does not tolerate discrimination.'
- Ash Grange Primary School, 2014: 'The attainment of Gypsy-Roma and Irish Traveller pupils is higher than that of similar groups of pupils nationally. Improved rates of attendance are helping to support the progress of these pupils across the school'.
- Shawfield Primary School, 2013: 'Attendance is promoted well and monitored closely. Overall attendance is average, but absence is highest for the Gypsy, Romany and Traveller group of pupils. The school has a strong home-school link with a dedicated member of staff to establish good levels of communication between families, the school and local authority services such as Traveller Education Support'.
- Cranleigh Church of England Primary School, 2013: 'The achievement of pupils with disabilities or special educational needs is in line with other pupils, and they make similar progress. The achievement of pupils from Roma/Gypsy backgrounds is significantly above that of others nationally. Other groups in the school make similar progress to their peers'.
- Salfords Primary School, 2012: 'The good quality of care, guidance and support is most evident in the close working partnerships with Traveller families and those most vulnerable. This has led from below-average attendance to the rapidly improving attendance of these pupils as well as raising their confidence and self-esteem'.
- Stepgates Community School, 2013: 'Around 15% of pupils are from Gypsy, Roma and Traveller families. Every pupil who left Year 6 in 2012, regardless of their background, ethnic origin or level of ability, made at least the progress expected of them in English during Key Stage 2, and around half of them made more progress than that. In mathematics, progress rates were similar to those in other schools, although more pupils made better progress'.
- St Lawrence Primary School, Chobham, 2014: 'The school engages well with Traveller families and gives effective support to pupils with Traveller

- backgrounds so that they make good progress, particularly in reading’.
- Riverview Church of England Primary School and Nursery, 2012: ‘There are many striking examples of where the school has worked extremely well with pupils, their families and outside agencies to help remove barriers to learning. This commitment is reflected in one parent's comment, ‘The school has taught a number of gypsy children, including my own. It's a shame there's no extra merit given because, when providing for gypsy children's educational needs, the need to educate the whole family is common. All at Riverview do this so well.’

Race Equality and Minority Achievement Service (REMA)

Surrey County Council’s Race Equality and Minority Achievement (REMA) team works in partnership with schools, SCC colleagues and other agencies to raise the achievement and improve outcomes for minority ethnic children and young people, including Gypsies, Roma and Travellers. REMA also works more widely with partners to promote inclusive practices and assist practitioners in recognising and valuing diversity and implementing race equality.

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The REMA service leads the implementation of key elements of national strategies for GRT pupils through training and partnership activities in targeted primary and secondary schools, and contributes to policy development for monitoring home-based education. In line with the national strategies’ aims to improve access and attendance and narrow achievement gaps, REMA supports schools to develop good practice for meeting the needs of their GRT learners. School staff receive training to raise cultural awareness and develop pedagogy. Many Surrey schools take part in activities linked to the annual GRT History Month, to raise cultural awareness and affirm ethnic identity. Since 2007, the GRT Achievement Project has involved Surrey schools working in partnership with the REMA to focus on barriers to learning for GRT pupils as part of their school development. Underachieving GRT pupils are prioritised for direct learning support by REMA staff.

REMA aims to improve GRT children and young people’s access to education by supporting their entry to school at transition phase and with mid-term admissions for casual entrants. It works with the Early Years and Childcare Service to develop preventative approaches in early years and supports targeted GRT children at all transition points including access to further education.

REMA has a key role in improving the quality of data collected about GRT children and young people in Surrey, promoting strategies to increase the rate of self-ascription and supporting Early Years settings to improve registration of GRT children.

Education Welfare Service

Education Welfare Officers work with families to deal with problems and address issues that may prevent children from attending school. A joint protocol between REMA and the Education Welfare Service has been developed to monitor GRT attendance.

Gypsy Skills Programme

Gypsy Skills is an alternative education programme, within Services for Young People. It is available to GRT young people who have disengaged from other forms of education where parents and relevant professionals agree referral is appropriate. Young people in years 10 and 11 attend three days a week for vocational training in areas such as construction, bricklaying, carpentry; plumbing; health and safety; hairdressing; cooking;

and floristry. Functional skills (basic literacy, numeracy and IT) comprise 50% of the curriculum, assisting with the re-integration of students into mainstream education at college level. Two days of the curriculum involves an equal split between functional skills and vocational training, whilst the third day offers a broader curriculum, designed with the young people, which can include outdoor learning; planning projects; college visits; business skills for self-employment; music; art, first aid and sport.

The Gypsy Skills programme is also currently offered to young people from years 8 and 9; however, funding for this age group continues to be uncertain as it relies on external sources on an ad hoc basis. Experiences of delivering the years 8 and 9 programme indicate that demand exists for this age group, with young people engaging in a range of educational opportunities, supported by their parents and community. There is a need to establish sustainable provision for this age group, which could have a significant impact on:

- Reversing the trend of early disengagement with education and training
- Reintegrating Year 8 and 9 students to mainstream school where possible
- Responding effectively and appropriately to individual needs
- Build continuity of education before young people attend year 10 and 11 provision. Without this, re-engagement is very hard work for both students and staff, as students have forgotten what they had learnt before the point of leaving mainstream education in Year 7 or 8.
- Supporting positive relationships the GRT communities by facilitating their active involvement in developing provision

Gypsy Skills staff point out the need to take a long term view in developing alternative educational provision, particularly because GRT families are wary of adverse outside influences such as sex and drugs, and because of historical experiences of oppression. Gypsy Skills has a high profile among Surrey GRT communities, and because it provides vocational training with economic relevance it is something that most families want for their young people. In a series of 110 interviews in 2010, GRT young people made the following comments about Gypsy Skills:

- 'Give Gypsies a chance to learn because they are not allowed to go to school.'
- 'So we can get an education.'
- 'Because we are not allowed to mix with other children who are not Gypsies.'
- 'We want to learn what they learn in school.'
- 'I have learnt to read and write better.'
- 'Construction Bus teaches you what you wouldn't learn in school - we need to know.'
- 'Better than sitting at home doing nothing and learning nothing.'
- 'Better to be here doing what you want to do than at home doing what you don't want to.'
- 'Good chance to communicate with outsiders/non-Gypsies, and get an education'.
- 'Hundreds of Gypsies don't go to school - this gives them a choice.'

Following discussions about future strategic direction, access routes to Gypsy Skills have been refined to achieve a better coordinated approach across Surrey provision as a whole. Students will be required to transfer to secondary school in Year 7, with support being provided from REMA and others to enable the young person to remain in mainstream education. If methods such as School Action/School Action Plus cannot achieve this, then a referral will be made to the Access to Education team, which can consider various options for the student, including Gypsy Skills. Proposed new funding

arrangements for Gypsy Skills will require GRT pupils to be on a school role and for schools to purchase placements on Gypsy Skills.

Lift Off

Lift Off is Surrey's new online learning project, providing an opportunity for young people including GRT to learn from home via the internet with specialist teacher support. It has a well developed system of accreditation through a mixture of portfolio-based awards and GCSEs. A curriculum is negotiated for each pupil, from subjects including Maths, English and Science, employability skills, personal money management, childcare, creative crafts, sexual health awareness, drug and alcohol awareness, music technology and more. At present, only settled GRT pupils are catered for since a fixed home base is required for the service to be delivered, however, there is a possibility that this might change in future.

A panel of representatives from Educational Psychology, Education Welfare, Youth Justice and Social Care ensure that referrals are appropriate before the provision is offered. The referral criteria are:

- The pupil is in year 10 or 11.
- It must be demonstrated that a number of alternative options have been tried or considered, with reasons why they were not appropriate. The pupil must have entrenched failure to attend (a psychological or psychiatric referral is not required).
- The pupil must be willing to cooperate.

A part-time version of Lift Off is being developed for young people who are able to attend face-to-face provision for part of the week but would benefit from some online provision to complete their timetable and give them access to courses that lead to qualifications.

3.3 Examples of good practice

The following examples of good practice in early intervention were all previously delivered in Surrey but their funding streams have ceased.

Early Years Book Project

REMA staff worked with GRT parents at home to model the use of books to promote the development of early literacy skills for their children. Early Years settings were loaned culturally relevant and age-appropriate reading materials to engage their GRT children in learning. The project was started in response to the deficit of achievement of many Traveller children in developing effective language and literacy skills. It was acknowledged that Traveller parents may not have secure literacy skills themselves or understand the educational importance of sharing books, stories, songs and nursery rhymes with their pre-school children.

The project ran for two terms and provided pre-school Traveller children attending Early Years settings across the county with the opportunity to share and engage with high quality and stimulating books through adult-led sessions. The emphasis was to encourage children's book knowledge and engagement and develop receptive and expressive language. The main outcome of the project was that many Traveller children across the county had the opportunity for focused time to enjoy and engage with books in a meaningful way. There was evidence of improved book knowledge and expressive

language skills, with children talking about characters, settings and plot and joining in with storytelling. Many children showed improved interaction and communication with adults and other children within the setting. There was also increase in parental interest and engagement, with staff modelling how to share books effectively at home.

Reading Recovery

Reading Recovery was an intensive early intervention reading programme that aimed to accelerate reading standards amongst children who are struggling at Key Stage 1. Children who had been identified as falling behind their peers in the acquisition of early reading skills received daily, half-hour lessons over a period of 12-20 weeks. This early intervention was intended to prevent later learning problems and allow the child to fully access the curriculum. A study completed by London University's Institute of Education, found that a year after undergoing Reading Recovery, pupils were still a year ahead of those with similar difficulties who did not take part in the programme (TES Connect, 2008).

Evaluation of Surrey's scheme for GRT pupils showed that all pupils started the Reading Recovery programme with a reading age well below their chronological age. By the end of their involvement in the programme, all these pupils had a reading age equivalent to their chronological age and most had significantly exceeded it. Pupils with special educational needs were highlighted much earlier as a result of the programme. Additional benefits were that all pupils remained in school during the programme and attendance improved for many. 100% of the pupils reaching key stage milestones transferred to secondary school (Reading Recovery data 2005-2010. Source: REMA)

E-LAMP / ICT Use

Between 2004-2010 Surrey played a successful part in delivering a national E-learning and Mobility Project (E-LAMP), which was commissioned by the then Department for Education and Skills and managed by the National Association of Teachers of Travellers. E-LAMP provided GRT children with a laptop and internet access for use whilst travelling, enabling children to complete assignments and keep in touch with teachers and peers. The aim was to promote continued learning and enable children to maintain links with their base school. Evaluation of the Surrey scheme indicated that it had a strong beneficial impact on participating GRT pupils' self-esteem and self-confidence, motivation and attitude to education, and improved their attendance and skills. Evaluators reported the pride felt by students that they were trusted with the responsibility of having the equipment in their care outside of taught sessions and in developing their individual projects in their own time (E-lamp Strand C Final Evaluation, July 2009. Source: REMA)

Positive Steps Plus

Ash Manor Secondary School offered Positive Steps Plus, a project designed to integrate Year 8 pupils at risk of exclusion, into mainstream school. These children were taught in a youth club close to the secondary school, in preparation for reintegration. GRT pupils on the Positive Steps project were loaned portable computers and digital photography equipment using the E-LAMP scheme.

3.4 Policy framework

Gypsies, Roma and Travellers have the same rights to education as other children. Parents are required under the 1996 Education Act to ensure that their children receive education for at least 200 sessions, out of the standard 380. However, a reduced

requirement serves to protect families from prosecution if they are travelling for work purposes. The 1996 Act allows parents to provide education for their children at school or at home. Pupils can be registered in more than one school to protect their place in their 'base' school. The Government recently consulted on repealing section 444 of the 1996 Act which permits economically nomadic families to defend themselves against a prosecution for their children's non-attendance in school subject to registration and attendance conditions. The Government argues that section 444 leads to poor attendance and consequently poor educational outcomes for GRT (DCLG 2012).

In Surrey, the proposed repeal of section 444 has raised concerns that GRT parents may withdraw their children from their school role when they need to travel for work purposes and opt for elective home education. Surrey has achieved some improvements in the attendance and attainment of GRT pupils but changes to the legislation may see a loss of trust in the support they currently receive. This could lead to a return to families evading and avoiding education altogether with little or no safeguarding for their children.

Pupil Premium and Dedicated Schools Grant

The Pupil Premium is a top up for schools to enable them to better support vulnerable pupils, equivalent to £1,300 in 2014/15 per disadvantaged child. Schools will receive this funding for each GRT child on free school meals. The Dedicated Schools Grant is intended to help schools improve the performance of ethnic minority and GRT pupils, as well as those with English as an additional language. There is no guarantee that schools will buy in specialist support for GRT pupils, such as that offered by REMA, with these funds.

Ofsted school inspection framework

The revised Ofsted inspection handbook states that inspections should assess how schools monitor the progress of pupils with protected characteristics including GRT children and young people.

Raising of the participation age

The Government is increasing the age at which all young people in England must continue in education or training to 17 from 2013, and until their 18th birthday from 2015. Young people can choose from full time education, an apprenticeship or part-time education or training if they are employed, self-employed or volunteering full-time. This could help increase the literacy and skills of GRT young people. However, it may cause conflicts where GRT young people want to work in the family trade or move frequently. It is unclear how this would work in tandem with the potential repeal of section 444 of the Education Act.

From September 2013, pupils under 16 will be allowed to enrol in colleges rated good, outstanding or satisfactory. Further education teachers and experts with vocational expertise will also be allowed to teach in schools, which may be a better fit to GRT pupils' learning style (Ryder and Greenfields 2010). However more rigorous standards in vocational education might prove a barrier for GRT pupils if higher academic requirements apply.

Chapter 4

Social inequalities

4.1 Needs and issues

Social exclusion

GRT communities are sometimes described by service providers as being 'hard to reach'; however, many GRT families experience services themselves are 'hard to reach'. GRT sites are often in isolated locations, with few amenities or transport links, making it difficult for families to access services. High rates of illiteracy can cause problems with filling in forms, particularly when staff do not offer assistance. One study in Dorset in 2007 estimated GRT adult illiteracy rates at 62% (Some Common Myths about Gypsies and Travellers, Friends, Families and Travellers, 2011). GRT representatives report regular incidents of overt and unintentional discrimination when trying to access Surrey services, which act as a further barrier and perpetuate difficulties with trust.

Impact of social exclusion on children and young people

- Lack of amenities on GRT sites can disadvantage young children, since there may be few or no facilities for stimulating play, which in turn affects their readiness for learning at school age (Friends, Families and Travellers, 2011).
- Children and young people in the GRT community are often isolated, particularly when they leave school before the age of 16 (Friends, Families and Travellers, 2011).
- GRT children and young people are often expected to be involved in caring for siblings or relatives (Friends, Families and Travellers, 2011), which is a further factor in their isolation.
- According to the Children's Society, 63% of young travellers are bullied or attacked. They are often victims of race hate crime but incidents are largely unreported (Children's Society, 2007).

Domestic abuse

Nationally, there is evidence of high levels of domestic abuse within the GRT community, which are exacerbated by high levels of financial stress (Friends, Families and Travellers, 2011). Domestic abuse often co-exists with alcohol abuse and mental health problems, which are known to be problems in the GRT community. Among the general population, it is estimated that three women in every ten experience domestic abuse during their lifetime, however in GRT communities it is estimated this figure is six to eight in every ten women. Due to their geographical and social isolation and different 'cultural rules' there can be immense obstacles to leaving an abusive relationship. Data from the local domestic abuse outreach services in Surrey indicates that in the first quarter of 2013-14, there were five cases self identified in this group. Between April 2012 and March 2013 there were 22 referrals from GRT victims to outreach services - 0.7% of all referrals. It is important to note, however, that ethnicity is self-declared when victims engage with outreach services and ethnic background was 'unknown' for 14.3% of referrals in 2012-13, making the figures unreliable. With this in mind, according to the 2011 Census, the GRT population in Surrey is 0.2%, meaning there were at least three times more referrals from the GRT population in the last financial year than we would expect to see. The actual figures may be higher if some of the outreach clients not declaring their ethnicity are GRT.

According to Cemlyn et al (2009) Gypsies and Travellers who are victims of domestic abuse are predominantly female. Some Gypsies and Travellers have suggested that domestic violence may first commence when a family moves into a house and arguments start as they experience isolation, discrimination, financial hardship and depression. Anecdotal evidence suggests that alcohol and drug abuse features in many incidents of domestic violence (Cemlyn et al 2009). Cemlyn suggests that 'cultural barriers' to leaving a violent partner are particularly strong within GRT families. Barriers include fears about loss of community; fear of racism; isolation; concerns about possible accommodation alternatives; beliefs that it is impossible to escape violence as the partner will find out where the woman and children have gone; expectations that marriage is for life; and the false belief that many men are violent and a woman has to accept such behaviour. Surrey domestic abuse workers have given similar anecdotal accounts. There can be challenges for GRT women and children fleeing to refuge and living with other families with different cultural practices, and traditional housing options for someone fleeing domestic abuse may not reflect the cultural needs of traveller families.

Domestic abuse has been recognised as a key indicator for child abuse and neglect. Edelson *et al* (1999) reviewed 25 studies and estimated a correlation of 30-60% between domestic violence and all forms of maltreatment of children.

Violence against women and children is a national government priority. In Surrey, locally available domestic abuse data, service gaps and issues have informed a refresh of the domestic abuse JSNA chapter, and a new five year domestic abuse strategy for Surrey has been developed. Detailed action plans will be developed for both the multi-agency agenda and for individual services and agencies.

Safeguarding

Statistical data suggests that GRT children may be under-represented among Surrey's looked-after children; however, this may be due to GRT ethnicity not always being identified/recorded. At of June 2013, three of Surrey's population of 863 looked-after children was recorded as having GRT ethnicity, all of whom were white Irish travellers. This equates to 0.35 % of the looked-after population; however, approximately 1.32% of Surrey's 0-19 population as a whole have GRT ethnicity. As at June 2013, there were 37 Gypsy/Roma Children in Need or subject to a Child Protection Plan, which is approximately 1% of the total Children in Need.

These figures must be treated with caution, because numbers are too low to be statistically significant; and also because of difficulties with self-ascription. However, despite the limitations with data above, the apparent under-representation of GRT amongst children known to social care indicates the need for better ethnicity recording. It is acknowledged that questions about GRT ethnicity are not always asked when recording social care referrals. It is also possible that the relative isolation of GRT children and young people means that safeguarding issues do not come to the notice of practitioners within universal services who might otherwise identify possible concerns.

Young carers

Children and young people in the GRT community are sometimes expected to take on caring responsibilities for siblings or relatives (Friends, Families and Travellers, 2011). It is difficult to estimate the number of GRT young carers in Surrey as they will often not self-identify, and because those who have disengaged from schools and other services may go unnoticed. Surrey Young Carers supports young carers if they are referred by

other agencies, but many GRT young carers will not be in touch with these other agencies. In Surrey, 1.5% of all children, and 6% of children living in a family with disability, are young carers. This would suggest there are at least 33 GRT young carers in Surrey, although this figure is potentially higher given high levels of poor health and disability within the GRT population.

Problems for young carers include isolation and a lack of interaction with friends, difficulties in school attendance, and health issues including tiredness, stress and depression ('Working with Young Carers', Surrey Young Carers *et al*). Young carers are often identified and supported within schools settings, but given that many GRT children leave school early there is a risk that GRT young carers will not be known and may miss opportunities for support. The needs of Surrey's GRT young carers are not fully understood.

Teenage Pregnancy

Little is known about the rate of teenage pregnancy among Surrey's GRT population. Anecdotal evidence suggests that the rate among those aged under 16 is similar to the wider population but for over 16s it may be higher due to the culture of younger marriages. Further anecdotal evidence suggests that GRT children may be withheld from Sex and Relationship Education by their parents.

Among the general population, pregnancy at a young age is associated with a range of health and social issues for mother and child. Babies are more likely to be premature or low weight; have a higher likelihood of death in the first year; and are more prone to accidents. Teenage mothers are at a higher risk of postnatal depression and poor mental health; are more likely to smoke; less likely to breastfeed; less likely to finish their education or find employment, and more likely to live in poverty.

Young offenders

An informal analysis undertaken about 5 years ago by Surrey YJS indicated that approximately 7-9% of the young people within its service at that time were Gypsies or Travellers. This equated to 140-180 individuals. GRT young people are the largest ethnic minority group represented in this service (information from Surrey YSS, 2011).

Surrey YSS reports that GRT young people are often involved in violent crimes. This is attributed to cultural beliefs that the use of violence is an acceptable way to resolve a dispute, coupled with the community's frequent experiences of discrimination and prejudice, which may invoke reactions of violence. The spectrum of violence coming to YSS attention ranges from common assault to GBH with intent.

4.2 Current provision

GRT children and young people and their families are entitled to receive the same universal, targeted and specialist services as other Surrey families, however, GRT social exclusion and a lack of understanding of needs can act as barriers to accessing services.

Children's Centres

Surrey has 58 children's centres across the county and two specially designed mobile children's centres that work holistically with GRT families, supporting health, social and educational development for 0-5 year olds. Local children's centre provision varies

according to identified local needs, however, all have identified GRT as a priority group. Children's centre staff work with REMA to offer appropriate services to GRT families within their catchment area, mostly through outreach, engaging via health visitors and other professionals who have existing relationships with GRT residents. Mobile children's centres visit a number of sites, together with health visitors and midwives.

Practically, Children's Centre teams engage by:

- Using pictorial resources
- Offering family play-based sessions
- Offering outdoor services
- Supplying play boxes
- Being sensitive to parents' fears arising from illiteracy
- Supporting families to access pre-school provision and schools

Youth Offending Team

Work with young people who have committed offences now falls within the remit of the Youth Support Service (YSS). All cases are assessed individually using an ASSET tool. There are twelve categories covering family, mental health, substance misuse and education. High risk areas trigger onward referrals within the team and are identified within the individual's plan. The YSS also undertakes a range of preventative work including tackling violent youth-on-youth crime; school attendance and anti-truancy initiatives; licensing enforcement to reduce under-age drinking; educating young people about the dangers of alcohol, drugs and other misused substances; Safer School Partnerships (keeping children in school, off the streets and away from a life of crime); the New Leaf Mentoring Project (matching young people with a supportive adult); parenting programmes (supporting the families of young people at risk of offending); and Firewise (working with young people at risk of committing arson). These services, which are offered as a part of the wider remit of Surrey's Services for Young People, help to address issues for GRT young people who come into contact with the YSS

Additionally, the YSS has a community liaison worker who is herself a member of the GRT community, and undertakes targeted preventative work with GRT children. She has worked with several junior schools to maintain GRT attendance, reaching children before the age when they commonly drop out of school and their risk of offending behaviour increases.

Surrey domestic abuse services

These services are working to engage with organisations and individuals embedded within GRT communities, to ensure services are accessible.

Young carers support services

Independent young carer services provide free support to young carers up to 18 years old throughout Surrey. Services aim to work for and with young carers to help them achieve their full potential and also work in schools settings providing one-to-one and group support, and raise staff awareness of young carers' needs.

Action for Carers has introduced a special symbol (in the form of a Gypsy caravan) to indicate that information leaflets about young carers are relevant to GRT young people.

4.3 Examples of good practice

- Several organisations, including Friends, Families and Travellers and Surrey Community Action, report the effectiveness of making contact with GRT families through trusted individuals such as health visitors, community support workers and others who visit GRT sites regularly and can build up longer-term relationships with families. These relationships can be used to encourage the take-up of universal and targeted services.
- Children's centre workers in East Sussex have identified named workers in each centre who act as a first point of contact for professionals and new GRT families. When a new GRT family arrives, this worker will accompany community outreach workers visiting the site, making initial contact and giving families a DVD showing other GRT families using the children's centre. This has proved highly effective in supporting GRT parents to bring their children to centres where they can experience stimulating play and where parenting issues can be supported.
- Preventative work undertaken in Surrey YSS by the GRT community liaison worker has reportedly been effective in promoting attendance and building better relationships between GRT parents and the YSS.

4.4 Policy framework

The legislative framework for safeguarding and promoting children and young people's wellbeing applies equally to GRT children and young people.

Chapter 5

Accommodation and housing

5.1 Needs and issues

Availability of GRT accommodation

Historically, Surrey has been home to a relatively high number of Gypsies, Roma and Travellers, and is the county with the second highest number of authorised GRT sites in the South East. However, the overall picture in Surrey is of a lack of sufficient GRT accommodation. Most of the authorised sites in Surrey have been established for a long time and Surrey faces particular challenges in developing new site provision. Extensive areas of the county are covered by protective environmental and planning designations and urban land values are very high. There has been limited growth in the number of private sites, mainly as a result of successful appeals. Overcrowding on sites has also been a common problem, and this masks the full extent of the number of homes that are needed (Enquiries in Public, 2010, unpublished). Districts and Boroughs in Surrey are now responsible for assessing GRT accommodation needs in Traveller Accommodation Assessments (TAAs). These new assessments should give a clearer picture of the availability of accommodation in Surrey.

Representatives of the GRT community report that shortages of accommodation can create pressures for families that impact upon their children and young people's health and wellbeing. A major concern for GRT parents is where their children are going to live in future, because pitches often have no room for their children's families.

Site conditions

Conditions on some publicly owned sites give cause for concern. Accommodation built on flood plains or beside motorways creates difficult and unhealthy living conditions for residents. Community members also report pressures on site facilities due to overcrowding, for example, accommodation where one bathroom is unofficially shared by several families, placing a strain on all the families concerned. Research indicates that poor site conditions contribute to a range of physical and mental health problems for GRT parents and children, which in turn affect children's educational attainment and life chances.

Impact of overcrowded and poor housing on children and young people

According to Harker (2006) in a Shelter-sponsored literature review, poor housing conditions have a damaging impact on children's learning. Children living in overcrowded or damp accommodation are more likely to miss school for medical reasons than other children. Overcrowded homes often lack a suitable place for children to study. One study cited by Harker found that parents in overcrowded homes were less responsive and spoke in less sophisticated ways to their children compared with parents in uncrowded homes, even when socio-economic status was taken into account. This may be linked to higher levels of stress and depression among parents living in overcrowded conditions. This finding may also account for the link that has been found between residential overcrowding and delayed cognitive development.

Harker found that children in overcrowded housing are up to 10 times more likely to contract meningitis than children in general. Meningitis can be life threatening, or have a legacy of deafness, blindness and behavioural problems. Harker noted that there is a direct link between childhood tuberculosis and overcrowding, and that children living in overcrowded

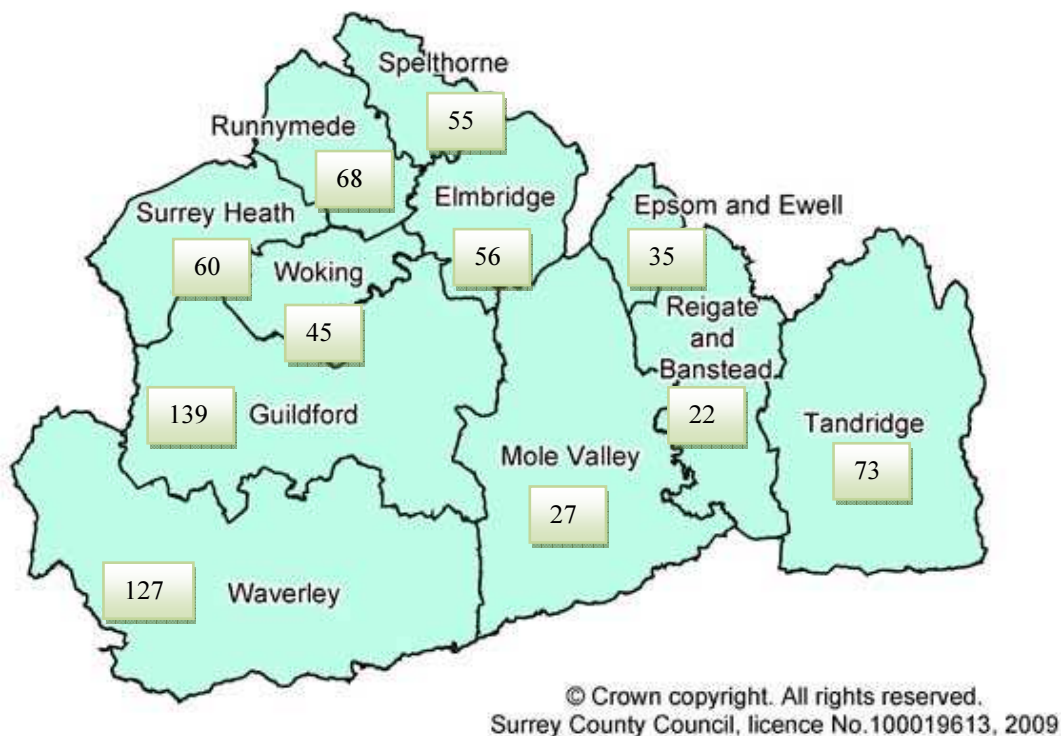
and unfit conditions are more likely to experience respiratory problems such as coughing and asthmatic wheezing. For many children overcrowding means losing sleep, restricted physical activity, and missing school. Overcrowded conditions have been linked to slow growth in childhood, which is associated with an increased risk of coronary heart disease in later life. In addition, almost half of all childhood accidents are associated with physical conditions in the home. Families living in properties that are in poor physical condition are more likely to experience a domestic fire. Finally, mental health issues such as anxiety and depression have also been linked to overcrowded and unfit housing (Harker, L. 2006, *Chance of a Lifetime: the Impact of Bad Housing on Children's Lives*, London Shelter).

5.2 Current provision

Distribution

In addition to Surrey's housed GRT population, there are more than 50 authorised traveller sites within Surrey. Eighteen public sites are owned by Surrey County Council, and another 16 are managed under agency agreements with boroughs and districts. Many private sites have been developed by individuals on private land with the appropriate planning permission. There are also a number of unauthorised developments on private land.

The map below shows the total number of caravans, taken from the January 2013 biannual Gypsy and Traveller Caravan Count. The total number of all these on public and private sites, on own land and not on own land, tolerated and not tolerated, was 707.



It should be noted that for planning purposes, planning permission and assessments of need are based on the number of pitches, not on the number of caravans or sites.

Support services

Site Managers, also known as 'Gypsy Liaison Officers' work for the local authorities in Surrey, between them managing ten sites, in Epsom and Ewell, Runnymede, Surrey Heath, Guildford and Tandridge. The remaining sites are managed directly by Surrey County

Council by two Property Inspector and Site Officers based in the Estates Planning and Management Service of Surrey County Council. They are responsible for setting the rent on the sites in their Borough/District; the allocation policy; day-to-day management, and deciding appropriate rules for site licenses.

Surrey Community Action employs a Gypsy and Traveller Support Worker who provides benefits and housing advice to the GRT community. Demand for this service is high and will continue to grow.

5.3 Policy framework

National policy

The Housing Act 2004 requires local housing authorities to include Gypsies and Travellers in their accommodation assessments and to take a strategic approach, including drawing up a strategy demonstrating how the accommodation needs of Gypsies and Travellers will be met, as part of their wider housing strategies.

The Localism Act provides the legal basis for local authorities to address strategic planning and infrastructure issues. It requires local authorities to plan for the needs of communities, including GRT, and includes duties to cooperate across boundaries. Under the Act, local planning authorities will be responsible for establishing the right level of local housing provision in their area, and identifying long term supply of housing land. This means that local planning authorities are now able to decide for themselves about the numbers of GRT pitches that are needed. Whilst this may empower local communities, there are concerns that GRT, being seen as 'outsiders', will be excluded from local decision making (Richardson, 2006, cited in Ryder *et al*, 2012).

In March 2012, the Government published a revised Planning Policy for Traveller Sites. It sets out that it is now the responsibility of local authorities to identify the number of GRT pitches and plots that are required, based on a local needs assessment. Local authorities should set out a Local Plan for future sites, including reasonable timescales. The policy states that a GRT camp site will no longer be deemed appropriate development within the Green Belt. The government feels that previous development on Green Belt land was detrimental to community relations between travelling and settled communities (DCLG, 2012).

Coalition government policy states that its overarching objective is to ensure fair and equal treatment for travellers in a way that facilitates their traditional and nomadic way of life while respecting the interests of the settled community (DCLG Press release 7 January 2012, cited in Barclay June 2012). The Coalition Government has revoked some planning circulars so that there are no longer different rules for the travelling and settled communities. The government hopes to reduce tensions between travellers and settled communities by stopping unauthorised developments and making enforcement more effective. Since 2011 GRT sites have been included in the Mobile Homes Act. Inclusion in this Act means that travellers on legal public sites will have the same rights and responsibilities as those in other mobile home sites and will have more protection from eviction. However, unauthorised GRT sites could be the target of stronger enforcement powers (introduced in the updated 2013 Act). Local authorities now have more powers to enforce breaches at mobile home sites and to prosecute site owners.

The government is encouraging authorised sites by offering a £60 million Homes and Community Grant over 4 years for new pitches across the country for authorised sites. A

total of £47 million funding will be allocated to 71 projects and a further £13 million remains available from the Traveller Pitch Funding Programme. Richardson *et al* (2011) cited in Ryder *et al* noted that the Homes and Communities Grant 2012-16 is much less (£15 million per year) than was offered previously (£28 million per year in 2006-08 and £32 million per year 2008-11). There are also concerns that this money will not be used to provide extra sites if local authorities and local communities veto new provision through powers contained within the Localism Act. The *Independent* newspaper reported on 20 March 2012 (cited in Barclay 2012) that 80 per cent of authorities who received the money did not have planning permission for new sites, and therefore any new provision may be subject to local opposition. The Institute of Race Relations notes that local residents groups across the UK are emerging to fight, usually successfully, against Traveller and Gypsy attempts to establish legal sites.

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The New Homes Bonus commenced in April 2011. It match-funds additional council tax raised to bring empty properties, including traveller sites, back into use. It is intended to provide a financial incentive to develop all authorities' GRT site accommodation. However this incentive may not be enough given levels of local opposition to site development (Ryder *et al*, 2012).

Surrey County Council policy

In accordance with national legislation, Surrey's district and borough councils, as the relevant housing and planning authorities, are responsible for quantifying and identifying traveller accommodation needs. Districts and boroughs are in the process of writing and publishing their Traveller Accommodation Assessments (TAAs), which will set out the accommodation needs of GRT families in their areas. Surrey has written a methodology to support the Districts and Boroughs in writing these assessments. Once complete, the TAA will form part of the evidence of travellers' accommodation need for the next fifteen years, informing the wider housing work of each authority.

Surrey County Council manages some GRT sites directly and the remainder are managed under Agency Agreements with District and Borough Councils. The Council has a duty of care to ensure the facilities provided on sites meet all statutory requirements and to follow government guidance and regulatory responsibilities, especially in the area of health and safety. Inclusion of GRT sites in the Mobile Homes Act means new site licences will need to be issued. Surrey County Council will be working with all boroughs and districts who currently manage sites to try to introduce one consistent license across Surrey.

Following the Criminal Justice and Public Order Act 1994, Surrey County Council adopted an Unauthorised Encampment Policy. The policy relates to situations where sites owned by the county council or its adopted highways are occupied without permission. The Unauthorised Encampment Policy is still required and reflects government guidance and case law.

Chapter 6

Economic exclusion

6.1 Needs and issues

Family poverty

Surrey's Families in Poverty Needs Assessment (February 2011) found that child poverty disproportionately affects certain ethnic minority groups in Surrey, including GRT children and young people. 20% of all GRT children in Surrey live in poverty compared to only 8.4% of White British children (School Census, Jan 2010). Children and young people living in poverty are more likely to experience a range of poor outcomes, in terms of their health, education and socially, compared to their more affluent peers.

Economic exclusion

The Commission for Racial Equality (2004) highlights the following factors in the economic exclusion of GRT families:

- Where educational exclusion has occurred and/or literacy and basic skills are impaired, there are considerable barriers for individuals to secure formal education and training opportunities.
- GRT claimants may miss out on benefits due to low literacy and numeracy skills.
- A relatively high proportion of GRT are in receipt of disability and sickness benefits.
- Financial exclusion such as running a bank account or obtaining reasonably priced credit occurs amongst highly mobile individuals and in association with economic exclusion.
- The GRT population tends to prefer family-based self-employment or waged individualistic labour, with men undertaking jobs such as gardening, metal recycling, building or market trading. However, where individuals live also influences the type of work undertaken – those in 'bricks and mortar' are more likely to undertake similar work to the non-GRT community.
- Small business advice is often not accessed. Site restrictions on storage of equipment and materials can adversely impact the ability to run a business.

Impact of Welfare Reforms

Welfare reforms are likely to have significant implications for GRT claimants.

- **Universal Credit:** Benefits will be subject to a total benefit cap of £350 per week for a single adult or £500 per week for a couple or lone parent, regardless of how many children they have. GRT families are traditionally large, so may be disproportionately affected (Friends Families and Travellers 2012).
- **Bank accounts:** It is a requirement of Universal Credit that payments should be made directly into claimants' bank accounts. Lack of a permanent address may prevent some GRT from opening a bank account.
- **Internet access:** Universal Credit will be 'digital by default', which may also be a barrier to GRT as internet access rates are lower amongst the GRT community. Very few have access to computers and most of the community members would not use internet cafes (Friends Families and Travellers 2012).
- **Literacy barriers:** Many GRT may struggle with completing Universal Credit forms owing to low literacy skills, and with reporting their cash-in and cash-out figures every month through an online system. Similarly, they may need additional support to comply with claimant conditionality requirements around keeping a record of their job seeking activities, and with drafting CVs and articulating their previous work experience.

- **Disability:** A new Personal Independence Payment is replacing Disability Living Allowance (DLA). Changes to eligibility criteria for disability benefits that are likely to impact significantly on the GRT community due to high levels of health within the community. Disabled claimants may come under increased pressure to take paid employment, but are disadvantaged by having low levels of skill.

6.2 Current provision

Surrey Community Action Community Development Worker

Surrey Community Action recently noticed an increase demand from the GRT community for help with benefit changes.

Gypsy Skills

The Gypsy Skills Project provides GRT young people with opportunities to gain vocational skills, literacy and numeracy that will improve their chances of being economically successful adults. It has also been developing initiatives to support adult literacy.

6.3 Examples of good practice

Access to adult skills training

The organisation Friends, Families and Travellers encourages GRT to access training opportunities by using outreach workers as a conduit between service providers and GRT communities. Outreach workers help GRT adults to identify the services best suited to meet their needs and then support them to access those services.

Promoting economic inclusion

The research report, *'Roads to Success: Economics and Social Inclusion for Gypsies and Travellers'* (Ryder and Greenfields 2010) makes recommendations to support economic inclusion such as the promotion and development of social enterprise and cooperative economic structures within the traveller economy; and the extension of 'registered good practice tradespeople' schemes to GRT traders. The research also identifies a need for targeted initiatives to raise awareness of, and access to, training opportunities amongst GRT community members in low waged and low skilled employment, coupled with initiatives to reduce the occurrence of informal work practices/ unemployment and to encourage 'regularisation' of work situations.

6.4 Policy framework

The DCLG Progress Report on tackling inequalities experienced by Gypsies and Travellers (2012) commits the Department for Work and Pensions (DWP) to providing personalised support when needed for GRT. The Government has committed to encouraging measures to improve the financial inclusion of GRT, and DWP will work to ensure that GRT communities are aware of credit unions. Currently, there are no current details as to how these commitments will be implemented.

Chapter 7

Workforce development

7.1 Needs and issues

Experiences of GRT service users

Although there are a number of examples of good practice in Surrey that demonstrate the possibilities for positive engagement with the GRT community, experiences reported by community members indicate that many frontline staff lack awareness of GRT needs, and may be insensitive or even openly hostile towards them. This can result in overt or unintended discrimination that deters GRT residents from accessing services and discourages self-ascription. In particular, the attitudes of reception staff have been reported as unhelpful, for example, issuing forms that cause problems for those with low levels of literacy without offering assistance to complete them.

Data collection and outcomes monitoring

Although many agencies' data collection systems include categories for GRT ethnicity, in practice this is often not recorded. Questions about ethnicity are not asked routinely and known GRT service users are sometimes recorded as 'White British'. This means that information about GRT needs and outcomes cannot be effectively analysed, and there is a lack of robust information for commissioning.

7.2 Current provision

Surrey County Council workforce development

A range of in-house training courses are available for Surrey County Council staff, including generic equalities training. REMA are able to provide bespoke training for SCC teams, upon request.

Surrey Community Action training

GRT cultural awareness training is delivered by trainers who are themselves members of the GRT community. These staff also attend awareness raising events.

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1. Topic of assessment

EIA title:	Surrey's strategy for Gypsy Roma and Traveller children and young people 2014-18
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EIA authors:	Ruby Lam, Ginni Smedley
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2. Approval

	Name	Date approved
Approved by¹	Nick Wilson	

3. Quality control

Version number	Version 6	EIA completed	20.5.2014
Date saved	20.5.2014	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Ruby Lam	Strategy and Policy Development Officer	Surrey County Council	EIA author
Ginni Smedley	Strategy and Policy Development Manager	Surrey County Council	Strategy author; EIA author
Directorate Equality Group		Surrey County Council	Quality assurance and challenge

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>Gypsy, Roma and Traveller (GRT) communities collectively represent a significant ethnic minority group in Surrey. A needs assessment undertaken in 2013 shows that across a range of health, educational and social measures, outcomes for GRT children and young people are poor compared to their Surrey peers. This is very much in line with the national picture. Surrey's strategy aims to identify how the Children, Schools and Families (CSF) Directorate, and wider partners, can reduce inequalities and improve outcomes for Surrey's GRT children and young people.</p> <p>Successful delivery of the strategy will help to meet the Local Authority's duties under the Equality Act 2011, which requires that public agencies consider equality issues when procuring and commissioning services, and take steps to remove or minimise disadvantages suffered by people with 'protected characteristics' (such as Gypsies, Roma and Travellers). Public organisations are required to consider how they could positively contribute to the advancement of equality and good relations, and reflect equality considerations in the design and delivery of policies and services.</p> <p>The main beneficiaries of the strategy will be 0-19 year old children and young people in GRT communities in Surrey. However, there are also recommendations relating to the needs of GRT families and communities, where these impact upon children and young people's outcomes, so the strategy will benefit Surrey GRT communities as a whole. The wider Surrey population, public services and schools should also benefit from the strategy's aims supporting the advancement of equality and good relations through actions to challenge discrimination and bullying.</p>
<p>What proposals are you assessing?</p>	<p>The strategy and accompanying action plan is intended to achieve the following:</p> <ul style="list-style-type: none"> • Improve educational outcomes for GRT children and young people by developing a better coordinated response to attendance, bullying and exclusions; and ensure that GRT young people are better prepared to become economically successful adults. • Address identified social issues, for example, tackling domestic abuse and understanding the needs of GRT young carers. • Improve health outcomes by increasing GRT knowledge of relevant health issues for both adults and children and increasing early uptake of health services. • Ensure that plans are developed to tackle deficits in GRT accommodation through best use of available resources. • Ensure that the needs of GRT communities are considered in arrangements to support Surrey families impacted by economic exclusion and/or welfare reforms. • Ensure our services respond effectively to GRT needs by strengthening data collection and outcomes monitoring;

	<p>increasing workforce awareness of GRT cultural needs; and encouraging positive engagement with GRT communities to ensure that our services respond effectively to their needs.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>Gypsy, Roma and Traveller children, young people and families in Surrey will be directly impacted by the strategy.</p> <p>Delivering the strategy will involve Surrey County Council teams such as:</p> <ul style="list-style-type: none"> • Race Equality and Minority Achievement Service (REMA) • Services for Young People • Education Welfare Service • Early Years • Children’s Services • Public health teams; <p>And partner organisations including:</p> <ul style="list-style-type: none"> • Domestic abuse outreach services • District and borough council housing and planning teams • VCSF organisations <p>Proposed actions are intended to strengthen and build upon existing practice. The strategy does not include any recommendations to decommission or discontinue any service provision, either by Surrey County Council or partners.</p>

6. Sources of information

<p>Engagement carried out</p>
<p>Our needs analysis and recommendations were developed by a working group including representatives from NHS Surrey; Surrey and Borders Partnership; NHS Foundation Trust; Surrey County Council’s Children, Schools and Families Directorate; the voluntary, community and faith sector; and community development workers who are themselves members of Surrey’s Gypsy, Roma and Traveller community. Many other professionals also contributed their expertise, knowledge and suggestions. Consultation with GRT children and young people was carried out in autumn 2013 through discussions with groups of boys and girls in years 8, 9, 10 and 11, attending ‘Gypsy Skills’(an Alternative Education programme).</p> <p>Needs analysis findings were shared with and validated at Surrey’s GRT Forum, which brings together GRT families (including some children and young people) and a cross-section of organisations working with Surrey’s GRT communities.</p> <p>Discussions and meetings have taken place with service leads and others in the CSF Directorate, and with wider partners, to develop a detailed action plan for the strategy.</p>

Data used

- Needs analysis for Surrey's GRT children and young people (Surrey County Council, 2013)
- Surrey's Joint Strategic Needs Assessments 2011, 2008
- Gypsy and Traveller Community Needs Assessment Report, Surrey Community Action 2011
- Surrey school census 2011, 2012 and 2013
- Surrey's Joint Strategic Needs Assessment- Immunisation 2012
- Surrey Youth Justice Health Needs Assessment
- 'Thinking Young People' -Surrey's strategy for children and young people's emotional wellbeing and mental health for 2010-14
- Traveller Accommodation Assessments
- Friends, Families and Travellers, 2011
- Outcomes data, for example, about health and educational achievement (Surrey Performance and Knowledge Management Team)
- National and Surrey research, including reports commissioned specifically to examine GRT lifestyles and inequalities.
- Examples of best practice in service delivery from Surrey and nationally.

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
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 105</p> <p style="text-align: center;">Age</p>	<p><u>Health</u> The strategy is intended to improve health outcomes for GRT children and young people aged 0-19 by:</p> <ul style="list-style-type: none"> ensuring accessible and culturally sensitive information and health provision on a range of issues including immunisation, healthy eating and smoking . developing systems to improve the monitoring of GRT uptake of health provision and health outcomes. 	<p><u>Wider determinants – shortages of accommodation</u> District and borough councils are now responsible for assessing the accommodation needs of GRT communities and setting targets for future development. There are a number of challenges including availability of suitable land and resources. Whilst the strategy includes recommendations to work with GRT communities to tackle accommodation deficits, this is likely to remain a challenging area to fully address, therefore, negative impacts upon GRT children and young people’s health, wellbeing and education may be</p>	<p><u>Health:</u> There are significant health inequalities between the GRT population and the wider population, including high levels of heart disease, asthma, bronchitis, diabetes, mental ill-health, smoking, alcohol and drug misuse, and long term illness. Local data is not always available, so our needs analysis also used national research and anecdotal evidence from the Surrey GRT population. Parental ill-health can be a significant factor affecting children’s outcomes.</p> <p>The barriers for GRT families accessing health provision include not having cultural needs recognised, and difficulties in maintaining contact with services, especially if travelling. Fear and lack of knowledge about statutory services mean that services are often only accessed at a point of crisis.</p> <p>Our findings include:</p> <ul style="list-style-type: none"> low participation rates of development reviews for babies (Surrey JSNA Immunisation 2012); low immunisation rates amongst children and young people (Surrey JSNA Immunisation 2012); low nutrition in children and young people (Surrey JSNA 2008) higher suicide rate especially amongst men and in the age group of 15-19 (Walker, 2008); high levels of smoking and consuming alcohol amongst the community’s adults (Surrey JSNA 2008) mental health problems of parents affecting children and young people (Smith, 2010, and Surrey’s strategy for children and young people’s emotional wellbeing and mental health 2010/14). lack of understanding among the GRT population about the relative benefits and risks from immunisation

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

	<p><u>Educational attainment</u> The strategy is intended to improve educational outcomes for children and young people aged 0-19 by developing better coordinated and collaborative approaches to narrow attainment gaps; tackle racist bullying; improve attendance and support transition between different phases of education.</p>	<p>difficult to mitigate, at least in the near future.</p>	<p><u>Educational attainment:</u></p> <ul style="list-style-type: none"> • There may be few or no facilities for children to enjoy stimulating play on GRT sites. This affects children's readiness for learning at school age and contributes to high numbers of SEN children among GRT pupils in primary schools (Friends, Families and Travellers, 2011) Mobile children's centres visit sites, with children's centre and REMA staff delivering pre-school activities and supporting readiness to learn. • There are considerable gaps between the educational achievement of GRT and non-GRT children and young people across all the key stages. School absence and school dropout for GRT children and young people remain a problem (Surrey Performance and Knowledge Management Team). • Experiences of bullying and racial discrimination are commonplace, and are a significant factor in school dropout (testament of young people at Gypsy Skills; also Friends, Families and Travellers 2011). • School attendance tends to fall off as children get older. Many GRT families value vocational training and employment more highly than academic qualifications (testament of young people at Gypsy Skills; also Friends, Families and Travellers 2011). <p><u>Wider determinants:</u></p> <ul style="list-style-type: none"> • Poor accommodation is a significant factor in poor physical and mental health, and poor educational outcomes among GRT communities, affecting children and young people's educational achievements and wellbeing (GRT needs analysis 2013).
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Disability

The strategy should have a positive impact on those with disabilities by proposing actions such as:

- partnership working to ensure culturally sensitive support for GRT families impacted by welfare reforms
- strengthening local collaboration between Early Years settings and key local professionals such as health visitors, to ensure all GRT children aged 0-5, including those in newly arrived families, take-up early years and other services.
- continuing the implementation of key elements of nationally recognised good practice for GRT pupils, and continuing targeted pupil-focussed work with schools by REMA.

The Commission for Racial Equality (2004) highlights that of those GRT who are in receipt of benefits, a relatively high proportion are in receipt of disability and sickness benefits. This section of the population is under increased pressure to take paid employment, but is disadvantaged by having low levels of skills. They are also likely to be affected by changes to disability benefits under the Welfare Reform Act 2012. Surrey Community Action has recently noticed an increase in the number of calls and visits from the GRT community for help with benefit changes.

59% of Surrey GRT children and young people (aged 2-16) have special educational needs, compared to 19% amongst the whole Surrey school population (Surrey School Census 2012). These figures may be influenced by the GRT population's special educational needs being recognised earlier than those of the general population, for example, through REMA's work with schools (Data 2005-2010 by REMA).

<p>Gender reassignment</p>	<p>Whilst the strategy does not directly address issues of gender reassignment, promotion of an anti-bullying strategy for all children and young people should benefit the GRT young people affected by gender reassignment.</p>		<p>This EIA has assumed that the prevalence and the needs of GRT residents undergoing gender reassignments are in line with those of the Surrey population as a whole.</p>
<p>Page 108</p> <p>Pregnancy and maternity</p>	<p>The strategy should have a positive impact on these groups by ensuring that culturally sensitive information and support for newly married GRT women, and expectant and new mothers is provided; encouraging uptake of immunisation, and access to health services.</p> <p>The strategy does not include actions relating to Sex and Relationship Education for GRT young people; however, needs analysis findings have been used to inform future commissioning by Services for Young People.</p>		<p>A study by the organisation Friends Families and Travellers in 2011 reported that GRT mothers are 20 times more likely to experience the death of a child than mothers in the wider community. Mobility and the threat of eviction can contribute to low use of antenatal and postnatal care (JSNA 2011). Complications in pregnancy are more prevalent and breastfeeding rates are low due to lack of privacy and the belief that it is dirty to breastfeed in front of a man (JSNA 2011).</p> <p>Anecdotal evidence from Surrey's GRT representatives suggests that GRT children and young people may be withheld from Sex and Relationship Education by their parents due to fears about cultural inappropriateness. There are strong cultural expectations that young women should not become sexually active before marriage.</p>

<p style="text-align: center;">Race</p>	<p>This strategy is intended to have a positive impact by:</p> <ul style="list-style-type: none"> • ensuring, through training and information, that our workforce is sensitive to the cultural needs of GRT communities. • ensuring that information for GRT is provided in accessible formats. • ensuring that anti-bullying strategies are in place in all settings used by GRT children and young people. • encouraging schools to identify and record racist incidents. • encouraging GRT children and young people to contribute 'good news stories' to promote positive information about GRT communities. 		<p>Many people are reluctant to reveal their GRT ethnicity, due to experiences of hostility and discrimination. Local experiences indicate that some frontline staff lack awareness of GRT needs, and may be insensitive or even openly hostile towards them. This can result in overt or unintended discrimination that deters GRT residents from accessing services and discourages self-ascription.</p> <p>Cemlyn <i>et al</i> (2009) found, nationally, that the main reasons that Gypsies, Roma and Travellers chose home education were fear of cultural erosion; perceived lack of relevance of the secondary curriculum, and the fear of racist bullying in schools. Bullying is a particular problem within secondary schools, which contributes to the high drop off rate amongst GRT children at around 11-12 years (Ureche and Franks, 2007).</p> <p>In Surrey, REMA has key role in monitoring the number of incidents of racist bullying and encouraging schools to record these. Under-reporting of racist incidents in general continues to be an issue for the majority of schools, as over half of all schools (238 out of 392) in Surrey made a nil return (Surrey Report of Racist Incidents in Schools 2011/12).</p> <p>According to the Children's Society (2007), 63% of young travellers are bullied or attacked. They are often victims of race hate crime but incidents are largely unreported. Surrey's Youth Justice Service reports that GRT young people are often involved in violent incidents and links this to the GRT community's frequent experiences of discrimination and prejudice, which may invoke reactions of violence.</p>
<p style="text-align: center;">Religion and belief</p>	<p>The strategy aims to promote cultural sensitivity to working with GRT communities, taking account of their beliefs, lifestyles and</p>		<p>GRT families have strong cultural identities that inform many of their lifestyle choices. Family and extended family is extremely important, particularly when experiences of hostility from wider society are commonplace (Friends, Families and Travellers, 2011).</p>

	<p>preferences. A recommendation for ongoing engagement via Surrey’s Gypsy and Traveller Forum is intended to ensure that GRT views are considered when developing services and policies that will affect them.</p>		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 110</p> <p style="text-align: center;">Sex</p>	<p>The strategy aims to balance respect for GRT cultural norms with ensuring that both boys and girls have the full range of opportunities available to Surrey’s children and young people. Recommendations to improve collaboration around educational provision are intended to ensure that each GRT young person able to achieve their goals and ambitions.</p> <p>The strategy recommends that an effective response to domestic abuse in GRT communities should be developed through Surrey’s Domestic</p>		<p>Strong gender divisions occur in many GRT communities, which are often male and elder dominated (Friends, Families and Travellers, 2011). Gender specific expectations mean that men are more likely to take employment outside the home, and to deal with the outside world in terms of social interactions and matters of family reputation. Women in GRT communities tend to marry at a relatively young age; have between three and six children; and to look after the home, family and older relatives (Cemlyn, 2009). There are strong customs around cleanliness and modesty, shame and gossip (Friends, Families and Travellers, 2011).</p> <p>There is a strong work ethic, based on the need to survive. GRT boys often start working with their fathers at around 11 years of age when traditional skills are passed down. GRT girls are likely to carry out domestic and child-care duties from a young age – cooking, cleaning, caring for siblings and often working as unofficial carers for family members. (Friends, Families and Travellers, 2011)</p> <p>Nationally, there is evidence of high levels of domestic abuse within the GRT community (Friends, Families and Travellers, 2011). According to Cemlyn et al (2009), Gypsies and Travellers who are victims of domestic abuse are predominantly female. It is estimated that six to eight GRT women in every ten experience domestic abuse during their lifetime, compared to three in every ten women in the general population.</p>

	Abuse Strategy.		<p>Data from the local domestic abuse outreach services in Surrey indicates that in the first quarter of 2013-14, there were five cases self-identified in this group. Between April 2012 and March 2013 there were 22 referrals from GRT victims to outreach services. However, the actual figures might be higher if some victims had not declared their ethnicity as GRT.</p> <p>The study by Cemlyn et al (2009) says that ‘cultural barriers’ to leaving a violent partner are particularly strong. Barriers include fears about loss of community; fear of racism; isolation; concerns about possible accommodation alternatives; beliefs that it is impossible to escape violence as the partner will find out where the woman and children have gone; expectations that marriage is for life; and the false belief that many men are violent and a woman has to accept such behaviour. Surrey Domestic Abuse workers have given similar anecdotal accounts.</p>
Sexual orientation	While the strategy does not directly consider issues of sexual orientation, promotion of an anti-bullying strategy for all children and young people should benefit lesbian, gay and transgender GRT young people.		This EIA has assumed that the prevalence and the needs of GRT residents with different sexual orientation are in line with those of the Surrey population as a whole.
Marriage and civil partnerships	The strategy is not anticipated to have a positive or negative impact on the basis of marriage and civil partnerships.	The strategy is not anticipated to have a positive or negative impact on the basis of marriage and civil partnerships.	Women in GRT communities tend to marry at a relatively young age; have between three and six children; and to look after the home, family and older relatives (Cemlyn, 2009).

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 112</p> <p style="text-align: center;">Carers³</p>	<p>The strategy proposes that improvements in the identification of GRT young carers, and work to better understand and support their needs, should be undertaken as part of the next refresh of Young Carers strategy.</p>	<p>Further work will be needed to understand the extent and needs of Surrey's GRT young carers. Given that being a young carer is a cultural norm within the GRT community, any approach to develop the support will need to be sensitive to this context, otherwise there is a risk of alienating young carers within their own communities, or, of support being avoided/declined.</p>	<p>Children and young people in GRT communities are often expected to take on caring responsibilities for siblings or relatives (Friends, Families and Travellers, 2011).</p> <p>Surrey Community Action supports young carers if they are referred by other agencies, but many GRT young carers will not be in touch with these other agencies. In Surrey 1.5% of all children, and 6% of children living in a family with disability, are young carers. Extrapolation would suggest there are at least 33 GRT young carers in Surrey, however, the number could be far higher given the high levels of poor health and disability within the community (JSNA 2011).</p> <p>Problems for young carers include isolation and a lack of interaction with friends, difficulties in school attendance, and health issues including tiredness, stress and depression ('Working with Young Carers', Surrey Young Carers <i>et al</i>).</p> <p>The high prevalence of GRT young carers was acknowledged by GRT community members attending Surrey's GRT forum, however, we, as service providers, do not fully understand the needs of Surrey's GRT young carers.</p>
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³ 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
Age	No impact anticipated	No impact anticipated	Proposed actions are intended to strengthen and build upon existing practice. The strategy does not include any recommendations to decommission or discontinue any service provision, either by Surrey County Council or partners.
Disability	No impact anticipated	No impact anticipated	As above.
Gender reassignment	No impact anticipated	No impact anticipated	As above.
Pregnancy and maternity	No impact anticipated	No impact anticipated	As above.
Race	No impact anticipated	No impact anticipated	As above.
Religion and belief	No impact anticipated	No impact anticipated	As above.
Sex	No impact anticipated	No impact anticipated	As above.
Sexual orientation	No impact anticipated	No impact anticipated	As above.
Marriage and civil partnerships	No impact anticipated	No impact anticipated	As above.
Carers	No impact anticipated	No impact anticipated	As above.

8. Amendments to the proposals

Change	Reason for change
None.	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
The strategy identifies a number of positive impacts that should result from implementation. It contains an action planned, with named leads for individual actions.	Monitor implementation of the strategy to ensure delivery as intended. Provide regular reports on progress, to CSF Directorate Leadership Team and Surrey's Children and Young People's Partnership	Ongoing from July 2014	P-J Wilkinson

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
The shortfall in site accommodation for GRT families is likely to remain a challenging area to fully address. The strategy identifies the role of districts and boroughs in working with GRT communities to tackle this; however, they face various constraints including availability of suitable land, and resources. Therefore, this EIA has identified a continuing negative impact upon GRT children and young people's wellbeing and outcomes, which could be difficult to fully mitigate in the near future.	ALL

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	Key data: <ul style="list-style-type: none"> Needs analysis for Surrey GRT children and young people 2013 Gypsy and Traveller Community Needs Assessment Report 2011 Surrey- Surrey Joint Strategic Needs Assessments 2008, 2011 and 2012
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	<ul style="list-style-type: none"> • Surrey Youth Justice Health Needs Assessment <p>Key engagement:</p> <ul style="list-style-type: none"> • Working group with representatives from NHS Surrey; Surrey and Borders Partnership; NHS Foundation Trust; Surrey County Council’s Children, Schools and Families Directorate; the voluntary, community and faith sector; and community development workers who are themselves GRT. • Surrey’s GRT Forum • Consultation with groups of GRT children and young people attending ‘Gypsy Skills’. • Meetings and discussions with internal and external partners, in particular, the accountable leads named in the action plan. • Engagement with elected members through a Member Reference Group representing the Children and Education Select Committee, and briefings to CSF portfolio holders.
<p>Key impacts (positive and/or negative) on people with protected characteristics</p>	<p>The strategy is expected to have a positive impact upon GRT children, young people and adults by strengthening existing practice in order to improve educational, health and social outcomes for GRT communities in Surrey.</p>
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>No changes to the strategy.</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>N/A</p>
<p>Potential negative impacts that cannot be mitigated</p>	<p>The shortfall in site accommodation for GRT families is likely to remain a challenging area to fully address, therefore, this EIA has identified a continuing negative impact upon GRT children and young people’s wellbeing and outcomes, which could be difficult to fully mitigate in the near future.</p>

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SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR, ENVIRONMENT AND INFRASTRUCTURE DIRECTORATE****SUBJECT: COAST TO CAPITAL LOCAL ENTERPRISE PARTNERSHIP: ESTABLISHMENT OF A JOINT COMMITTEE****SUMMARY OF ISSUE:**

The report seeks formal approval from Cabinet for the establishment of the Coast to Capital Strategic Joint Committee (Joint Committee). The main purpose of the new Joint Committee is to approve the Strategic Economic Plan (SEP). It will also discuss the Growth Deal for the Coast to Capital Local Enterprise Partnership (LEP) area in its role of providing strategic advice to the LEP Board.

The Coast to Capital area encompasses all of the county of West Sussex, Brighton & Hove, Lewes, Croydon and the four east Surrey districts – Epsom and Ewell, Mole Valley, Reigate and Banstead and Tandridge. There are two county councils, two unitary authorities, 12 district and borough authorities and the South Downs National Park Authority who are within the area and partnership.

The new Joint Committee will include representatives from all 16 local authorities and the National Park. The Joint Committee met in shadow form in late March to agree the SEP which had to be submitted to Government by the end of March 2014. At that meeting the draft Heads of Terms were agreed although there may be further changes proposed from time to time. Each local authority member is now seeking equivalent formal approval from their decision-making bodies, to enable the Joint Committee to be formally launched.

RECOMMENDATIONS:

It is recommended that Cabinet:

1. Approve the establishment of the Coast to Capital Strategic Joint Committee, constituted in accordance with the Heads of Terms contained in Annex 1
2. Delegate to the Chief Executive in discussion with the Leader of the Council responsibility for taking the steps necessary to give effect to recommendation one and to agree any subsequent amendments to the Heads of Terms of the Coast to Capital Joint Committee.
3. Delegate to the Monitoring Officer the responsibility to amend the Council's constitution to reflect the establishment of the Joint Committee.

REASON FOR RECOMMENDATIONS:

The Joint Committee is one element of a package of measures being taken to strengthen the governance arrangements within and around the LEP. This is important because the credibility of those arrangements in ensuring effective collective action to implement the SEP will be a significant consideration for Government when deciding how much funding to provide to the LEP, including through investment in transport and other infrastructure which is crucial for all Surrey residents.

DETAILS:

Background

1. The 25 February 2014 Cabinet Paper; Supporting Economic Growth, set out how the county council has been working with the LEPs to develop their SEPs and make the case for additional investment in the county through 'Growth Deals'. The Cabinet paper highlighted the likely governance arrangements for the Coast to Capital LEP and noted that Cabinet would need to formally consider the Heads of Terms once drafted.
2. Government guidance for Growth Deals and the Local Growth Fund sets out demanding requirements for agreement of the SEP by all partners and for governance structures for delivery of the subsequent investment and intervention plan. The guidance sets out expectations that the SEP would be backed by firm commitments from local authorities/ partners and the private sector on their resources and levers for delivery including commitment to collective decision making involving all local authorities within a LEP.
3. Development of effective governance and decision-making processes across the economic area is a 'commitment' required by Government of all LEPs, seeking reassurance that there would be accountability for any public funding awarded under the Growth Deal and for delivery of agreed projects and investments.
4. The Coast to Capital LEP's success in accessing funds and freedoms in the future therefore depends on its ability to collaborate across the whole area and to draw in resources, assets and investments from across the public sector.

The Joint Committee

5. The Joint Committee will be a joint committee appointed by two or more local authorities represented on the Joint Committee in accordance with section 102(1)(b) of the Local Government Act 1972.
6. The Joint Committee will have a limited and tightly defined remit:
 - To agree the SEP and its revisions and amendments as proposed to the Joint Committee by the LEP Board
 - To provide strategic advice to the LEP Board from time to time on the economic development and growth priorities for the LEP area

- To nominate on request from the LEP Board representatives from the district and borough local authorities who are members of the Joint Committee to serve as Directors on the LEP Board.
7. Each of the Joint Committee members will be represented by one person. Each local authority member will be represented by its elected Leader (or nominated substitute) and in the case of South Downs National Park Authority, by its Chairman.
 8. Each person representing a member of the Joint Committee will be entitled to vote at their respective meetings. Voting will be by show of hands and voting outcomes will be on a simple majority of votes cast.
 9. The Joint Committee will provide an annual report to each of the bodies represented on the Joint Committee.
 10. The Joint Committee met in shadow form on 25 March 2014. This was to agree the SEP submitted to Government on 31 March 2014. At that meeting the draft Heads of Terms were also agreed. It is now the intention to complete the formal establishment.
 11. At the shadow meeting in March, the Leader of West Sussex County Council was appointed Chairman.
 12. It may be that, in the light of experience and operation, some arrangements need changing. The Heads of Terms therefore builds into its clauses the principle of review. Any variations to the Heads of Terms will require the resolution of the Joint Committee and will be subject to the approval of each body represented on the Committee.
 13. It is anticipated that the Joint Committee will meet again in the autumn to agree the Coast to Capital 'Growth Deal'.

CONSULTATION:

14. Several partners have been consulted or engaged directly in the development of the SEP, including:
 - All 16 county, unitary, and district and borough local authorities
 - The South Downs National Park
 - Business representative organisations including the CBI, IOD, FSB, EEF, SECA, ICAEW, chambers, sector and trade bodies.
 - Greater Brighton City Deal Officer Project Board and High Level Project Board
 - Coastal West Sussex Partnership
 - Rural West Sussex Partnership
 - Gatwick Diamond Initiative
 - Brighton & Hove Economic Partnership
 - Brighton & Hove City Employment & Skills Group
 - Further and higher education institutions
 - Third sector organisations
 - National service providers including the Homes and Communities Agency.

The above boards, partnerships and groups include representatives from the business, public and community and voluntary sectors.

15. Officers from the county council have been involved in the drafting of the Heads of Terms.

RISK MANAGEMENT AND IMPLICATIONS:

16. There is a reputational risk to the county council should the governance arrangements fail in the aim of providing a mechanism for effective joint decision-making. The effectiveness of the arrangements, underpinned by the SEP, is crucial for future investment in Surrey to support economic growth.

Financial and Value for Money Implications

17. West Sussex County Council will be the lead authority for the Joint Committee and will therefore provide the necessary financial, legal, scrutiny, administrative and business management support. For the first year West Sussex County Council will not seek any contributions for this cost. This is subject to review on an annual basis.
18. The principal purpose of the Joint Committee is to approve the SEP which includes a bid to secure significant funding to address infrastructure, business, skills and other growth issues in the county.

Section 151 Officer Commentary

19. Financial implications are addressed in paragraphs 17 and 18. Surrey, along with the other member organisations, may be required to contribute toward the cost of administering the Joint Committee in the future.

Legal Implications – Monitoring Officer

20. These joint arrangements are being made in accordance with s101(5) of the local Government Act 1972 and the Joint Committee is being established under section 102(1)(b) of the same Act. The functions being delegated here are executive functions and in accordance with the Local Authorities (Arrangements for the Discharge of Functions) England Regulations 2012 and the Council's constitution are discharged by the Cabinet.

Equalities and Diversity

21. The SEP and associated activity aims to tackle barriers to employment and create employment opportunities for all.

Climate change/carbon emissions implications

22. The aim of the SEP is to drive sustainable growth and will prioritise sustainable economic growth in innovative low carbon, high-tech and creative businesses.

WHAT HAPPENS NEXT:

24. The Joint Committee is expected to meet again in the autumn to agree the Coast to Capital 'Growth Deal'.
25. The council's constitution will be amended to reflect the establishment of the Joint Committee.

Contact Officer:

Kevin Lloyd, Senior Policy Manager, Chief Executive's Office, tel: 020 8541 7273

Consulted:

Leader
Deputy Leader
Chief Executive
Strategic Director Environment and Infrastructure

Annexes:

Annex 1: Heads of Terms, Coast to Capital Strategic Joint Committee

Sources/background papers:

- Coast to Capital Strategic Economic Plan, March 2014
- Cabinet Paper: Supporting Economic Growth, 23 February 2014

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Heads of Terms Coast to Capital Strategic Joint Committee

1. Establishment, Purpose and Form

- 1.1. The Coast to Capital Strategic Joint Committee (“the Joint Committee”) shall be established from the Commencement Date
- 1.2. The over-arching purpose of the Joint Committee is to promote and support sustainable economic development and growth across the area served by the Coast to Capital Local Enterprise Partnership (“the LEP”). To achieve this, the Joint Committee will agree the Strategic Economic Plan as developed by the Board of the LEP (“the Board”) and also may advise the Board from time to time on the economic development and growth priorities of the area.
- 1.3. The Joint Committee shall be a joint committee appointed by two or more local authorities represented on the Joint Committee in accordance with section 102(1)(b) of the Local Government Act 1972.
- 1.4. The Joint Committee may appoint one or more sub-committees.
- 1.5. The lead authority for the Joint Committee shall be West Sussex County Council as the Accountable Body for the Local Growth Fund, whose functions in that capacity shall include financial, administrative and legal support (see paragraph 11)

2. Interpretation

2.1 In these Heads of Terms –

- (i) ‘Commencement Date’ means such date as is approved by the local authorities represented on the Joint Committee.
- (ii) ‘the LEP Area’ means the area encompassing the administrative boundaries of Brighton & Hove City Council, West Sussex County Council, London Borough of Croydon, Lewes District Council, and part of Surrey County Council - Epsom and Ewell District Council, Tandridge District Council, Mole Valley District Council and Reigate and Banstead District Council.
- (iii) ‘economic development and growth’ shall bear its natural meaning but with particular emphasis on:
 - employment and skills
 - business support, internationalisation and innovation
 - enterprise

- infrastructure and transport
- housing
- investment and development
- utilisation of property assets
- strategic planning

(iv) “Strategic Economic Plan” means the plan created by the LEP for the LEP Area setting out the economic development and growth priorities as the basis for negotiation with government.

3. Functions

3.1 The functions of the Joint Committee are specified in paragraph 3.2 below, and may be exercised only in respect of the LEP Area.

3.2 The functions referred to in paragraph 3.1 are as follows:

- (i) To agree the Strategic Economic Plan and its revisions and amendments as proposed to the Joint Committee by the Board.
- (ii) To provide strategic advice to the Board from time to time on the economic development and growth priorities for the LEP Area.
- (iii) To nominate on request from the Board representatives from the district and borough local authorities who are members of the Joint Committee to serve as Directors on the Board.

4. Reporting and Accountability

4.1. The Joint Committee shall submit an annual report to each of the bodies represented on the Joint Committee.

5. Membership

5.1 The following bodies shall be members of the Joint Committee:

5.1.1 County/Unitary Authorities

Brighton & Hove City Council
London Borough of Croydon
Surrey County Council
West Sussex County Council

5.1.2 District and Borough Authorities

Adur District Council
Worthing Borough Council

Lewes District Council
Mid-Sussex District Council
Horsham District Council
Crawley District Council
Arun District Council
Chichester District Council
Epsom and Ewell District Council
Tandridge District Council
Mole Valley District Council
Reigate and Banstead District Council

5.1.3 National Park Authority
South Downs National Park Authority

- 5.2 Each of the bodies listed in paragraph 5.1 shall be represented at the Joint Committee by one person.
- 5.3 Each local authority member shall be represented at the Joint Committee by an elected Member nominated annually or a nominated substitute (see paragraph 8).
- 5.4 The South Downs National Park Authority shall be represented at the Joint Committee by its Chairman

6. Chair of the Joint Committee

- 6.1. The Chair of the Joint Committee shall be elected from among its members on an annual basis.

7. Voting

- 7.1. Decisions will be made on a simple majority of votes cast by members represented at a meeting.
- 7.2. Where voting at a meeting results in an equal number of votes cast in favour and against, the Chair of the Joint Committee shall have a casting vote.

8. Substitution

- 8.1. Where a representative of a member of the Joint Committee is unable to attend a Joint Committee meeting, a substitute representative of that member (if approved by it) may attend, speak and vote, in their place for that meeting.
- 8.2. A substitute member must be appointed from a list of approved

substitutes submitted by the respective member to the Joint Committee at the start of each municipal year.

9. Quorum

- 9.1. Subject to paragraph 9.2, no business shall be transacted at any meeting of the Joint Committee unless at least eleven of the whole number of voting members are present.
- 9.2. In no case shall any business of the Joint Committee be transacted unless at least two voting representatives from the County/Unitary Authorities as set out in paragraph 5.1.1 are present.

10. Time and Venue of Meetings

- 10.1. The Joint Committee will meet annually.
- 10.2. The Chair of the Joint Committee may call a special meeting of the Joint Committee at any time, subject to providing members with minimum notice of ten working days.

11. Administrative and legal support

- 11.1. Administrative and legal support to the Joint Committee shall be provided by the lead authority, such legal support to include Monitoring Officer and Proper Officer functions in relation to the Joint Committee meetings.
- 11.2. Other members of the Joint Committee shall contribute to the costs incurred by the lead authority in connection with the activities described in 11.1. The contributions will be agreed on an annual basis.

12. Observer status

- 12.1. The LEP shall have the right to attend meetings of the Joint Committee as an observer and to provide information and advice as requested by the Joint Committee, but will not have any role in voting or decision making.

13. Review and Variation of Heads of Terms

- 13.1. The Joint Committee shall keep these Heads of Terms under review to ensure that the Joint Committee's purpose is given full effect.
- 13.2. These Heads of Terms may be varied only by complete agreement of all the members of the Joint Committee and in consultation with the Board.

14. Procedure at meetings

14.1. The standing orders of the lead authority will apply to meetings of the Joint Committee.

15. Withdrawal

15.1 Any member of the Joint Committee may give six months notice in writing of intention to withdraw from membership of the Joint Committee and involvement in the Strategic Economic Plan.

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SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS, TRANSPORT AND FLOODING RECOVERY****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR, ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: ROAD SAFETY POLICY UPDATE****SUMMARY OF ISSUE:**

This report presents an update to the council's policy on "Setting Local Speed Limits" and presents a new policy "Road Safety Outside Schools" for approval by the Cabinet.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet decides on the best way of reaching a final decision where there is a dispute (paragraphs 11 and 12 in the main report and Steps 6 and 8 in Annex 1).
2. Subject to the outcome of recommendation 1 above, the policy "Setting Local Speed Limits" as set out in Annex 1 be approved.
2. The policy "Road Safety Outside Schools" as set out in Annex 2 be approved.

REASON FOR RECOMMENDATIONS:

The county council's policy on "Setting Local Speed Limits" has been updated in light of new government guidance, and in order to improve the existing assessment procedure. A new policy "Road Safety Outside Schools" has also been developed to tackle concerns over road safety outside schools. As part of this the school crossing patrol policy has been updated to ensure that the provision of school crossing patrols is maintained and prioritised at sites where they are most needed.

DETAILS:**Introduction**

1. Successful management of vehicle speeds is important because excess speed can increase the risk of collision and the consequences, irrespective of the other causes. Anti-social road use, speeding in particular, is frequently cited as a primary concern of Surrey's residents (e.g. Crime and Disorder Surveys) and is often thought of as having a negative effect on communities, shops and local businesses, and being a major barrier to more walking and cycling.

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2. In January 2013 central government issued new national guidance for local authorities on setting speed limits (Circular 01/13). Consequently the county council's own policy has been reviewed to take into account the latest national policy, and to improve Surrey's existing policy and procedure to ensure money is invested successfully on speed management schemes in response to local concerns.
 3. Fortunately, the number of child casualties in the vicinity of schools is comparatively small. Between 2005 to 2011 there was an average of 6,085 road casualties (all ages) per year, and 392 child casualties (under 16) per year across the whole of Surrey. There were about 50 child casualties per year taking place specifically in the vicinity of a school gate during school journey times (there are over 500 schools in Surrey). Most schools in this seven year period did not have any child casualties near their school gate. None-the-less one of the most frequently expressed road safety concerns is that of the safety of children outside schools. The perceived danger to children on busy roads on the school journey, especially in the vicinity of a school, can prove to be a barrier to more walking and cycling. Consequently a new policy "Road Safety Outside Schools" has been created to set out how the council will respond to such concerns.
 4. The county council's policy on school crossing patrols has also been reviewed and updated, and forms part of the "Road Safety Outside Schools" policy. The new policy has been designed to ensure that the county council's limited resources for the provision of school crossing patrols is maintained and prioritised at sites where they are most needed.
 5. The county council's Planning and Regulatory Committee has also developed a "Transport Strategy for Schools Place Programme" to mitigate the transport impacts of the county council's school place programme which is providing over 18,000 additional school places between 2014 and 2018. The draft strategy has been presented to the Environment and Transport Select Committee on 12 June 2014, and will be presented to the Children and Education Select Committee on 10 July 2014. The final draft Strategy will be presented to Cabinet in the Autumn 2014 following public consultation over the summer.

Setting Local Speed Limits

6. It is proposed that with respect to setting speed limits, the county council's scheme of delegation will remain the same (repeated below for easy reference), but that the speed limit policy referred to within the scheme of delegation will be updated.

"Local Committees will be responsible for the following:

To agree local speed limits on county council roads, within their area and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police road safety and traffic management team and with regard to the County Council Speed Limit Policy." (SCC Scheme of Delegation Part 3 Section 2 paragraph 7.2, b(iii)c).

7. The new draft policy "Setting Local Speed Limits" is included within Annex 1. The new policy highlights the key point that simply changing a speed limit with signs alone will not necessarily be successful in reducing the speed of traffic

by very much if the prevailing mean speeds are much higher than the proposed lower speed limit. For the first time the new national guidance (Department for Transport Circular 01/13) provides formulas that can be used to predict the likely change in mean speeds from a change in speed limit using signs alone. The new policy contains tables that have been generated using these formulas, and a threshold is shown within the tables, below which a new lower speed limit with signs alone would be allowed. For cases where existing mean speeds are above the threshold shown in the table, then supporting engineering measures will need to be considered alongside any reduction in speed limit.

8. The new policy indicates that new 20 mph speed limits using signs alone will be allowed where existing mean speeds are 24 mph or less. Additional supporting engineering measures will need to be considered where existing mean speeds are above 24 mph in order to get speeds down. This is the same as the new national guidance (Circular 01/13), and is a change to Surrey's previous policy where 20 mph speed limits using signs alone are only allowed where existing mean speeds are 20 mph or less.
9. With regard to speed limits outside schools, the new policy advises that there should always be an overall assessment of the safety issues outside a school to investigate and define the problem rather than consideration of the speed limit in isolation. For example, the problems being experienced may be associated with inconsiderate parking or difficulties in crossing a road that will not be solved through a change in speed limit on its own. The new policy advises that the new "Road Safety Outside Schools" policy should be referred to instead, and requires that the school travel plan is reviewed and updated.
10. The new policy contains a requirement that the Surrey Police Road Safety and Traffic Management Team are consulted on all proposed speed limit changes, and that their views are contained within any report to the Local Committee considering the change in speed limit. The police Road Safety and Traffic Management Team have been consulted and are supportive of the new process.
11. Following speed surveys and feasibility work, the Area Highway Manager will present a report to the Local Committee with recommendations for a change in speed limit, or not, along with supporting engineering measures, if required, based on the new policy. If the Local Committee disagree with the recommendations presented to them by the Area Highways Manager, and wish to proceed with an alternative option, then the issue could either be submitted for decision by the Cabinet Member responsible for road safety or decided by the Local Committee.
12. The new policy advises that speed surveys should be undertaken after a new speed limit has been introduced to check whether it has been successful. If it has been unsuccessful in reducing speeds to a level below the threshold in the table, then another report will be submitted to the Local Committee for them to consider whether any further engineering measures should be introduced. An alternative could be to remove the new lower speed limit and return to the original or different, higher speed limit. Again if the Local Committee disagree with the recommendations presented to them by the Area Highways Manager, and wish to proceed with an alternative option, then the issue could either be submitted for decision by the Cabinet Member responsible for road safety or decided by the Local Committee.

Road Safety Outside Schools

13. There are over 500 schools in Surrey (including private schools). Fortunately the number of child (under 16) road casualties in the vicinity of Surrey's schools is comparatively small. Research covering the seven year period from 2005 to 2011 showed that most schools had not had a child road casualty within 250m of their school gate. During the seven year period studied there were
- an average of 6,085 casualties per year (all ages)
 - an average of 392 child (under 16) casualties per year
 - an average of 50 child casualties per year within 250m of a school gate during school journey times
 - six fatal child casualties in seven years. None of these occurred within 250m of school gates.
14. None-the-less there should be no complacency, and the perceived danger to children on busy roads on the school journey, especially in the vicinity of a school, can prove to be a barrier to more walking and cycling, even if the actual number of casualties is comparatively small.
15. Therefore a new policy has been developed "Road Safety Outside Schools" (included within Annex 2) that sets out the process that will be used by Surrey County Council for investigating and responding to concerns about road safety outside schools. The aim is to reduce the risk of collisions, and to make the road feel safer in order to improve the attractiveness of walking and cycling to and from schools.
16. The new policy highlights that Local Committees are allocated funding for highway improvements, and that the perceived problems will be investigated by county council officers who will then report back to the local councillors. The policy also highlights that schools and parents have a vital role to play in child pedestrian and cycle training, and encouraging responsible attitudes to using motor vehicles as children grow older. Therefore an assessment of the road safety education provided within a school and the school travel plan will always be undertaken alongside an assessment of the road safety situation outside the school gate.
17. The new draft Road Safety Outside Schools Policy incorporates the council's policy on school crossing patrols. The aim of the policy is to ensure that the provision of school crossing patrols is maintained and prioritised at sites where they are most needed, within the existing budget allocation.
18. At the time of writing there are 65 school crossing patrols operating within Surrey, with a further 10 approved sites vacant. It is the intention of the county council to continue with an existing budget of £213,000 to support all approved school crossing patrol services at maintained schools. It is proposed that a charge of £3,600 per year will be made to Academies, Independent and Free schools, to cover salary and training costs.
19. National guidance advises that school crossing patrols should not operate where there is a light controlled crossing already in situ as this is a duplication of resources and could cause confusion. Therefore it is proposed that the small number of sites in Surrey where this is the case will be reviewed and subject to risk assessment, and may be relocated or withdrawn.

20. If a new light controlled or zebra pedestrian crossing is installed (or installed nearby to) where a school crossing patrol is currently operating, then the service will be reviewed and may be relocated or withdrawn after a provisional period of 3 months. Requests for new school crossing patrols where there is already light controlled or zebra crossings will not be approved. If there is a request for a new school crossing patrol where there is a pedestrian refuge, this will be subject to risk assessment.
21. Whenever a vacancy arises at an existing school crossing patrol site or a request for a new site is received, then the site will be risk assessed before a decision is taken to recruit a new or replacement school crossing patrol. Where there is insufficient funding for new or vacant sites then a waiting list will operate and future funds will be allocated on a priority basis. If the existing budget is fully committed, schools will have the option to pay for the service themselves via alternative means at a cost of £3,600 per year.
22. If a school leadership disagree with a decision by the county council in relation to a school crossing patrol, then a meeting will be held with the school staff and governing body to explain the reasoning behind the decision. The school staff and governing body will then have the right to appeal to the Cabinet Member responsible for road safety if they wish.

CONSULTATION:

23. Surrey Police Road Safety and Traffic Management Team were consulted when developing the "Setting Local Speed Limits" and the "Road Safety Outside Schools" policies, and have confirmed their support to them.
24. Earlier drafts of the policies were presented to the Environment and Transport Select Committee on 23 January 2014 and then subsequently to all 11 of Surrey's Local Committees during February and March 2014.
25. The two policies have also been subject to public consultation via the county council roads and transport consultations webpages for a period 6 weeks from 14 March 2014 to 25 April 2014. A list of stakeholders usually consulted on highways and transport matters were alerted by email to the opportunity to comment on the new policies. The new policies were also submitted to Surrey's Schools Phase Councils for comment.
26. A consultation report is included within Annex 3. This report lists all the feedback received from local committees and 41 others who responded, along with an officer response to each comment received. The main issues arising from the consultation responses are described below.

Referral to Cabinet Member for Speed Limits

27. Councillors at three local committees (Waverley, Mole Valley and Runnymede) questioned the need for decisions on speed limits to be referred to the Cabinet Member if the local committee disagree with the Area Highways Manager's recommendation based on the policy. The local committees felt that they should be able to take decisions contrary to the policy and officer recommendations without referral to the Cabinet Member if they wanted to. Waverley Local Committee made the suggestion that the policy be changed so that in these cases local committee decisions could be

called in by the Cabinet Member if required, rather than the automatic assumption that all such cases would be referred to the Cabinet Member.

Calls for 20 mph limits outside schools

28. Ten respondents called for the introduction of 20 mph speed limits outside schools. Successful 20 mph schemes can reduce casualties and encourage more walking and cycling. However the type of roads and problems will not be the same outside every school. There may be a mix of different problems such as inconsiderate parking, inappropriate vehicle speeds or difficulties in trying to cross the road. Often speeds are not that great at drop off and pick up times due to congestion. Therefore highway improvements provided outside one school will not necessarily be effective or useful outside another school. Therefore the policies will retain the principle that there should always be an overall assessment of the safety issues outside a school to investigate and define the problem rather than introducing a 20 mph speed limit outside all schools that may not help address the problems being experienced.

Charging Non Maintained Schools for School Crossing Patrol Service

29. Members of Guildford Local Committee and three other respondents objected to the consultation proposal to charge Academies, Independent and Free Schools £3,000 per year for their school crossing patrol service. An example was highlighted by the Head Teacher of Warlingham Village Primary School which is an Academy school with two school crossing patrols. The Head Teacher advised that his comparatively small school would not have the financial capacity to cover the costs of two school crossing patrols. The Head asserted that the proposed policy discriminates against pupils attending Academy schools.
30. After careful consideration this aspect of the policy has not been amended. In order to ensure county council resources are prioritised at the sites that need the most attention, it is necessary to charge those schools that are funded directly from central government for their crossing patrol service. Such schools have a larger budget per pupil than maintained schools and have greater flexibility in how that budget is spent. Following a recent increase to the salary of School Crossing Patrol colleagues since the consultation, the charge being made will be £3,600.
31. However it is recognised that on occasion there may be valid exceptions to the rule, so the proposed policy retains the principle that if a school leadership disagree with a decision by county council officers in relation to a School Crossing Patrol, then a meeting will be held with the school staff and governing body to explain the reasoning behind the decision. The school staff and governing body can then appeal to the Cabinet Member responsible for road safety if they wish.

RISK MANAGEMENT AND IMPLICATIONS:

32. Excessive speed can increase the risk of collisions, and can increase the severity of injuries. Anti-social road use, speeding in particular, is frequently cited as a primary concern of Surrey's residents in Crime and Disorder Surveys. The fear of busy, speeding, traffic can be thought of as having a

negative effect on communities, shops and local businesses and a major barrier to more walking and cycling.

33. The updated policy “Setting Local Speed Limits” aims to ensure an efficient process for considering changes to speed limits, and that any new speed limits and supporting engineering measures (if necessary) will be successful in managing vehicle speeds.
34. If new speed limits are implemented that are unsuccessful in managing vehicle speeds then this could result in increased risk of collision, injury and death to road users. It could also result in the wider system of speed limits being brought into disrepute, wasting money and damaging the reputation of the council.
35. The new policy “Road Safety Outside Schools” has been developed in order to ensure an efficient process for investigating concerns over road safety outside schools. Lack of an effective process could result in increased casualties outside schools, and increased fear of walking and cycling leading to more car journeys and congestion. A lack of effective process could also result in investment in ineffective measures that do not address the problems being raised.
36. The policies were developed with careful reference to national policy and guidance issued by the Department for Transport, the Association of Chief Police Officers and Road Safety Great Britain. Surrey Police are responsible for the enforcement of speed limits and so were consulted when the policy was being developed.
37. The policies have also been presented for comment to local committees who will be responsible for setting local speed limits in their area. The policy ensures that police views on any speed limit proposals are reported to the local committee and that monitoring is undertaken following the implementation of any new speed limit to check that the scheme is successful in managing vehicle speeds. The Road Safety Outside Schools policy also ensures that schools and local Members are consulted to ensure that local knowledge is taken into account. Wider public consultation has also been undertaken to inform upon any amendments to improve the policy.

Financial and Value for Money Implications

38. The draft policies aim to ensure an efficient process for considering changes to speed limits, or additional road safety measures outside schools. The new policies also aim to ensure that new highway measures are selected that will be effective in tackling the identified problem. The cost of a change in speed limit or new highway measures outside schools will always be presented to local committee for decision on whether to invest their local budget.
39. The new Road Safety Outside Schools policy introduces a charge of £3,600 to Academies, Independent and Free Schools for their school crossing patrol service. These schools receive greater funding from central government. This will allow the county council’s resources to be prioritised at other sites with the greatest need, based upon risk assessments.

Section 151 Officer Commentary

Setting local speed limits

40. Financial implications associated with individual changes to speed limits or other road safety proposals will be made clear to local committees as and when they are presented with proposals. Costs will be met from existing local committee budgets.

Road safety outside schools

41. The Road Safety Outside Schools Policy and the Medium Term Financial Plan includes the introduction of charges to academies independent and free school, explained in paragraph 39.

Legal Implications – Monitoring Officer

Setting local speed limits

42. As Highway Authority the County Council has a statutory duty to promote the safety of those using the public highway. Government guidance recommends that highway authorities adopt policies in relation to the setting of speed limits and concerns over road safety outside schools. Department of Transport Circular 1/2013 provides a framework that traffic authorities should follow when setting and reviewing local speed limits. The County's updated policy reflects that new guidance.

Road safety outside schools

43. While there is no statutory duty to provide school crossing patrols, s508A of the Education and Inspection Act 2006 stresses the duty of local education authorities to promote sustainable modes of travel to meet the school travel needs of their area. s26 of the Road Traffic Regulation Act 1984 provides that the County may make arrangements for the patrolling of places where children cross roads on their way to and from school. The Road Safety GB School Crossing Patrol Guidelines 2012 make clear that authorities providing the service should decide how best to apply the guidelines and the criteria for assessing SCP sites. This is reflected in the County's new policy. s3.2 of the Localism Act 2011 establishes a general power to charge in the absence of any statutory provision which requires the authority to provide the service. Unlike maintained schools, there is no explicit restriction in the legislation barring the charging of non-maintained schools for the provision of school crossing patrols.

Equalities and Diversity

Setting Local Speed Limits

44. There is overwhelming national and international research that shows that higher speeds can increase the risk of collision and the extent of the consequences. Research has shown that children and older people are less adept at judging the speed of oncoming traffic, and less agile in taking evasive action. If they are struck, then they can suffer greater injuries due to their frailty. Lower speeds and successful speed management can improve

safety and accessibility for pedestrians, especially pedestrians with mobility impairment, and younger and older road users.

45. Following Equalities Impact Assessment the policy has been amended to include specific mention of vulnerable road users such as children, older people and those with mobility impairment within road casualty analysis which is completed in order to inform upon the need for speed management measures. The policy has also been amended to include the fact that speed reducing features could also form part of improved facilities for vulnerable road users such as pedestrians, cyclists, children and older people.

Road Safety Outside Schools

46. The Equalities Impact Assessment highlighted that there will be a positive impact for younger and older people because the provision of a school crossing patrol will assist them in crossing the road. The provision of a school crossing patrol will also assist those with a disability to cross the road. The site assessment procedure has been amended to check whether any dropped kerbs are provided at the crossing point so that wheel chair users, mobility scooter user and people with children in pushchairs will be able to use the crossing point.

Public Health implications

47. Effective speed management on all Surrey's roads, and improvements to safety outside schools will reduce the risk of road casualties. Reducing the fear of speeding vehicles and the fear of traffic will encourage more walking and cycling which improves the health of participants.

Climate change/carbon emissions implications

48. Improving safety and reducing the fear of traffic in the vicinity of schools and on the journey to school will help encourage more walking and cycling to school, and so will help reduce carbon emissions from vehicles.

WHAT HAPPENS NEXT:

49. Following Cabinet approval of the policies, local committees, relevant officers in highways and road safety and police colleagues will be notified so that the policies will be applicable with immediate effect. The county council's website will also be updated so that the policies are available to the public online.

Contact Officer:

Duncan Knox, Road Safety Team Manager, 020 8541 7443

Rebecca Harrison, Sustainable School Travel Officer, 01483 517515

Consulted:

See paragraphs 22 to 24 above.

Annexes:

Annex 1: Draft Setting Local Speed Limits Policy

Annex 2: Draft Road Safety Outside Schools Policy

Annex 3: Consultation Report

Annex 4: Equalities and Diversity Impact Assessment

Sources/background papers:

- Setting Local Speed Limits (Circular 01/13), Department for Transport Jan 2013
 - Speed Enforcement Policy Guidelines 2011 to 2015: Joining Forces for Safer Roads, Association of Chief Police Officers
-

Setting Local Speed Limits (DRAFT)

Surrey County Council's Policy

12



1. Introduction

The aim of Surrey County Council is to set speed limits that are successful in managing vehicle speeds and are appropriate for the main use of the road. Reducing speeds successfully may reduce the likelihood and severity of collisions, and can help to encourage more walking and cycling. This can help to make communities more pleasant places to live, and can help sustain local shops and businesses. The desire for lower speeds has to be balanced against the need for reasonable journey times and the position of the road within the county council's Strategic Priority Network.

The purpose of this policy is to explain the roles, responsibilities and the procedure that will be followed by Surrey County Council when deciding whether to change a speed limit. The policy also provides advice and guidance on the factors and additional supporting measures that may be needed to ensure successful management of vehicle speeds.

This policy has been developed with reference to national policy issued by central government "Setting Local Speed Limits, Department for Transport Circular 01/2013" and national policy issued by the Association of Chief Police Officers, "Speed Enforcement Policy Guidelines 2011 to 2015: Joining Forces for Safer Roads".

2. Key Principles

National speed limits

The three national speed limits are:

- the 30 mph speed limit on roads with street lighting (sometimes referred to as Restricted Roads)
- the national speed limit of 60 mph on single carriageway roads
- the national speed limit of 70 mph on dual carriageways and motorways.

These national speed limits are not, however, appropriate for all roads. The speed limit regime enables traffic authorities like Surrey County Council to set local speed limits in situations where local needs and conditions suggest a need for a speed limit which is different from the national speed limit. For example while higher speed limits are appropriate for strategic roads between main towns, lower speed limits will usually apply within towns and villages. A limit of 20 mph may be appropriate in residential areas, busy shopping streets and near schools where the needs and safety of pedestrians and cyclists should have greater priority. Changing from the national speed limit on a road will require that speed limit repeater signs are provided along the route to indicate the new speed limit.

Decision making and responsibilities

Within Surrey decisions over most highway matters including setting speed limits are delegated to local committees of elected county council and borough/district councillors. There is a local committee in each of the 11 boroughs and districts within Surrey. Each local committee is provided with an annual budget from Surrey County Council for highway improvements throughout their area, and then the local committee decides where best to invest their budget in response to local concerns to tackle congestion, improve accessibility, improve safety and support the local economy. Therefore any

proposals for changing speed limits including the signing, legal speed limit order and supporting highway measures would require agreement and allocation of funding by the local committee from their budget for highway improvements.

The county council's Area Highways Team, who report to the local committee, will lead the process to assess a potential change in speed limit. The Area Highways Team will be assisted by the county council's central Road Safety Team and will consult with Surrey Police's Road Safety and Traffic Management Team. The output would be a report and recommendations (in accordance with this policy) for consideration by the local committee, who will then decide whether to allocate funding for a scheme to change the existing speed limit or not.

Speed limits and speed management

Experience shows that changing to a lower speed limit on its own will not necessarily be successful in reducing the speed of traffic by very much if the prevailing mean speeds are much higher than the proposed lower speed limit. If a speed limit is set too low and is ignored then this could result in the majority of drivers criminalising themselves and could bring the system of speed limits into disrepute. There should be no expectation that the police would be able to provide regular enforcement if a speed limit is set too low as this could result in an unreasonable additional demand on police resources. It is also important to set reasonable speed limits to ensure consistency across the country.

Therefore speed limits should be considered as part of a package of measures to manage vehicle speeds and improve road safety. Changes to the highway (for example through narrowing, providing vertical traffic calming or re-aligning the road) may be required to encourage lower speeds in addition to any change in speed limit. Though these may be more expensive, they are more likely to be successful in the long term in achieving lower speeds without the need for increased police enforcement to penalise substantial numbers of motorists.

20 mph speed limits and zones

Within the latest central government guidance issued by the Department for Transport (Circular 01/2013) there is greater encouragement for local authorities to introduce more 20 mph schemes (limits and zones) in urban areas and built-up village streets that are primarily residential, to ensure greater safety for pedestrians and cyclists.

Circular 01/2013 emphasises that research into signed-only 20 mph speed limits shows that they generally lead to only small reductions in traffic speeds. Signed-only 20 mph speed limits are therefore most appropriate for areas where vehicle speeds are already low. If the mean speed is already at or below 24 mph on a road, introducing a 20 mph speed limit through signing alone is likely to lead to general compliance with the new speed limit. Table 2 shows the likely reduction in mean vehicle speeds following the implementation of a signed-only 20 mph speed limit.

Where the existing mean speeds are above 24 mph then a 20 mph scheme with traffic calming measures (known as a 20 mph zone) will be required. Research has shown that 20 mph zones with traffic calming measures have been very effective in reducing speeds and casualties, may encourage modal shift towards more walking and cycling and may result reductions in traffic flow on the road as vehicles choose alternative routes. However traffic calming measures are more expensive and are not always universally

popular. Table 1 shows the likely reduction in mean vehicle speeds following the implementation of a 20 mph zone with traffic calming.

It is possible to implement 20 mph schemes that consist of a combination of physical features (where existing speeds are high), and signs alone (where speeds are already low) on different sections of the same road.

Research has shown that mandatory variable 20 mph speed limits that apply only at certain times of day (using an electronic sign) are not very effective at managing vehicle speeds. Surrey police do not support 20 mph speed limits that are not generally self enforcing. The electronic variable message signage that would be required for a mandatory variable 20 mph speed limit would also place an additional maintenance burden on the county council for little benefit. Therefore Surrey County Council will not support the use of new mandatory variable 20 mph speed limits.

Speed limits outside schools

Requests are often made for lower speed limits outside schools as a result of concerns over the safety of children outside schools. It is the policy of Surrey County Council that there should always be an overall assessment of the safety issues outside a school to investigate and define the problem rather than consideration of the speed limit in isolation. For example the problems may be associated with inconsiderate parking or difficulties in crossing a road that will not be solved through a change in speed limit on its own. Therefore the county council have published a separate policy "Road Safety Outside Schools" that describes how concerns over road safety outside schools will be investigated.

School leadership and parents also have a vital role to play in ensuring the safety of children on the journey to school. Therefore an assessment of the road safety education provided within the school and the school's travel plan will always be undertaken alongside an assessment of the road safety situation outside the school gate.

Department for Transport regulations now allow the use of advisory "20 when lights show" with amber flashing lights on the approach to schools. However the influence of these signs on vehicle speeds is likely to be minimal and is not enforceable as it is an advisory sign, not a compulsory change in the speed limit. Regulations do not permit amber flashing lights to be used on the approach to signal controlled crossings or zebra crossings.

3. Procedure to decide whether to change a speed limit

STEP 1: Request to change a speed limit is received

Any requests to change speed limits should be submitted to Surrey Highways via www.surreycc.gov.uk or by calling 0300 200 1003. The Area Highways Team will then consider the request and if necessary will consult with the local member and local committee to decide whether to proceed with a full speed limit assessment. Reference will be made to the position of the road on the county council's Strategic Priority Network. If necessary the local committee may need to allocate funding for the speed limit assessment to be completed (to pay for speed surveys for example).

The Area Highway Team will determine the extent of the road to be assessed. The length of road over which a speed limit change is being considered should be at least 600m. This should ensure against too many speed limit changes that could be confusing to the motorist within a short space of road. However in some cases a slightly shorter length may be suitable where existing highway or roadside features provide a natural threshold which may complement a change in speed limit.

STEP 2: Measure existing speeds and analyse road casualty data

The Area Highways Team will commission one week automatic surveys of vehicle speeds (in both directions) in order to gather comprehensive data on existing mean vehicle speeds on the road. Several different speed survey locations may be required for longer stretches of road. If automatic surveys of vehicle speeds are not possible then a sample of speeds will be undertaken using a hand held speed measuring device at different times of the day to ensure the sample is representative.

Research has shown that reduced vehicle speeds reduce the risk of collision and also reduce the consequences and severity of any injuries, irrespective of the primary cause. Therefore the Road Safety Team will assess the number and pattern of road casualties along any route where a new speed limit is proposed, with particular attention given to vulnerable road casualties such as pedestrians, cyclists, children and older people. This analysis will help inform the need for any speed management measures to reduce the risk of collisions and to reduce the severity of road casualties, especially vulnerable road users.

STEP 3: Compare the existing speeds with the suggested new speed limit

National policy issued by the Department for Transport (Circular 01/2013) provides formulas derived from real examples of speed limit changes to predict the likely impact on traffic speeds of a change in speed limit. Table 2 shows the predicted reductions in mean vehicle speeds following a change to a new lower speed limit using the Department for Transport formulas.

For each speed limit change scenario within Table 2, a threshold is shown by a vertical line. If the measured existing mean speeds are below the threshold then the council will allow a change to a signed-only lower speed limit without supporting measures. If this is the case then proceed to STEP 5.

If the measured existing mean vehicle speeds are above the threshold, then the county council will not allow a lower speed limit without consideration of supporting engineering measures. In this case proceed to STEP 4.

It is anticipated that Table 2 presents data for the vast majority of speed limit change scenarios. However if there happens to be a scenario not covered by the table, then the Area Highways Manager will choose the example in the table that in their opinion provides the closest match to the case in question.

If more than one speed survey has been completed on a longer stretch of road, then it is possible that supporting engineering measures may be required on one part of the road, but not the other. Another option may be to introduce the proposed new lower speed limit on only one part of the road. Caution should be taken in cases where the proposed lower limit is above the existing measured mean speeds as this could have the effect of increasing mean speeds if drivers treat the new speed limit as a target.

Nearly all requests received in relation to speed limits are for a reduction in a speed limit. However though it is likely to be rare, it is also possible to consider a request for an increase in a speed limit. In these cases it should be assumed that this would have the effect which is the exact reverse of the effect of the equivalent speed limit reduction described within Table 2. Extreme care should be taken in any decision to increase a speed limit as this could result in increased speeds and increased risk and severity of collisions.

STEP 4: Conduct feasibility of supporting engineering measures

Where it is found that the existing measured mean vehicle speeds are too great for a signed-only change to a lower speed limit to be successful, then consideration of supporting engineering measures will be required.

The Area Highways Team will commission feasibility work on what measures may be possible. These may include traffic calming such as narrowing the road, chicanes, priority give-way arrangements, central islands, gateways, or vertical traffic calming. Speed reducing features could also form part of improved facilities for vulnerable road users such as pedestrians, cyclists, children and older people. However some forms of traffic calming will not be appropriate on major routes with large traffic flows and heavy vehicles, and it may be the case that speed reducing features and a reduction in speed limit is not always viable or desirable for some strategically important roads. For example vertical traffic calming cannot be used on roads that are 40 mph or greater. Accordingly the feasibility work and decision to change a speed limit will need to take into account the position of the road within the county's Strategic Priority Network.

STEP 5: Consult with Surrey Police Road Safety and Traffic Management Team

As Surrey police are responsible for the enforcement of speed limits it is essential that they are consulted on any proposals to change a speed limit and consideration of supporting engineering measures. Surrey police have a specialist Road Safety and Traffic Management Team who will be presented with the proposals for the new lower speed limit and any supporting engineering measures along with evidence of existing and predicted mean speeds and road casualty analysis. The views of the police Road Safety and Traffic Management Team will be recorded in writing and included within the subsequent report to the local committee. It may also be helpful to seek the views of local parish council's for inclusion within the report to the local committee too.

STEP 6: Local committee decision and allocation of funding

A report describing the outcome of the speed limit assessment and recommendations will be submitted to the local committee for consideration and decision at one of their public meetings. The report will include:

- a description of the position of the road within Surrey's Strategic Priority Network
- a summary of existing speed survey results
- a summary of the history and pattern of road collisions resulting in injury reported to the police, highlighting especially any vulnerable road users such as pedestrians, cyclists, children and older people
- the predicted speeds following a change in speed limit
- recommendations for a new speed limit and supporting engineering measures if required
- estimated costs of the scheme
- the views of Surrey Police Road Safety and Traffic Management Team

The local committee will then decide whether to proceed with the change in speed limit or not, along with supporting engineering measures (where also recommended). If the committee decide to proceed, then the committee will need to allocate money from their budget to fund the scheme. Alternatively the committee may decide not to proceed because the scheme is not warranted, or because they may have other priorities for investment of their budget at that time.

STEP 7: Advertisement of legal speed limit order and implementation

If the local committee decide to proceed with a speed limit change, then in accordance with the Road Traffic Regulation Act 1984, a legal speed limit order will be advertised so that people have the opportunity to comment on the proposals if they wish to. Any objections will be considered in line with the county council's constitution. Following advertisement, and after any objections are resolved or over-ruled, then the scheme will be implemented by the county council's highway contractors. Alternatively if the objections are upheld, then the scheme will not proceed.

STEP 8: Monitoring of success of scheme

After at least three months following implementation of the scheme, a one week automatic speed survey will be commissioned by the Area Highways Team. The "after" surveys will be undertaken using the same method as the "before" surveys to allow for a direct comparison to check whether the scheme has been successful in reducing vehicle speeds towards compliance with the new lower speed limit. The county council's Road Safety Team will compile data on before and after speed monitoring following speed limit changes so as to inform the need for any updates to this policy.

If the scheme has not been successful in reducing speeds to a level below the threshold contained within Table 2, then the Area Highway Manager will submit a further report to the local committee for consideration and decision at one of their public meetings. The report will include a summary of the before and after speed surveys and consideration of any further engineering measures that may be possible to encourage greater compliance with the new speed limit. An alternative could be to remove the new lower speed limit and return to the original or different, higher speed limit.

The views of the police Road Safety and Traffic Management team will be sought, recorded in writing and included within the report to the local committee. This will include an explanation of whether any additional police enforcement would be possible to encourage compliance with the new lower speed limit.

Tables to Show Predicted Change in Mean Speeds Following a Change in Speed Limit

The following definitions are used in the tables below and are the same as those used nationally by the Department for Transport in relation to setting speed limits. The formulas used to generate the values within the tables are taken from Annex A of “Setting Local Speed Limits”, Department for Transport Circular 01/2013.

Urban – roads with a system of street lighting (three or more lamps throwing light on the carriageway and placed not more than 183 metres apart).

Rural – roads without a system of street lighting described above.

Rural Village – roads without a system of street lighting described above but with 20 or more houses (on one or both sides of the road); and a minimum length of 600 metres; and an average density of at least 3 houses per 100 metres, for each 100 metres.

Table 1 – Predicted change in mean speeds following a reduction to a 20 mph speed limit (with traffic calming)

Measured mean speed before	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Predicted mean speed after	14.9	15.1	15.3	15.5	15.8	16.0	16.2	16.5	16.7	16.9	17.1	17.4	17.6	17.8	18.1	18.3	18.5	18.7	19.0	19.2	19.4

Table 2 – Predicted change in mean speeds following a signed-only reduction in speed limit

Change from urban and rural 30 mph speed limit to 20 mph speed limit (without traffic calming)																					
Measured mean speed before	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Predicted mean speed after	19.9	20.6	21.4	22.2	23.0	23.7	24.5	25.3	26.1	26.8	27.6	28.4	29.2	29.9	30.7	31.5	32.2	33.0	33.8	34.6	35.3
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															
Change from urban 40 mph speed limit to 30 mph speed limit																					
Measured mean speed before	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Predicted mean speed after	30.5	30.7	30.9	31.2	31.4	31.7	31.9	32.2	32.4	32.7	32.9	33.2	33.4	33.7	33.9	34.1	34.4	34.6	34.9	35.1	35.4
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															
Change from rural village 40 mph speed limit to 30mph speed limit																					
Measured mean speed before	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Predicted mean speed after	29.3	30.1	30.9	31.6	32.4	33.2	33.9	34.7	35.4	36.2	37.0	37.7	38.5	39.3	40.0	40.8	41.6	42.3	43.1	43.8	44.6
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															
Change from rural village 50 mph or 60 mph speed limit to 30 mph speed limit																					
Measured mean speed before	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Predicted mean speed after	29.2	29.9	30.7	31.4	32.1	32.8	33.5	34.2	35.0	35.7	36.4	37.1	37.8	38.6	39.3	40.0	40.7	41.4	42.2	42.9	43.6
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															

Table 2 Continued

Change from rural village 50 mph or 60 mph speed limit to 40 mph speed limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	37.5	38.1	38.8	39.4	40.1	40.8	41.4	42.1	42.8	43.4	44.1	44.8	45.4	46.1	46.7	47.4	48.1	48.7	49.4	50.1	50.7	
	New lower speed limit allowed							New lower speed limit only allowed with supporting highway measures														
Change from rural single carriageway 50 mph speed limit to 40 mph speed limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	37.5	38.1	38.8	39.4	40.1	40.8	41.4	42.1	42.8	43.4	44.1	44.8	45.4	46.1	46.7	47.4	48.1	48.7	49.4	50.1	50.7	
	New lower speed limit allowed							New lower speed limit only allowed with supporting highway measures														
Change from rural single carriageway 60 mph speed limit to 40 mph speed limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	38.7	39.4	40.1	40.9	41.6	42.3	43.0	43.7	44.5	45.2	45.9	46.6	47.4	48.1	48.8	49.5	50.2	51.0	51.7	52.4	53.1	
	New lower speed limit allowed							New lower speed limit only allowed with supporting highway measures														
Change from rural single carriageway 60 mph speed limit to 50 mph speed limit																						
Measured mean speed before	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	
Predicted mean speed after	47.6	48.3	49.1	49.9	50.6	51.4	52.2	53.0	53.7	54.5	55.3	56.0	56.8	57.6	58.4	59.1	59.9	60.7	61.5	62.2	63.0	
	New lower speed limit allowed								New lower speed limit only allowed with supporting highway measures													
Changes on rural dual carriageways from 70 mph, 60 mph, or 50 mph to a lower limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	42.8	43.3	43.8	44.4	44.9	45.4	45.9	46.5	47.0	47.5	48.0	48.6	49.1	49.6	50.1	50.7	51.2	51.7	52.2	52.8	53.3	
	New lower 40 mph speed limit allowed								New lower 50 mph speed limit allowed													
Measured mean speed before	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
Predicted mean speed after	53.3	53.8	54.4	54.9	55.4	55.9	56.5	57.0	57.5	58.0	58.6	59.1	59.6	60.1	60.7	61.2	61.7	62.2	62.8	63.3	63.8	
	New lower 60 mph speed limit allowed																					

Road Safety Outside Schools (DRAFT)

Surrey County Council's Policy

12



1. Introduction

One of the most frequently expressed road safety concerns is that of the safety of children outside schools. At school drop off and pick up times the roads in the immediate vicinity of schools are especially busy and there is usually a high level of vehicle, pedestrian, and cyclist activity. This causes slower vehicle speeds and congestion and very often leads to frustration from residents and motorists at the apparent chaos caused by parents and children arriving or leaving the school.

The purpose of this policy is to set out the process that will be used by Surrey County Council for investigating and responding to concerns about road safety outside schools. The aim is to reduce the risk of collisions, and to make the road feel safer in order to improve the attractiveness of walking and cycling to and from schools.

The county council would like to encourage safe walking and cycling to school, as this is better for the health of children, and reduces congestion and pollution. The perceived danger to children on busy roads on the school journey, especially in the vicinity of a school, can prove to be a barrier to more walking and cycling. This then results in more car journeys and more congestion.

2. Main Principles, Roles and Responsibilities

Local committees allocate funding for highway improvements

Within Surrey decisions over most local highway matters are made by local committees of elected councillors in each District or Borough. Each local committee is provided with an annual budget for highway improvements, and it is for the committee to decide where best to spend their money. Therefore any proposals for highway improvements outside a school will require money from the local committee, and the committee will have to weigh this up alongside other requests for highway improvements at other sites.

The county council's road safety and highways colleagues will assess the site and develop possible solutions

The county council's Sustainable Transport Team will lead the process to investigate concerns over road safety outside a school, and the county council's local highways engineers, road safety engineering specialists and police road safety colleagues will also be invited to assist. This will result in a report containing options, where possible, to tackle the concerns that were raised. The local committee will then decide whether to allocate money from their budget on any improvements depending upon the extent of the problem, the estimated costs and the funds available.

Schools and parents have a responsibility to provide road safety education and training

Road safety education and training for children is just as important as improving the safety for road users outside schools. Schools and parents have a vital role to play in child pedestrian and cycle training, and encouraging responsible attitudes to using motor vehicles as children grow older. An assessment of the road safety education provided within a school will always be undertaken alongside an assessment of the road safety situation outside the school gate. The county council provide a range of resources for delivering road safety education and training to children and this can be found via www.drivesmartsurrey.org.uk.

Different problems require different solutions

The type of roads and problems will not be the same outside every school. There may be a mix of different problems such as inconsiderate parking, inappropriate vehicle speeds or difficulties in trying to cross the road. Therefore highway improvements provided outside one school will not necessarily be effective or useful outside another school. It will be important therefore to assess and understand the unique problems outside each individual school before any improvements can be developed and agreed.

School Crossing Patrols

A School Crossing Patrol is one possible road safety measure that could be considered when investigating safety issues outside schools. The School Crossing Patrol service is overseen by the county council's Sustainable Transport Team who ensure that School Crossing Patrols are recruited, trained and appropriately supervised, that adequate records are kept, and that potential sites are risk assessed to ensure that they are appropriate and safe. The operation of the School Crossing Patrol service will be based on the Road Safety GB School Crossing Patrol Guidelines (2012).

The Education and Inspection Act 2006 (section 508A) puts a duty on schools to promote sustainable travel to school and School Crossing Patrols are one option that can contribute to this duty. Whilst the county council's Sustainability Group oversees the service, day to day management and the first line of management lie with the school.

Any school that has, or receives approval for a School Crossing Patrol will be expected to undertake further road safety education with their pupils and commit to reviewing their school travel plan with help and resources provided by the Sustainability Group.

The county council will undertake a review of road safety outside a school whenever a school crossing patrol employee leaves their employment. This will

provide an opportunity to assess what solution would be the most effective to improve road safety before taking a decision on whether to recruit a replacement.

National guidance advises that school crossing patrols should not operate where there is a light controlled crossing already in situ as this is a duplication of resources and could cause confusion. Therefore any request for a new school crossing patrol at a site that has a light controlled, or zebra crossing, will not be approved. Existing sites where there is this is the case will be reviewed. If there is a request for a new school crossing patrol where there is a pedestrian refuge, this will be subject to risk assessment.

If a new light controlled or zebra pedestrian crossing is installed (or installed nearby to) where a school crossing patrol is currently operating, then the service will be reviewed and may be relocated or withdrawn after a provisional period of 3 months.

If the outcome of an assessment of road safety outside a school concludes that a School Crossing Patrol is the most appropriate measure at a site, the site will be prioritised as being high, medium or low risk. It is the intention of the council to fund all approved School Crossing Patrol sites at maintained schools, although this is only possible where there is sufficient funding. If there is a shortfall in available funding, priority will be given to high risk sites, over medium and, in turn, low.

For Independent, Academy and Free schools a charge of £3,600 per annum will be made to cover the cost of salary, uniform and training.

If a school leadership disagree with a decision by county council officers in relation to a School Crossing Patrol, then a meeting will be held with the school staff and governing body to explain the reasoning behind the decision. The school staff and governing body can then appeal to the Cabinet Member responsible for road safety if they wish.

3. Procedure to Assess Road Safety Outside a School

STEP 1: Request received

Any request for road safety improvements outside a school will be referred to the council's Sustainable Transport Team. If necessary the person making the request will be contacted to clarify and understand their concerns.

STEP 2: Consultation with local county councillor and highways colleagues

The Sustainable Transport colleagues will inform the local county councillor and local highways colleagues of the concerns who will in turn will be able to highlight any issues that have been raised before, and any work that has been completed previously. Consequently the local county councillor will confirm the need to proceed or not with the assessment described in the steps below. If the concerns are submitted to the local committee (for example by petition), then the local

committee will confirm whether or not to proceed with the assessment described in the steps below.

STEP3: School Travel Plan and road safety education assessment

A meeting will be set up with the school to discuss the concerns and to complete an audit of the road safety education provided within the school. Sustainable Transport Team colleagues will advise the school if there are any gaps in provision and whether the school's travel plan needs to be updated.

STEP 4: Conduct site meeting and produce risk assessment

The Sustainable Transport Team colleagues will arrange a site meeting with key colleagues including the council's local highways engineers, road safety engineering team and Surrey Police Road Safety and Traffic Management Team. A risk assessment will be carried out for the area immediately outside the school. Other nearby points of concern on the journey to school may be assessed too if necessary. The assessment will include analysis of collisions, speeds, and may include the views of the school and comments from road users. The existing road conditions, signing and highway infrastructure will also be checked and noted.

STEP 5: Assess and report upon options

The Sustainable Transport Team colleagues will present a report to the school and local county councillor containing the results of the road safety education assessment and a description of any potential highway improvements along with estimated costs. The Surrey Police Road Safety and Traffic Management team will also be consulted. It will be then for the local committee to decide whether to allocate funding to implement any improvements depending upon the extent of the problem, the estimated costs and the funds available. In some cases improvements may be possible through improved maintenance of the existing infrastructure, rather than through the implementation of new infrastructure. Sometimes there may be money available from developers as a result of the planning process.

STEP 6: Scheme implementation (if the decision is taken to proceed)

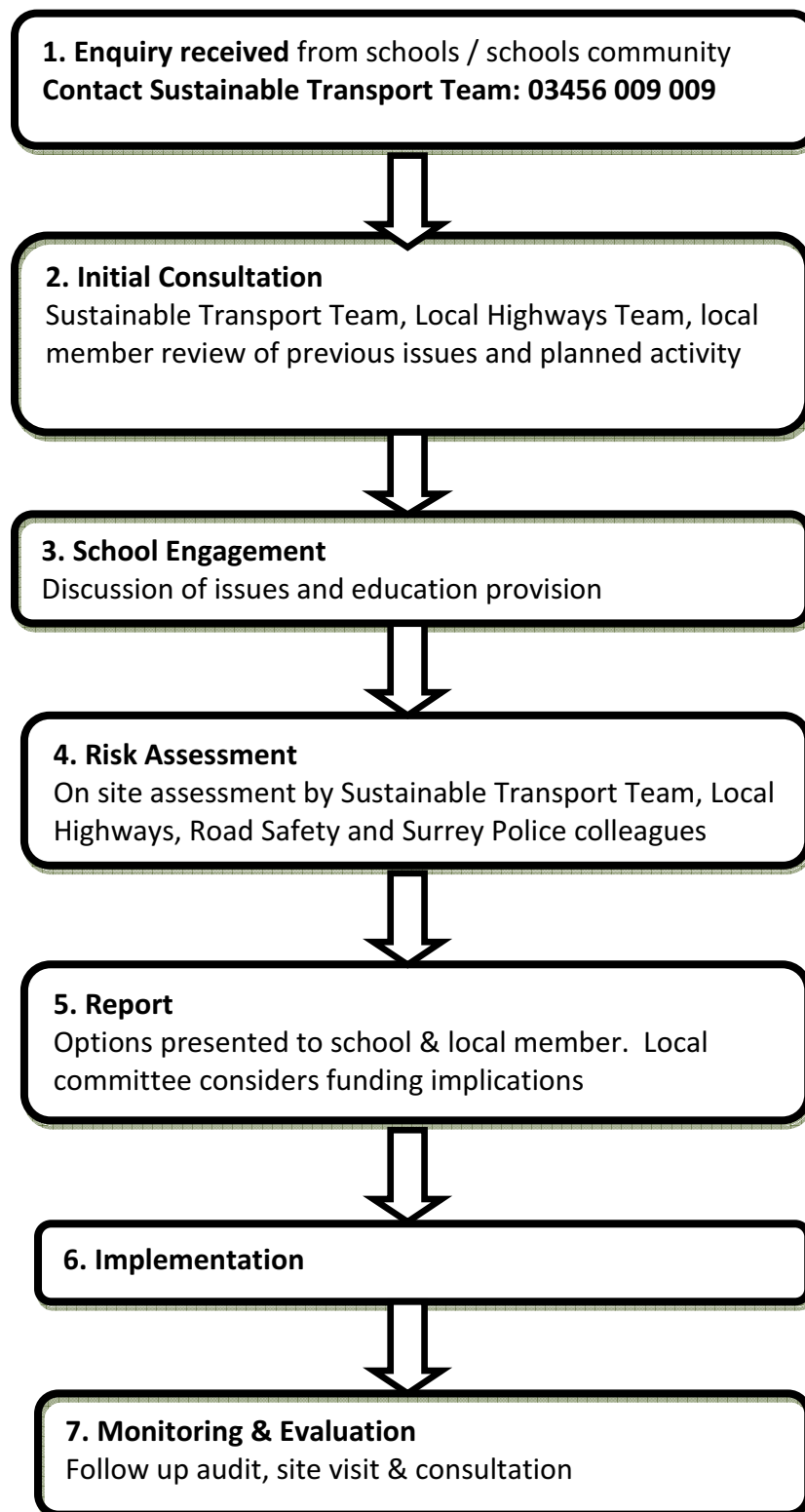
If funding is provided by the local committee, then the scheme will be submitted for design and then construction by the county council's highway contractors. A standard road safety audit of the design will also be completed as an integral part of the design process for schemes that involve changes to the highway.

STEP 7: Evaluation and monitoring

Following implementation, the Sustainable Transport Team colleagues will visit the site and will consult with the school and local councillor to check upon the effectiveness of the improvements. A stage three road safety audit involving a site visit by road safety engineers and police will also be undertaken following implementation.

The diagram below sets out this process.

Flowchart showing the Procedure to Assess Road Safety Outside a School



4. How to Get in Touch about Road Safety Outside a School

If you have concerns about road safety outside a school, please get in touch with Surrey County Council's Sustainable Transport Team via the county council's contact centre 03456 009 009.

Alternatively you may wish to lobby your local committee to explain your concerns and to ask them to fund road safety improvements outside a school. Information on how to lobby your local committee can be found via www.surreycc.gov.uk or by calling 03456 009 009.

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Consultation Report on Road Safety Policies Setting Local Speed Limits & Road Safety Outside Schools

1. Introduction

This Annex contains consultation feedback received on the county council's draft policies "Setting Local Speed Limits" and "Road Safety Outside Schools". The draft policies were submitted to all eleven of Surrey County Council's Local Committees. The first section below reproduces relevant extracts of the draft minutes of these Local Committee meetings. The second section records the comments received as a result of wider public consultation via the county council's website, along with officer responses to each comment received. There were 41 respondents who provided comments.

2. Local Committee Comments

2.1. Guildford Local Committee Private meeting 12 February 2014

The draft policies were presented to a private meeting of the Guildford Local Committee. The feedback provided by the local committee was that they would like to develop a framework in order to assess applications to implement 20 mph speed limits/ zones. Prior or historic requests from communities for 20mph zones with existing member involvement and support would be assessed against this framework.

Members would continue to use their local allocations for implementing reassurance works such as wig-wags outside of schools.

Members expressed concern that £3,000 would be charged for certain schools for a school crossing facility at 2.13 of the report. Members questioned an apparent inequality as some schools would be charged and not others.

2.2. Extract of draft minutes of Elmbridge Local Committee meeting on 24 February 2014:

14/14 ROAD SAFETY POLICY UPDATE [Item 10]

Duncan Knox, SCC Road Safety Team Manager introduced the report and his colleague, Rebecca Harrison, who is responsible for the school crossing patrols. He explained that in the light of new national guidance for local authorities on setting speed limits issued by central government in January 2013, the County Council is updating its own policy. For the first time the new guidance provides formulas that can be used to predict the likely change in mean speeds from a change in speed limit using signs alone. Depending on these predictions it is decided whether supporting engineering measures need to be introduced alongside any reduction in speed limit.

In addition as one of the most frequently expressed road safety concerns is that of the safety of children outside schools, a new policy 'Road Safety Outside Schools' has been developed. The aim for this new policy is so that SCC adopts a consistent approach to all requests.

Duncan Knox asked for comments and questions from Members.

He clarified that if for example a mean speed was 27 mph on a road then with just a 20 mph sign the table indicates it is likely that the mean speed achieved will be 25 mph and to achieve a 20 mph mean speed other traffic calming measures would be required.

Duncan Knox added that audits of school sites and of the road safety education taking place in the school are carried out when looking at reducing speed limits around schools.

The Committee was keen to use Stoke Road as a trial for the new policy. SCC Councillor Christian Mahne also asked about bringing back the petition previously brought to the Committee requesting a speed reduction in Byfleet Rd. The Chairman advised to wait until the new policy was agreed.

Members asked a number of questions about school crossing patrols. Rebecca Harrison explained that the policy was already being used even though it hadn't been ratified yet. Currently SCC funds 87 patrols in Surrey. As part of installing new traffic management around a school the role of the patrol is included in the review. The service does work with all schools in Surrey, including academies, free schools and private schools. If a request is received from a private school, the team would consider whether the patrol was the best option and advise. If the site is suitable the service would support. The cost is £3,000 per annum which includes the salary, risk assessment, training and uniform. It is the intention of SCC to charge academies, free schools and private schools and the service would like Members' views on this proposal.

As regards the road safety issues around the expansion of schools the Council is keen to resolve these issues pragmatically at the beginning of the process.

The Local Committee resolved to agree to:

(i) review and provide comments on the draft policies. Comments will be taken into account prior to the policies being submitted to County Council Cabinet for approval.

2.3. Extract of draft minutes of Runnymede Local Committee meeting on 24 February 2014:

17/14 ROAD SAFETY POLICY UPDATE [FOR COMMENT] [Item 7]

Mr Duncan Knox and Ms Rebecca Harrison of Surrey County Council presented the report, which was a consultative document. Mr Knox noted that one of the key points proposed as a change to existing speed limit policy was that, where existing average speeds did not exceed 24mph, there would be potential to introduce a new speed limit of 20mph. He said that local committees were being consulted prior to a decision by the Cabinet Member in the spring.

Members raised concerns about the process for approving a new speed limit, which gave the local committee the power to approve a new 20mph zone but then enabled the Cabinet Member for Highways to overrule this in taking a final decision. Mr Knox explained that there was a necessity for checks and balances to ensure consistency of approach county-wide, and that an effective speed limit could not rely upon signage alone to work successfully: he advised that experience had demonstrated that engineering measures were required to back up a lower speed limit. Members' comments were noted.

2.4. Extract of draft minutes of Reigate & Banstead Local Committee meeting on 3 March 2014

10/14 ROAD SAFETY POLICY UPDATE [EXECUTIVE FUNCTION – FOR INFORMATION] [Item 10]

Declarations of Interest: None

Officers attending: Duncan Knox, Road Safety Team Manager and Rebecca Harrison, Sustainable Community Engagement Team Leader

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- Members raised the issue of school expansion and the safety issues this would bring. They wished to know if funding for new safety measures was expected to come from the Local Committee's budget. The Road Safety Team Manager informed Members that there was no additional funding for safety measures available. However, the Schools Expansion Programme had set up a task group to look at incorporating such measures into the planning process. The Road Safety Outside Schools Policy would apply regardless of whether schools were expanding or not.
- Members wished to know if special speed limits (e.g. 20mph) could be restricted to school hours only. The Road Safety Team Manager explained that every site had to be considered on its own merits. In many cases, speed was not the biggest issue and parking and unsafe crossing were the main safety issues.
- Discussion took place regarding school crossing patrols. The Sustainable Community Engagement Team Leader explained that it was difficult to recruit crossing patrols, and that the County Council had funded advertisements in local papers. There were currently 15 to 20 vacancies across Surrey at schools with varying levels of risk. She noted that the County Council was also willing to train volunteer crossing patrols.
- Members felt that whilst there was a strong argument for a more robust speed limit policy, there was also an issue of police enforcement. The Road Safety Team Manager explained that signage alone would not necessarily change prevailing speeds, and that engineering measures were often required too.
- Concerns were raised that residents were not being listened to with regards to safety concerns. The officer explained that where requests were made, existing speeds and casualty figures would be investigated.
- Discussion took place regarding speeding outside schools. At the Royal Alexandra and Albert School there had already been a request for a reduction to 20mph and the local Member would be speaking to officers about this outside the meeting. At other locations, for example, in Tadworth, it was noted that the number of parked cars meant speeding was impossible and a reduction in speed limit would not make a difference to safety. Members felt that there was a need to educate parents and ensure that they pay attention to where they park and cross the road. The officer noted these points and reported that the police would be involved in speed measurement at the Royal Alexandra and Albert School. He agreed that it was important to involve parents as the problems would only be solved with their cooperation.

Resolution:

That the Local Committee's comments as above on the draft policies be taken into account prior to the policies being submitted to Surrey County Council's Cabinet for approval.

2.5. Extract of draft minutes of Mole Valley Local Committee meeting on 5 March 2014

48/13 ROAD SAFETY POLICY [Item 7]

Declarations of Interest: None

Officer attending: Duncan Knox, Road Safety Team Manager, Rebecca Harrison, Sustainability Community Engagement Team Leader

Petitions, Public Questions/Statements: There was no public participation during this item.

Member discussion – key points:

Members indicated that if the pilots to introduce 20mph zones outside schools are successful, they would like to extend this.

Members asked whether it would be possible for them to use their members' allocation to help to fund school crossing patrols. It was agreed that clarification on whether this was possible would be sought. It was noted, that the annual cost of a school crossing patrol officer is in the region of £3,000 so if funding were provided by a member, consideration would have to be given to providing sustainable funding in future years. It was reported that it is often difficult to fill these posts. Members welcomed the revised speed limit policy, but were concerned that in Step 6 of the policy that if the Local Committee did not agree with the recommendations the matter would be referred to the Cabinet Member as they felt that the Committee was best placed to make these decisions.

On a vote by 6 votes FOR to 4 AGAINST it was:

Resolved: that the draft road safety policies be endorsed prior to their submission to Cabinet subject to the following comment:

In the Setting Local Speed Limits Policy, Step 6, the Local Committee feel that they should be able to agree an alternative option not recommended by the Area Highways Manager and the decision should not be referred to the Cabinet Member for Transport, Highways and Environment.

Reason for Decision:

Local Committees are responsible for most highway and transport matters in their areas, including speed limits and road safety measures outside schools and were therefore invited to submit comments on these new policies prior to submission to the Cabinet.

2.6. Extract of draft minutes of Woking Local Committee meeting on 5 March 2014

11/14 ROAD SAFETY POLICY UPDATE [Item 11]

Duncan Knox introduced the report which outlined the updates to the county council policy on setting local speed limits and a new draft policy to address road safety outside schools, including school crossing patrols. He invited members to comment on the policies in advance of them going to Surrey County Council Cabinet in April/May 2014 for final approval and introduced Rebecca Harrison from the sustainability team.

Member comments/responses:

- Overall members were positive about the new policy recommendations.
- Members felt the tables to show predicted change in mean speeds following a change in speed limit on page 81, were very useful.
- They were happy with the approach outlined in the policy that each site should be considered on its own merits.
- Members asked for clarification regarding 2.15. Officers confirmed where schools currently have patrol officers on crossings, no action will be taken. When that person retires or moves on, then a new risk assessment will be carried out.
- Members asked how easy it was to recruit school crossing patrol officers. Officers confirmed that they have been running with 15 vacancies for the 87 positions across the county. Posts are advertised on the SCC website, and also include parent mail drops and advertising on school websites.
- Members asked officers to proactively work alongside local schools to identify areas where parents can safely drop off and reduce congestion outside schools. It was noted that at Winston Churchill School there are two bus stops in close proximity, leading to congestion. Mr Hussain suggested that a cycle lane on Amstel Way which is hardly used and Sussex Road, might be used to ease congestion at peak school times. Officers confirmed that reducing congestion should be covered as part of school travel plans.
- Further clarification was requested, regarding the process as to how long it would take to put in place a 20mph zone.

- In Mole Valley some advisory 20mph zones have been introduced outside urban and rural schools, officers are awaiting the results of the follow up speed surveys in order to assess how these pilot projects have been working.
- There is no central SCC money available to fund the introduction of new speed limits outside schools, money would need to come from the local committee ITS highways budget.
- Members requested that once the policy has cabinet approval, they could nominate particular sites to act as pilots for Woking. Each site will be different so it is hard to predict a cost for a new speed limit using signs alone, but it could be anything between £5,000 to £20,000 depending on the length of road and the amount of signing required. A traffic calming scheme could be a lot more, but it will depend upon the size.
- It was agreed that Mr Knox and Miss Harrison will be invited to a future private meeting to review potential sites in advance of the next financial year. These would then need to be incorporated into the highways forward programme for 2014-15.

RESOLVED

The Local Committee (Woking) agreed to:

- (i) Review and provide comments on the draft policies.

2.7. Extract of draft minutes of Tandridge Local Committee meeting on 7 March 2014

53/13 ROAD SAFETY POLICY UPDATE [EXECUTIVE FUNCTION] [Item 10]

Declarations of Interest: None

Officers attending: Duncan Knox, Road Safety Team Manager

Petitions, Public Questions, Statements:

Questions in relation to the Road Safety Policy from the public audience were invited in this section:

- A question was received from a member of the public (Cllr Lindsey Dunbar) who asked whether the Road Safety Team could put markings by schools in order to designate the road a school area and as a more cost effective measure. The Road Safety Team Manager responded that sometimes this can be done along with signage if considered worthwhile.

Member Discussion – key points:

- Mr John Orrick highlighted that he was opposed to the 24/7 implementation of 20mph zone restrictions outside of schools as they cannot be enforced. He continued that motorists were more likely to comply with a restriction which was specified to be in operation during school hours only. The Road Safety Team Manager agreed that each site should be taken on its merits however and that when speeds have been measured outside of schools motorists are generally adhering to the speed limits and reducing their speeds accordingly at school times.
- The Road Safety Team Manager gave the example of Mole Valley where they have installed 'advisory' signs. The team are due to do a follow up survey in order to see the outcome and whether they have had any effect and will feed back to the committee. The officer continued that generally traffic calming measures would work better than temporary (school time only) limits, however agreed that this was not possible across all sites.
- Members discussed the petition received at the committee and noted that this was the only school in Surrey which was on a 40mph road (on the A25) and considered the statistics in the report showing the number of children injured per month outside schools over a 7 year period. They requested a copy of the petition be sent to the Road Safety Team Manager who agreed to look into the speed limit here.
- Members discussed whether research had been done in relation to neighbouring/similar county councils to see how Surrey compares and how these new speed limits would be

enforced if the police do not enforce it. The Road Safety Team Manager confirmed that national data had been published which can be used for comparison purposes. The team has also collected their own data for which there is no comparative data available however they do always keep abreast of the latest innovations and take on board best practice where appropriate to the site.

- The team work closely with the police regarding enforcement of speed limits however the police are unable to enforce them at all times and this would be an impossible task in areas of narrow lanes where they cannot park. The officer continued that they consult the police at every stage.
- Members asked Mr Duncan Knox to identify if there are any schools in Surrey which require the police to look at and enforce the limits (to reassure the schools also). The Chairman agreed to share this with other Local Committee Chairman also in order to compile a list for the whole of Surrey.
- The Local Committee Chairman asked the Road Safety Team Manager if he was aware of the FAST (Felcourt Against Speeding Traffic) group and informed him that they were putting up village signs in order to ask motorists to drive carefully and that they were interested in raising money for speed cameras also. The Chairman asked on behalf of FAST if they would be granted permission and what the cost of the cameras would be.
- The officer responded that the Councils approach to speed cameras is for collision hotspots only as they have to prioritise the requests received and that an average speed camera costs £80-100,000. The police are also normally involved in the back office therefore the costs are ongoing. Duncan Knox agreed to look at this area again as the Chairman informed him that some motorists in the area had been recorded as driving at speeds in excess of 90mph on occasions (in a 40mph zone).
- Members continued discussions into the matter of good driver behaviour and education, particularly when driving through the recent flooding. The Road Safety Team Manager informed members that they regularly consult and engage with schools and create a school travel plan in order to increase awareness and education.
- The officer confirmed that if members wanted to look at roads in their divisions they needed to contact the highways team initially. If a new speed limit is put in place in any area then the team work with highways, however that with regards to enforcement the team work with the police.

Resolution: The Committee:

- (i) NOTED and provided comments on the draft policies. Comments will be taken into account prior to the policies being submitted to County Council Cabinet for approval.
- (ii) REQUESTED that the issue of schools on major roads be looked at on an individual bases.
- (iii) REQUESTED that the team look at an alternative to 24/7 20mph signs outside schools.
- (iv) REQUESTED that the Road Safety Policy be referred to as 'Draft' until implemented in order to avoid ambiguity

2.8. Extract of draft minutes of Epsom and Ewell Local Committee meeting on 10 March 2014

78/13 ROAD SAFETY POLICY UPDATE [Item 9]

Declarations of Interest: None

Officers attending: Duncan Knox, Road Safety Team Manager

Petitions, Public Questions/ Statements: There was no public participation during this item.

Member discussion – key points:

Members were concerned that although the policy could equally be applied to new and expanding schools this would put the onus on Local Committees who only have limited resources and

it was felt that issues at these schools should be considered and addressed at an earlier stage as part of the planning process. They were aware that a Task Group is currently considering this and felt that any recommendations arising from this should be included in the policy.

The Divisional member asked whether the new policy could be tested on Danetree School where there is likely to be a change to allow the admission of younger children and where there are already concerns around speeding vehicles.

Resolved:

To endorse the draft road safety policies prior to submission to Cabinet subject to the following comments:

The policy for Road Safety Outside Schools is aimed at existing schools and does not address the issue of new schools or those that are expanding. The policy should include a reference to these, where highway issues should be taken into account at an early stage and addressed as part of the project plan rather than being left for Local Committees to consider mitigation measures once the project is completed.

The policy should also include reference to funding available to local members through their members' allocation, which could be used to fund road safety measures if they meet relevant criteria.

Reasons for decision:

Local Committees are responsible for most highway and transport matters in their areas, including speed limits and road safety measures outside schools and they have been asked to comment prior to the policies being submitted for Cabinet approval.

2.9. Extract of draft minutes of Surrey Heath Local Committee meeting on 13 March 2014

42/13 ROAD SAFETY POLICY UPDATE [Item 8]

The Local Committee received a draft update to the county council's policy on setting local speed limits and a new draft policy to address road safety outside schools, including school crossing patrols. Councillors discussed road safety outside schools and what measures could be taken to improve safety. It was noted that 20mph zones alone did not achieve anything and that often a series of physical highways measures were required. There was a lot of anxiety amongst the public over road safety outside schools, which was not always backed by statistics, however one incident was one too many. Councillors felt that each school situation needed to be looked at on its own merits and individual tailored solutions found – however, several schools were highlighted to Officers as priority (Cordwalles, Tomlinscote, Pine Ridge, Prior Road). Parents were also encouraged to park considerately to avoid congestion during drop off / pick up times. Councillors also raised concerns that the policies needed to be backed by resources and that there were only 4 staff members dealing with this issue for all Surrey Schools and there were no specific funds for highway safety improvements outside schools.

The Local Committee (Surrey Heath) noted that their comments would be taken into account prior to the policies being submitted to county council Cabinet for approval.

2.10. Extract of draft minutes of Spelthorne Local Committee meeting on 17 March 2014

'The Chairman welcomed Duncan Knox, Road Safety Team Manager and Rebecca Harrison, Sustainability Community Engagement Team Leader. Duncan presented the report.

A number of suggestions were put forward by the committee. Duncan agreed to take the comments on board.

THE LOCAL COMMITTEE (SPELTHORNE) AGREED:

(i) to review, and provide comments on the draft policies'.

2.11. Extract of draft minutes of Waverley Local Committee meeting on 21 March 2014

11/14 ROAD SAFETY POLICY UPDATE [Item 11]

[Mr A Young joined the meeting at this point.]

The following observations were made by way of contribution to the consultation:

- The phrase “outside schools” needs to be interpreted with some latitude, as roads, paths and hazards at some distance may have an impact on the safety of students’ journeys to school and on the range of travel options considered by families.
- Extensive parking in roads around schools can have a significant impact on safety.
- The acknowledgement that signage alone has little impact on speeds was welcomed.
- It was proposed that local committees should be entrusted with making correct decisions on speed limits, even if their decisions are contrary to Police and/or officer advice: it was suggested that referral to the Cabinet member should be by exception, e.g. through a call-in procedure or perhaps in relation to strategic routes.
- Although low-cost interventions can be delivered quickly, substantial schemes are likely to take a long time to implement.
- The provision of signage should be balanced against the wish of some neighbourhoods to “declutter” and resist urbanisation.
- The impact of building developments on the safety of routes to school must be taken into account and incorporated in the planning process.
- There should be a greater emphasis on the role that schools and parents themselves can have in promoting road safety.

Resolved to request that the Committee’s comments on the draft policies be noted and taken into account, prior to the policies being submitted to the County Council’s Cabinet for approval.

Reason

Local Committees are responsible for most highway and transport matters in their area, including speed limits and road safety measures outside schools. This report presented draft road safety policies with respect to speed limits and road safety outside schools for comment by the Local Committee prior to submission to the County Council’s Cabinet for approval.

3. Public Consultation Comments

Setting Local Speed Limits		
Q1: Do you have any comments on the key principles?		
ID	Comment	Officer Response
1	Im in agreement with anything that makes it safer for the children going to school,as a mum and a local it wouldnt be a bad thing to be 20 miles an hour outside the school. I also think the lollipop lady does a wonderful job and that she is very much needed.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking. School crossing patrols are very much valued by local people.
2	I think that the speed limit should be reduced greatly outside schools. I think there are circumstances where the national limit is not appropriate. In villages where there is no footpath and lots of children walking to school I the the speed limit should be reduced. I would like to see a 20mph limit through our village and outside school	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
3	All roads, regardless of type should be compulsory 20mph outside a school or where it is main access for a school (for eg. a25 in Westcott).	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
4	I fully support our school crossing patrol at guildford grove primary school.	Noted and agreed.
5	I think the speed limit outside and around the school area should be below 30 mph.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
6	School Crossing Patrols are vital on certain roads. A pedestrian refuge is not an adequate replacement.	The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
7	Left blank	
8	Left blank	
9	Southway in guildford out side guildford grove primary school should have a lower speed limit to 20mph or less.keep the lolly pop lady as it works really well but cars still speed down the road so I would love to think you would carry on with speed hump down this road like you have done in the top end of southway	The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
10	Its good to have procedures in place, giving ownership of concerns and a set review process.	Noted.
11	Left blank	
12	Key Principles are well thought out and look sensible.	Noted.
13	Left blank	
14	No	
15	The key principles have failed to address the issue of illegal and dangerous parking (eg on corners, double yellows, pavement etc) all of which make it difficult to drive safely near the school even at low speed, and make it difficult	We disagree -the assessment procedure will determine the appropriate measure depending upon the nature of the problem including parking issues.

Setting Local Speed Limits		
Q1: Do you have any comments on the key principles?		
ID	Comment	Officer Response
	for a child to cross safely.	
16	I am in favour of introducing a 20 mph speed limit in most residential areas.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
17	There is no time line laid out. How long will it all take?	The time taken would depend upon the extent and nature of the problem, the number of sites requiring assessment and the resources available.
18	The issues of speed limit enforcement continue to be low on the Polices list of priorities. I've noticed that volume of traffic during "rush hour" actually slows the traffic down hugely. Maybe add parking bays to encourage traffic calming during "rush hours".	Surrey County Council works closely with Surrey Police on determining priority sites for speed enforcement. Often speeds are low outside schools at drop off and pick up times due to the congestion. Parking management can indeed be used to manage traffic speeds if necessary, depending on the local circumstances. The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
19	I am pleased there is some recognition that the parents cause most of the danger to the children. This is usually through inconsiderate and selfish parking behaviour and also speeding. Most of the speeding near schools at the start and end of the school day seems to be by young female parents. No recognition has been given to the thoughts of local residents near schools who are massively inconvenienced by inconsidered parking etc. This should be addressed.	The assessment process would be triggered following requests or concerns being raised by the community. The assessment procedure will determine the nature of the problem and appropriate countermeasures.
20	Believe this to be a sensible way forward, particularly for areas outside of schools or where children are likely to be pedestrians.	Noted.
21	Having attended a borough council meeting several years ago when safety and improvements on Crawley Ridge on which Crawley Ridge Infants and Junior Schools are sited I do have concerns over the final say for the spend on road safety improvements being left to the Borough Council. At the meeting (July 2005) during the questions time I gave my opinion that it was inconsiderate parking along Crawley ridge that was the cause of most of the safety issues. I was told that my opinion was not welcome (almost the exact phrasing) and they would not answer questions about these issues. Whilst I appreciate that the budget has to be approved somewhere I am concerned that it is solely at the discretion of the Borough Council in whom I have little faith.	Responsibility for local highway improvements is delgated by Surrey County Council to local committees consisting of County Councillors and Borough or District Councillors. The local committees meet in public and their papers and decisions are available on the county council website. The committees also receive and respond to written public questions, and petitions. The procdure ensures that the school is consulted. Local residents are notified through the advertising of a Traffic Regulation Order and then have the opportunity to object to any proposals containing road humps, parking controls and formal crossings.
22	Motorways could have a higher speed limit but must be enforced. At present 80 or 90MPH seems to be the norm.	This is a matter for central government.
23	Please remember that this is a fluid situation: public opinion is slowly changing in favour of greater protection of vulnerable road users. As lower speed limits become common in other parts of the country, people will become used to the idea and more ready to accept it. Compliance with	The policy is flexible in that local committees can consider new speed limits whenever they want to in response to local concerns.

Setting Local Speed Limits		
Q1: Do you have any comments on the key principles?		
ID	Comment	Officer Response
	speed limits will improve, even if it seems discouraging at first. So keep your policy flexible. You may decide now that lowering speeds on a particular road is not cost-effective; but a review in a few years' time may show a different situation. So don't set your policies in stone - write in the requirement to review. This applies particularly to reductions not enforced by physical changes to the road. Having a 20mph speed limit as the norm, on all but specified roads, would be the biggest improvement to road safety and encouragement to vulnerable road users in decades - better than any amount of faffing about with cycle routes, crossings etc.	
24	They seem to be a fairly sensible approach and allows for local needs and requirements to be catered for instead of applying a common approach to each site/locality	Noted and agreed.
25	A limit of 20mph should be enforced in all residential areas in particular villages a good example of a village where the traffic is totally out of control is West Clendon. Speeds logged last year 70mph in a 30 mph area. The safety of pedestrians is not given sufficient priority. It has taken far too long for such policies to be implemented.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
26	Left blank	
27	Surprisingly sensible.	Noted.
28	I think that the speed limit should be reduced greatly outside schools. I think there are circumstances where the national limit is not appropriate. In villages where there is no footpath and lots of children walking to school I think the speed limit should be reduced. I would like to see a 20mph limit through our village and outside school	While successful speed management schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example parking.
29	Parish Councils should also be consulted at all times during the process, road lining including parking lining assessment should be considered concurrently. Narrowing of the roads by putting in cycle routes should be considered when assessing a road for speed reduction, the current legislation over widths of roads that comply with cycle routes should be weighed against the benefits, if the difference is minimal and a considered view should be taken. All speed limit zones should be sensitive to Villages that have a no street lighting policy. When assessing speed reduction the increase in Co2 emissions with reduced speeds should be calculated, as pollution should also be part of the equation. The system of allocating which applications are to be assessed should be on a point system applied by a) importance and b) age of the application, so smaller jobs continue rising up the list and do not remain at the bottom indefinitely. Road speed reduction calming (humps) should be widely consulted on locally and through the local emergency services. It should be	We agree that it would be helpful to consult with Parish Councils regarding any change in speed limit and we will amend the policy accordingly. The engineering methods used to encourage slower speeds will depend on the site characteristics - implementing cycle paths may be a useful option. A 30mph limit can be introduced where there isn't any street lighting, though this would require the use of repeater signing. The effects of changes in speed on Co2 emissions is not linear and not the same as the effect on other pollutants such as NOx. Some speed management schemes can have an effect on the volume of traffic too, so it is difficult to predict the likely changes in air pollution of a change in speed limit. These issues, though important, are likely to be secondary to considerations over road safety, and the fear of speeding traffic. It will be up to individual Local Committees to decide how they wish to prioritise requests for changes to speed limits. Emergency services will always be consulted whenever traffic calming is introduced.

Setting Local Speed Limits		
Q1: Do you have any comments on the key principles?		
ID	Comment	Officer Response
	assessed against the distances to get to or from a fire station//hospital as they have a significant impact on speeds to assist.	
30	In general we support the proposed "Key Principles" however there is a feeling when reading through them of a negative undercurrent. For every proposal there are reasons listed as to why it may not happen or be possible be it funding or priorities against other Highways requirements. SCC has to decide the priority given to the safety of our school children and communicate this to the local committees. We believe it should be a high priority.	It will be for Local Committees to decide how to prioritise investment of their budget for highway improvements. The policy quite rightly highlights the fact that they have a limited budget and have many demands for highway improvements.
31	No comments	
32	Broadly supportive of the draft policy but consider that Parish Councils should be consulted directly and mentioned in the text.	We agree that it would be helpful to consult with Parish Council's regarding any change in speed limit and we will amend the policy accordingly.
33	Left blank	
34	I strongly think variable speed limits should be encouraged outside schools, where appropriate, so that limits can be reduced by 10mph (from 50 to 40mph, 40 to 30mph, or from 30 to 20mph), for 30 minute periods at the start and end of the school day, on days when the school is open. It would be helpful to give an idea of timeframes for any road engineering measures - will these need to be in place before the speed limit change happens, within the same financial year, within six months, or some other period. It might be helpful to give more explanation about why Surrey do not approve of 20mph zones when some other local authorities do - perhaps a footnote or web link each time the policy says 'research has shown.' There is a public perception among parts of the public that road engineering works and speed limit reductions will only be carried out at places where an accident has caused a death or severe injury, and it would be helpful to clarify that this is not the case. It would be helpful to be explicit about whether consideration should be given to adding on or off road cycle lanes as when considering speed limit changes, as an alternative or complementary road safety measure to the speed limits.	A trial of variable speed limits outside schools in the 1990s showed they were not very effective in reducing speeds. It would be expected that supporting engineering measures would be introduced at the same time as a change in speed limit. It is not the case that Surrey does not approve of 20 mph zones - the policy does not state this. The policy does not state that speed limit reductions would only take place where there have been accidents. The engineering methods used to encourage slower speeds will depend on the site characteristics - implementing cycle paths may be a useful option.
35	Generally we believe that the stated Key Principles are sound but offer the following observations: • We accept that speed enforcement is an unreasonable use of police resource where speed limits have been set at too low a level but would also like the Key Principles to recognise that, where speed limits have been established, these should be enforced. In the context of the current surveys, perhaps an enforcement focus in the area of schools at arrival and departure times would be appropriate. • The principles seem to suggest that Road Safety Education within a school will be assessed as part of an overall consideration of the Road Safety when a request is made for	Enforcement of speeds at school drop off and pick up times would not necessarily be a good use of police resources – in many cases speeds are not excessive at these times due to congestion. Surrey County Council and Surrey Police work together on local speed management plans in order to identify and prioritise sites with the biggest speeding problems. The provision of road safety education within schools is the responsibility of the schools and it is not possible with current resources to assess the level of this provision across all Surrey's schools. Instead if concerns are raised about road safety outside a school this provides a useful opportunity to

Setting Local Speed Limits		
Q1: Do you have any comments on the key principles?		
ID	Comment	Officer Response
	speed restrictions outside a school. While not specifically criticising this, we would like to see an assessment of Road Safety Education at ALL schools as a rolling programme. • We also suggest that Safety outside schools should not compete with other requests to the Local Committee but should rather have a separate budget.	complete an assessment at a site that appears to need attention. It is up to local committees as to how they invest they budget for highway improvements – the local committee if they wish could set aside a specific budget.
36	Claygate Parish Council welcomes the increasing National and County acknowledgement that 20mph limits can be appropriate in selected roads and more generally in residential areas, with or without associated highway traffic calming measures. It notes from the table at the end of the consultation document that the speed reduction achieved with a signed-only 20mph restriction is, contrary to the text, greater if the initial mean speed is ABOVE 24mph; hence proposals should not be automatically constrained by this parameter.	The aim of national guidance and Surrey's policy is to introduce speed limits that are successful in managing vehicle speeds. Although the signed only 20 mph speed limits may reduce speeds by a certain amount, if the resulting average speeds are not reduced to a level approaching the new speed limit, then this could bring the whole system of speed limits into disrepute.
37	Left blank	
38	Left blank	
39	Left blank	
40	Left blank	
41	Left blank	

Setting Local Speed Limits		
Q2: Do you have any comments on the "Procedure to decide whether to change a speed limit"?		
ID	Comment	Officer Response
1	Left blank	
2	Left blank	
3	As above, compulsory 20 mph should be implemented immediately. It will have little effect on traffic and will not cause any congestion - For example, a 50 mph limit on the M25 when roadworks are undertaken only reduces stop/start nature of traffic and keeps the traffic flowing reducing congestion.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
4	I think the speed limit needs to be reduced outside the school.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.
5	No.	
6	Outside schools should have a 20 mph limit or less at certain times of the day.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.

Setting Local Speed Limits		
Q2: Do you have any comments on the "Procedure to decide whether to change a speed limit"?		
ID	Comment	Officer Response
7	A Speed limit is only worth having if the general public adhere to it, cameras and fines hit hard (most people) use them and fine these repeated individuals who don't have any regard for others. Humps don't work as drivers speed regardless. Islands in the middle of the road work well as you have to go slow or your vehicle will get damaged.	The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
8	The procedure seems fair in general.	Noted.
9	Yes to 20mph or 15mph with harsh speed humps that you have to go slow over	The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
10	Seems comprehensive	Noted.
11	Left blank	
12	Procedures are well thought out and look sensible.	Noted.
13	At certain times the local roads may be used as 'cut throughs' in the event of accidents/delays on the A3, because of the proximity to this major road. To give a fuller picture of the range of speeds used it would be beneficial to include days when this occurs.	The assessment procedure includes a measurement of speeds over a typical one week period.
14	No	
15	Left blank	
16	I can see why there is such a long assessment and response process involved, but if it is measuring driver speeds it may not measure perceived threats of fast-moving vehicles to pedestrians.	We acknowledge that the fear of fast traffic can be a barrier and unpleasant for pedestrians and cyclists. Objective speed measurements are required to confirm the extent of the problem in order to develop appropriate countermeasures.
17	It seems to be too cumbersome. There is no time line for implementation	The time taken would depend upon the extent and nature of the problem, the number of sites requiring assessment and the resources available. The assessment ensures that a successful scheme is developed rather than introducing ineffective measures as a knee jerk response.
18	I think a re education to drivers that 30mph means the maximum not the minimum. 20 mph rarely work as it's only applicable during a few hours a day during term time.	Speed enforcement is undertaken alongside campaigning and publicity on sticking to the speed limits. Also speed awareness courses are offered to low end speeders. While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example parking.
19	No	
20	I feel there should be a principle of using these powers outside schools unless there is compelling reason not to.	The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
21	No, although a '20' limit outside many schools would gain my support I do see that many people will ignore it.	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking.

Setting Local Speed Limits		
Q2: Do you have any comments on the "Procedure to decide whether to change a speed limit"?		
ID	Comment	Officer Response
22	The residents not the public who use the road must decide on their own road speed. The property rights of residents must be safeguarded.	Decisions on speed limits are taken by local committees of elected members taking into account the views and needs of local residents and road users.
23	Cumbersome but necessary.	Noted.
24	Good approach as this will ensure everyone has the chance to be involved and not just those with 'jaundiced' views on the subject holding sway. Each step seems to be designed to ensure that a problem is identified first before any further discussion on remedies takes place and to ensure an economic facet to the solution is maintained.	Noted.
25	I do not believe that this is effective way of making decisions as there will always be Councillors who will want their area problems addressed at the expense of other villages. I believe our Parish Council has applied for measures in West Clandon and not even received a reply yet alone a response.	Decisions on speed limits are taken by local committees (not individual councillors) taking into account the views and needs of local residents and road users.
26	Left blank	
27	Very well conceived.	Noted.
28	The process does not allow for long term planning. Funding at the time of review appears to be a key determining factor of whether a plan should go ahead. Perhaps the need should be reviewed independently of availability of funding and subsequently planned in to a longer term programme of continuous safety improvement.	Local committees are well practised at longer term planning and usually have a long list of schemes waiting to be progressed in future years subject to funding being available.
29	We believe that a blanket 20 mph speed limit outside a school is not recognised by a number of motorists who probably think it only should apply at school opening and closing times. As the restriction is school related should it apply during school holidays? Perhaps variable limits warrant further consideration on the basis they might have more respect and relevance to the reason why it's in place? Another factor is the ability to enforce these speed limits. Are the resources there to do so?	Ideally speed limits should be self enforcing and the policy is designed to ensure that this is the case. Part of the reason for this is that the police do not have additional resources to provide more enforcement. Trials of variable speed limits completed in the 1990s did not show a very large impact on vehicle speeds – speeds were already low at school drop off and pick up time due to congestion.
30	It is considered that Step 5 should also include consultation with the relevant Borough or District Council.	The local committee consists of a combination of elected Surrey County Council and Borough or District Council councillors.
31	Broadly supportive of the draft policy but consider that Parish Councils should be consulted directly and mentioned in the text.	Agreed – it would be useful to take into account the views of local Parish Councils and the policy will be amended to include mention of this.
32	Left blank	
33	Step 8 gives a guideline for how quickly this part of the process will happen, and it would be good to do this with the other steps to give a sense of how long the process should take.	The time taken would depend upon the extent and nature of the problem, the number of sites requiring assessment and the resources available.
34	Left blank	
35	The multi-stage procedure for considering a speed limit change is	The introduction to the policy includes the positive statement that "Reducing

Setting Local Speed Limits		
Q2: Do you have any comments on the "Procedure to decide whether to change a speed limit"?		
ID	Comment	Officer Response
	appropriate; however the assessment by Area Team officers may be negatively affected by experience of mixed public views on past traffic calming measures, even when these have demonstrably successful in curbing speeds and the risk of collisions. Hence the policy needs to encourage a positive approach to speed limit reductions and traffic calming.	speeds successfully may reduce the likelihood and severity of collisions, and can help to encourage more walking and cycling. This can help to make communities more pleasant places to live, and can help sustain local shops and businesses".
36	Left blank	
37	Left blank	
38	Left blank	
39	Left blank	
40	Left blank	
41	Left blank	

Setting Local Speed Limits		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
1	Left blank	
2	Left blank	
3	It is a huge failing on the council's part that in 2014 you still have a school (abinger) with VERY young children walking along the road (no pavement) when the road is still national speed limit. Are you waiting for a child to die before implementing a 20mph limit there? Wake up.	The assessment procedure will determine the appropriate measures depending upon the nature of the problem. Concerns over specific locations should be raised with the relevant local committee.
4	Left blank	
5	No.	
6	Policing of roads to deter inconsiderate and/or dangerous parking is needed, plus cyclists ignoring the SCPs is a big problem.	Agreed - police colleagues are invited to assist in site assessments and have already assisted in tackling cyclists who have persistently ignored a School Crossing Patrol.
7	Left blank	
8	In general I think there should be a lowering of speed limits to 20mph and better signage as a bare minimum outside of schools. The use of school crossing patrols is not appropriate if there is not a safe place for the school crossing person to stand - if there is no signage or lowering of speed limit to go with it. Our local school has a 30mph limit outside, inadequate signage and is on a bend. It is extremely dangerous to cross the road. If a driver does stop for you to cross, other car drivers often overtake the driver that stopped!	While successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example inconsiderate parking. Risk assessments are always undertaken before introducing any School Crossing Patrol. If you have any concerns over a particular site please contact the Sustainable Travel Team on 03456 009 009.
9	The way the cars fly down the road and dont carry that there is a school there is so wrong.there is always a over flow of traffic in the morning down that road and some people have to break hard when they realised there is a lolly pop	The assessment procedure will determine the appropriate measure depending upon the nature of the problem.

Setting Local Speed Limits		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
	lady waiting for kids to cross	
10	Left blank	
11	Left blank	
12	None	
13	Persistent inconsiderate and potentially dangerous parking by a few parents would need to be addressed for any changes to be successful overall. Also, unless this is improved, some traffic calming measures would not be appropriate as larger vehicles may not be able to get through if a car is parked opposite the school on yellow lines. Possible proposed changes to parking availability in the area could also impact on this.	We sympathise with your concerns. Parking inconsiderately is anti-social and potentially dangerous. The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
14	No all seems positive	Noted.
15	Speed is not an issue near our school - Queen Eleanors C of E Junior school. The real dangers are illegal parking (see above), and driving without due care and attention, and simply the volume of traffic around a very built up residential area. This is only set to worsen with the expansion of the school.	We sympathise with your concerns. Parking inconsiderately is anti-social and potentially dangerous. The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
16	I have been appalled by the level of inconsiderate parking around our school (Queen Eleanors). I feel strongly that drivers should receive immediate and severe penalties for waiting or parking on yellow lines or zig-zag lines. At the moment, they are merely asked to move on, if there is a parking officer present (very rare). Can we have non-uniformed parking officers? Can we have CCTV enforcement? People will only stop behaving in a selfish way if they know they will be fined for it.	We sympathise with your concerns. Parking inconsiderately is anti-social and potentially dangerous. The assessment procedure will determine the appropriate measure depending upon the nature of the problem, which or may include education and encouragement as well as enforcement.
17	As above, there needs to be a time line set.	The time taken would depend upon the extent and nature of the problem, the number of sites requiring assessment and the resources available. The assessment ensures that a successful scheme is developed rather than introducing ineffective measures as a knee jerk response.
18	My major concern is the ongoing problem of Motor Vehicles causing an obstruction to users of the foot ways in particular village centres, schools and routes to these area's. i would like to see a ZERO tolerance against this type of offence. Any vehicle causing an obstruction (of any description) to an open footway will be dealt with by the current legislation. This must also apply to the Local authorities parking enforcement officers. I'm a walking commuter and over the past 5 years I've been hit and verbally abused over 10 times whilst walking on the footway.	We sympathise with your concerns. Parking inconsiderately is anti-social and potentially dangerous. The assessment procedure will determine the appropriate measure depending upon the nature of the problem.
19	No	
20	Left blank	
21	The Crawley Ridge schools staff do try to encourage responsible behaviour amongst parents and students. However despite patrols by the Headteacher	We sympathise with your concerns. Parking inconsiderately is anti-social and potentially dangerous. The assessment procedure will determine the

Setting Local Speed Limits		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
	herself (including asking parents to move their cars or talking to individuals) these incidents continue to occur. Unfortunately a small percentage of parents will continue to flout any rules - parking restrictions, speed limits etc unless they are actively enforced at all times!	appropriate measure depending upon the nature of the problem.
22	Public consultations must not override the residents' wishes.	Decisions on speed limits are taken by local committees taking into account the views and needs of local residents and road users.
23	Left blank	
24	Additional street furniture and road alterations must be kept to a minimum and not saddle the current members of the community and their descendants with any unnecessary additional costs. Parents and schools must ensure a high level of road safety teaching. Solutions must not be proposed just on 'perceptions' of speed and danger.	Noted. The assessment procedure will determine the appropriate measure depending upon the nature of the problem based on objective speed measurement data and site observations. The road safety outside schools policy includes an assessment of road safety education within the school too.
25	Surrey Police do not have sufficient resources to deal with every village. There is no "will" to address some of the problems in villages like West Clandon. I was nearly knocked down 2 weeks ago with my 3 year old grand-daughter because of a speeding vehicle that was doing around 50 mph in 30 mph area and was not in sight when we started to cross the road. I had to jump back half way across pulling my grand-daughter back. This is the 2nd incident in nearly 4 years with a HGV mounting the pavement on which I my daughter was walking with a 2 year old and 6 week old in a buggy. Inches from the 6 week old and did not even slow down or stop travelling so fast we could not even see the name of the vehicle or number plate. These vehicles should not be coming through the villages there is insufficient room and it is a daily event for large vehicles to mount pavements. It is SCC transport policy that is sending them through routes that are not suited to take such vehicles. Weight restrictions should be put on the bridge and width restrictions along the STREET in West Clandon. This is the response I received from Parish Council 2 weeks ago Dear Kay Looks like the old problem of large loads coming through Clandon being the only crossing of the railway without a low bridge. The diversion when the road was closed for resurfacing was via Guildford along Epsom and London Roads out past the Civic Hall. The Council wrote to Surrey at the time noting that this diversion had worked reasonably well for HGVs and suggesting that the Street could therefore be downgraded to a B road opening up the possibility of physical traffic calming measures in the Village. I have yet to receive a reply! 70mph through the village is not acceptable and it is only a matter of time before someone is killed. We have a school in the village and a car went into the school wall a	While Surrey police cannot be on every road every hour of every day, Surrey County Council work closely with the police to agree the sites in most need of attention for enforcement. Decisions on speed limits and supporting engineering measures are taken by a local committee of elected members, not individual councillors. Concerns over specific sites should be taken up with the relevant local committee who will take into account objective data on speeds and casualties to inform their decisions. The wishes of local residents has to be balanced against the needs of road users.

Setting Local Speed Limits		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
	few years ago. If I have a pushchair I have to cross the road 3 times just to get to the railway station. There is no quality of life for people who live on the STREET AND CLANDON road. We can no longer sit in our gardens because of the noise, in fact you can hear the noise over the radio or TV inside the house and in the bedroom. And I wonder what the pollution level is. Traffic calming measures should not be measured against the cost of someone's life. They may not be popular but that should not be a consideration where safety of lives is involved. If you look at Send they have just moved the 40mph further down to the roundabout at Clandon and it is still 40mph so you are travelling at 40mph as you come up to a roundabout where is the sense in that. Clandon, Send, Ripley, should be 30 maximum and 20 mph through the housing sections whether there are street lights or not. Clandon for example does not have Street lighting where it should be because again some residents do not like the look of them. It is about time safety came before what it looks like and that the decision is made by people who have no personal involvement i.e. one Councillor's area over another Councillor's area.	
26	Left blank	
27	My only concern is the 'local committee'. Having served on a number of committees, I know just how turgid their process can be. The objectivity of these will need to be monitored.	Local committees of elected members are accountable to their constituents, and the policy provides a process whereby decision makers are presented with objective data to inform their decisions.
28	The process is currently extremely long and arduous and should take less time to implement. Once decided the plan should be implemented quickly we have had experience of this taking over 1 year. The lines on the road should be changed at the point of speed limit signs going up. Police have previously been unable to fine speeders because the old faster limit lines were still in place. Speed changes and road lines etc should be checked against the need for repair or resurfacing of the road to ensure best value and no work is duplicated.	The need for changing centre line markings is no longer a requirement for enforcement to proceed. The time taken may well depend upon the priority of the scheme compared with many others being promoted by the local committee.
29	Left blank	
30	No other comments	
31	Please explain the term " Community Engagement Team "	The Community Engagement Team disseminate road safety resources to schools and manage the county council's school crossing patrol service.
32	Left blank	
33	Left blank	
34	Left blank	
35	Left blank	
36	Left blank	

Setting Local Speed Limits		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
37	Left blank	
38	Left blank	
39	Left blank	
40	Left blank	
41	Left blank	

Road Safety Outside Schools		
Q1: Do you have any comments on the "Main Principles, Roles and Responsibilities"?		
ID	Comment	Officer Response
1	Left blank	
2	Left blank	
3	Left blank	
4	Left blank	
5	Left blank	
6	Only that the safety of children should be the prime concern of any Council.	Noted.
7	Left blank	
8	Left blank	
9	Speed humps. Zebra crossing. Lower speed limit	The assessment procedure will determine the appropriate measure.
10	Again good to set out process and ownership	Noted.
11	No problems here but see 6 below	Noted.
12	Left blank	
13	Left blank	
14	Left blank	
15	Left blank	
16	Left blank	
17	no	
18	The word School should be removed and re titled Road Safety on Footways	This policy is designed to respond to concerns about road safety outside schools.
19	Left blank	
20	Road Safety is principally the responsibility of users- for children this must be their parents. The LA has the responsibility for setting and enforcing policy and procedures. The police or similar authority need to prioritise enforcement more than at present. Schools carry responsibility to educate children on road safety, but not be responsible for the use of the road outside of school. You can not make any group responsible without delegating power for enforcement. Too much is expected of school already in this respect in wide	Schools are responsible for educating children in partnership with parents. Road saefy education in schools allows children allows children to learn about roads in their area near their school.

Road Safety Outside Schools		
Q1: Do you have any comments on the "Main Principles, Roles and Responsibilities"?		
ID	Comment	Officer Response
	variety of areas.	
21	Again as per question 1 I have concerns that the budget responsibilities are under the control of the Borough Council.	Budget responsibilities are not under the control of the Borough Council. Responsibility and budgets for local highway improvements are delegated by Surrey County Council to local committees of county council and district or borough elected members.
22	Schools and Local Authorities must take action when parent drivers trespass on private roads which ignores the school's own Travel Plan. When school managements encourage parents to use private roads to gain unlawful access to school Surrey CC must assume responsibility for the safety of the children and take action to remove those on the governing body of the school who advocate such irresponsible behaviour. If not Surrey CC then the Department of Education. Safety must become part of the OFSTED process. When accidents happen it will be too late to take such action. In particular ST JOSEPH'S SCHOOL EPSOM AND THE PRIVATE KINDERGARTEN. Surrey CC the church and EEBC have all been informed that mass trespass is taking place. Instead Surrey CC leave it to the property owners to solve the problem of mass trespass. In spite of the changes made to the STP by Surrey CC, the school continues to use a private road. Responsibility for safety by the governing body of this school is not taken seriously. To allow a governing body to ignore the safety of children must not be an option for Surrey CC. Why is it that St Martin's School has a strict STP imposed by Surrey CC and St Joseph's does not?	It is the responsibility of private road owners to manage access onto their roads.
23	Left blank	
24	No. Agree as stated	Noted.
25	Yes listed above it should not be down to people who have interests in their own area first when there are budget restrictions.	Responsibility for local highway improvements is delegated to local committees by Surrey County Council.
26	Left blank	
27	No.	
28	Will additional funding for the assessments and any change in speeds etc. be available if a school is increased in size apart from the possibility of 106 money? Parish Councils and Head Teachers should be consulted at an early stage, to allow time for any local consultations or alterations or updates to the school travel plan. There is no opportunity for people directly involved in the school to input as a Local committee of councillors make decisions. Head teachers should also be given an opportunity to comment upon safety issues around their school. Along with the school travel plan it would be helpful to develop a template for assessing safety issues outside schools and asks schools to assess their situation in addition to other professional	Road safety issues and school travel plans will be tackled as part of the planning process for new schools. Highway improvements may be implemented and funded via the planning process. Local committees will also be able to allocate funds to improvements outside schools from their usual allocation for highway improvements. School leadership, parents, and local community will be consulted as part of the process and through the development of the school travel plan.

Road Safety Outside Schools		
Q1: Do you have any comments on the "Main Principles, Roles and Responsibilities"?		
ID	Comment	Officer Response
	assessments.	
29	No comment	
30	No comments	
31	Broadly supportive of the draft policy but consider that Parish Councils should be consulted directly and mentioned in the text.	We agree that it would be a good idea to consult with Parish Councils. The text will be amended to reflect this.
32		
33	The Road Safety Outside Schools draft policy gives helpful guidance about school crossing patrols, and it would be helpful for it to go into a similar level of detail about other measures that may be relevant, such as installing pedestrian crossings, safety barriers, cycle lanes, warning signs, and variable speed limit signs. I strongly think variable speed limits should be encouraged outside schools, where appropriate, so that limits can be reduced by 10mph (from 50 to 40mph, 40 to 30mph, or from 30 to 20mph), for 30 minute periods at the start and end of the school day, on days when the school is open. I think that consideration should be given to the type of traffic as well as its average speed - for example, a heavy lorry is more likely than a car to cause death or serious injury to a child in a collision, and more likely not to see a child cycling, so for roads with a high proportion of heavy traffic such as hgv's or buses, there should be a bias towards lowering the speed limit, and these roads should be a higher priority than roads where more traffic is smaller vehicles.	Variable speed limits have been tested through national trials and have not been found to be very effective in managing vehicle speeds - speeds are often low already at school drop off and pick up times too. The associated electronic signage can also become a maintenance liability. The assessment procedure will determine the appropriate measure and the site visits and risk assessments will take into account the mix of traffic and road users when developing proposals.
34	<ul style="list-style-type: none"> • We challenge the section that reads "the county council will undertake a review of road safety outside a school whenever a school crossing patrol employee leaves their employment. This will provide an opportunity to assess what solution would be the most effective to improve road safety before taking a decision on whether to recruit a replacement." This suggests that, following a resignation, the patrol will not be provided while the continued need to continue the service is reviewed. We suggest that a contingency plan is needed to continue to provide the service after a resignation until such a time as the review has been carried out and conclusions drawn. Only then should the service be discontinued - if that indeed is the conclusion. • We believe that the County Council has a duty of care for all schools and that charging Free Schools and Academies is not justified merely because these are centrally funded or not controlled by the County Council. 	The process will not delay the appointment of a replacement patrol officer if that is what the assessment recommends. However the recruitment process, safeguarding checks and lack of applicants can result in a hiatus in the provision of a patrol service. In order to ensure county council resources are prioritised at the sites that need the most attention, it is necessary to charge those schools that are funded directly from central government for their crossing patrol service. Such schools have a larger budget per pupil than maintained schools and have greater flexibility in how that budget is spent.
35	The document focuses on the provision of school crossing patrols across traffic routes passing school entrances, which is not the case in Claygate. Guidance on the provision of education and the assessment of travel plans is, however, important and should be emphasised independently of the crossing	School crossing patrols are not limited only to the roads immediately outside school gate, but are located where ever needed to support safe school travel. School travel plan advice and guidance is offered whenever requested, in addition to the Road Safety Outside Schools process.

Road Safety Outside Schools		
Q1: Do you have any comments on the "Main Principles, Roles and Responsibilities"?		
ID	Comment	Officer Response
	issue.	
36	Thank you for your letter and draft policy, it is reassuring to know that you are continually reviewing and assessing the safety of our children on the roads around schools. It therefore comes as a shock to discover the council are no longer taking responsibility for all the children within its boundaries, but is willing to withdraw its responsibility to children that attend academies. It would seem that intending to charge academy schools for school crossing patrols is simply a measure that discriminates against pupils attending academies. To discriminate in this way, is endangering pupils as the funding for academies from the EFA is for education, I am sure it is not intended to fund county council road safety measures. A small school such as mine, with a well managed budget does not have the capacity to support the county council to the tune of £3,000, let alone £6,000 for 2 crossing patrols - which the council has deemed necessary. Roads and highways has always been the responsibility of the council and paid for by the council. Discriminating this arrangement would seem to be jeopardising the safety of children in schools that cannot afford such a charge.	In order to ensure county council resources are prioritised at the sites that need the most attention, it is necessary to charge those schools that are funded directly from central government for their crossing patrol service. Such schools have a larger budget per pupil than maintained schools and have greater flexibility in how that budget is spent.
37	After reading the draft policy on safety outside Surrey schools, these are my thoughts. I agree that when a school has an electric crossing outside, perhaps a person doing the same job is not necessary, but if the person doing the crossing is performing the job correctly then that is the best option. I have been told when i am unable to be at work the scene soon turns to chaos. I know I am good at the job as many have told me over the years. I also know people like me are hard to recruit. I care about the safety of the children. I have been doing the job for over 30 years in December. Where has the time gone!	We will not provide school crossing patrols on zebra and signalised crossings as this could cause confusion and is a duplication of resources. This is in accordance with national guidelines and policy. This will allow these resources to be used at sites without such crossing facilities.
38	I have been the school crossing patrol at Pyford School since October 2000. In that time, although there is a zebra crossing there have been many incidents of drivers not observing the safety of children and indeed myself.	We will not provide school crossing patrols on zebra and signalised crossings as this could cause confusion and is a duplication of resources. This is in accordance with national guidelines and policy. This will allow these resources to be used at sites without such crossing facilities.
39	As a School Crossing Patrol person for almost 15 years, I have been providing a safe and valuable service on behalf of the county council for South Camberley Primary School. I work my patrol on the existing traffic lighted crossing outside the school on the busy Frimley Road close to the junction of Crabtree Road, where there is another crossing with traffic lights which are phased with the main crossing lights for vehicles entering or turning right on the the main road. Many people including parents with young children and many un accompanied children as young as seven use the	We will not provide school crossing patrols on zebra and signalised crossings as this could cause confusion and is a duplication of resources. This is in accordance with national guidelines and policy. This will allow these resources to be used at sites without such crossing facilities.

Road Safety Outside Schools		
Q1: Do you have any comments on the "Main Principles, Roles and Responsibilities"?		
ID	Comment	Officer Response
	crossing to get across the road to the Redwood Campus. However there are many who use the crossing to take small children to South Camberley's Infant campus in James Road and older children use it to cross to the local secondary school Kings International College on Watchetts Drive, therefore serving three school sites. There have been very few incidents in this time of any concern and that is because the children are being supervised while using the crossing to and from school. I realise the council's resources may be limited but the safety of our children on our busy roads is paramount to all and especially to the parents, pupils and staff of our schools. I hope when roas safety outside schools is reviewed this site will be viewed as a high priority.	
40	<p>As a local councillor to Shere Parish Council I have read the proposed policy and reported to my colleagues on the council as follows: The policy appears to take into account the necessary aspects of this subject and is considered in its approach to dealing with the matter. The process outlined is logical and seeks to engage all stakeholders in pursuing and achieving a positive outcome. The Principles, Roles and Responsibilities section is informative and clear and it is good to see that the joint responsibility of schools and parents in educating children in road safety is emphasised. Also the recognition and acknowledgement that different problems require different solutions is testament to the intent that the policy is endeavouring to understand and treat each situation as individual and therefore achieve a tailored and successful outcome. On re-reading the policy in more detail however in order to formulate this response, my additional observations and suggestions are as follows:</p> <p>1. The policy is more biased towards children's safety during walking and cycling to/from school, than the safety aspects of departing to and from vehicles engaged in school drop-offs/pick-ups. My comment would be that all are of equal importance and therefore worthy of equal mention. This need not detract from the policy's aim to encourage more children to walk/cycle to school, but would acknowledge the fact that many families for whatever reason will still choose to use the car, and therefore increasing road safety outside schools is of benefit to everyone regardless of method of transport.</p>	The policy aims to encourage more walking and cycling to school in order to reduce congestion, reduce environmental impacts of vehicle traffic and improve the health of those making the school journey. We agree that the use of a car will still be preferred by many, but we do not believe that the procedure within the policy ignores this.
41	Thank you for your letter and draft policy, it is reassuring to know that you are continually reviewing and assessing the safety of our children on the roads around schools. It therefore comes as a shock to discover the council are no longer taking responsibility for all the children within its boundaries, but is willing to withdraw its responsibility to children that attend academies. It would	In order to ensure county council resources are prioritised at the sites that need the most attention, it is necessary to charge those schools that are funded directly from central government for their crossing patrol service. Such schools have a larger budget per pupil than maintained schools and have greater flexibility in how that budget is spent.

Road Safety Outside Schools		
Q1: Do you have any comments on the "Main Principles, Roles and Responsibilities"?		
ID	Comment	Officer Response
	seem that intending to charge academy schools for school crossing patrols is simply a measure that discriminates against pupils attending academies. To discriminate in this way, is endangering pupils as the funding for academies from the EFA is for education, I am sure it is not intended to fund county council road safety measures. A small school such as mine, with a well managed budget does not have the capacity to support the county council to the tune of £3,000, let alone £6,000 for 2 crossing patrols - which the council has deemed necessary. Roads and highways has always been the responsibility of the council and paid for by the council. Discriminating this arrangement would seem to be jeopardising the safety of children in schools that cannot afford such a charge.	

Road Safety Outside Schools		
Q2: Do you have any comments on the "Procedure to Assess Road Safety Outside a School"?		
ID	Comment	Officer Response
1	Left blank	
2	Left blank	
3	Left blank	
4	Left blank	
5	Left blank	
6	Don't see a lot of people doing it !! CPSOs only come when it is quiet or when they have had a call from a parent. This road is a rat-run to Chertsey and a lot of drivers are unaware that they are approaching a school crossing patrol, especially if they are heading towards Eastworth Road.	The assessment process would be triggered following requests or concerns being raised by the community. Assessments would be completed by a combination of County Council Highways, Road Safety colleagues and police.
7	Left blank	
8	Left blank	
9	Speed humps loads of them which would slow cars down	The assessment procedure will determine the appropriate measure.
10	Agree that each school is different hence different solutions for each school.	Noted.
11	No comment but see 6 below	Noted.
12	Left blank	
13	Left blank	
14	Left blank	
15	Left blank	
16	Left blank	
17	There needs to be a time line set	The time taken would depend upon the extent and nature of the problem, the number of sites requiring assessment and the resources available.
18	Pedestrian safety bollards should be installed on the kerb stones for atleast	The assessment procedure will determine the appropriate measure.

Road Safety Outside Schools		
Q2: Do you have any comments on the "Procedure to Assess Road Safety Outside a School"?		
ID	Comment	Officer Response
	200m in any direction, the volume of traffic will slow the traffic down naturally without the need for yet more signs	
19	I am pleased there is some recognition that the parents cause most of the danger to the children. This is usually through inconsiderate and selfish parking behaviour and also speeding. Most of the speeding near schools at the start and end of the school day seems to be by young female parents. No recognition has been given to the thoughts of local residents near schools who are massively inconvenienced by inconsidered parking etc. This should be addressed.	The assessment process would be triggered following requests or concerns being raised by the community. The assessment procedure will determine the nature of the problem and appropriate countermeasures.
20	The principle should be reversed use the limit unless there is compelling reason not to.	Speeds may not be the cause of concern. Instead the assessment procedure will determine the nature of the problem and appropriate countermeasures.
21	I would hope that this document is being actively circulated to all schools in Surrey and that all schools and Boards of Governors are invited to comment on these plans. I would imagine that many minor incidents are not reported or recorded. For example cars frequently reverse/drive over the pavements at Crawley Ridge Schools or performs U-Turns in Elsenwood Drive or 3point turns without indicating. Children are less road aware than adults and unpredictable driver behaviour is a great danger to them when they are trying to cross roads.	The draft policy was issued to the primary and secondary Phase councils so all schools have been notified and invited to respond.
22	I hope it's an improvement over the present one.	This is a new policy.
23	Left blank	
24	No. As before, it is essential these are followed to ensure there is a 'genuine' and not a 'percieved' problem.	Agreed. The assessment procedure will determine the nature of the problem and appropriate countermeasures.
25	I think it is essential that all areas where there are schools there should be a 20mph speed restriction national wide. Procedures to Assess delays what should be implemented.	Disagree - while successful 20 mph schemes can be helpful in some cases, they are not appropriate for all roads and may not always address the problems being experienced - for example parking.
26	Left blank	
27	Very sensible in respect of the fact that speed alone is not the problem.	Noted.
28	Left blank	
29	The process is reactive - it does not seek to proactively assess safety outside schools and is dependent upon a request being made to assess / evaluate. The process does not allow for long term planning. Funding at the time of review appears to be a key determining factor of whether a plan should go ahead. The need should be reviewed independently of availability of funding and subsequently planned in to a longer term programme of continuous safety improvement. NB - the flow diagram indicates greater input into the process than the formal policy for schools. It may be better to include this within the formal written process. All assessments should be done within the	Yes the process is reactive in response to concerns. The process could be used proactively if desired, but this would depend upon availability of resources to complete the analysis. Highway schemes will rely on funding being available. If a scheme is developed, the local committee could consider the provision of funding over several years alongside other schemes elsewhere. All assessments will be undertaken during term time during school drop off and/or pick up.

Road Safety Outside Schools		
Q2: Do you have any comments on the "Procedure to Assess Road Safety Outside a School"?		
ID	Comment	Officer Response
	term time and not be carried out during State or Private school holidays as both have significant impact.	
30	We have no comment to make on the proposals but SCC should be willing to consider all and any suggestions be they from schools, parents or Governors. We are pleased to see that you recognise every school presents unique requirements by reason of geography, local highways infrastructure etc. however solutions which have proven to work should be disseminated to other schools as possible options for consideration. Examples in use by some Horley schools are given below together with other options.	The process includes a step where schools will be consulted and their suggestions will be taken into account. Measures that have been successful at some sites may or may not work at others depending on the local situation.
31	It is considered that Step 5 should also include consultation with the relevant Borough or District Council.	The local committees consist of a combination of Borough or District councillors alongside county councillors and so will be involved in the decision making.
32	Broadly supportive of the draft policy but consider that Parish Councils should be consulted directly and mentioned in the text.	We agree that it would be a good idea to consult with Parish Councils. The text will be amended to reflect this.
33	Comments from Mole Valley Junior Youth Voice on the procedures... Raise money for road safety - funding schools The people assessing the road safety should talk to the children Consultation - talk to the pupils, parents and Head Teacher Assess and Report options should be earlier in the process, before the school plan Regular checks should be made on schools, not just wait for a request from the school. School Travel Plan should be sent to the teachers	The development of school travel plans will include consultation with pupils, parents and school staff.
34	The procedure is set out clearly and helpfully, but it would also be useful to include guidelines for how long each step and the overall process should take.	The time taken would depend upon the extent and nature of the problem, the number of sites requiring assessment and the resources available.
35	The procedure appears sound but should allow for the possibility that the person/body requesting safety improvements may not always be the school itself. In such a case the procedure should make allowance for this person/body as well as the school to be involved as the review process develops.	Agreed - as part of the process the nature of the concerns will be clarified with the person/body requesting improvements.
36	Left blank	
37	Left blank	
38	Left blank	
39	Left blank	
40	Left blank	
41	Local committees allocate funding for highway improvements "Within Surrey decisions over most local highway matters are made by local committees of elected councillors in each District or Borough. Each local committee is provided with an annual budget for highway improvements, and it is for the committee to decide where best to spend their money. Therefore any	Different Local Committees decide upon which schemes to invest using different methods, and it is up to each Local Committee to decide and justify how they prioritise their investment.

Road Safety Outside Schools		
Q2: Do you have any comments on the "Procedure to Assess Road Safety Outside a School"?		
ID	Comment	Officer Response
	proposals for highway improvements outside a school will require money from the local committee, and the committee will have to weigh this up alongside other requests for highway improvements at other sites" Would it be useful to mention on what criteria such decisions will be based? How will the local committee weigh this need against other highway improvements? Is there a policy or set of guidelines for the decision making process that could be referred to within the Road Safety Outside Schools policy?	

Road Safety Outside Schools		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
1	Left blank	
2	Left blank	
3	Left blank	
4	Left blank	
5	Left blank	
6	My puddle needs fixing !!! There is a dip in the road and the parents/children and myself are constantly getting soaked !!	Please report this via the County Council highway defects website pages.
7	It is solely the parents/carers responsibility to get their children to and from school even with the best lollipop lady people still don't use her or use safe places to cross.	Training and education of parents of children is important as well as ensuring a safe road environment and road user facilities.
8	Left blank	
9	Left blank	
10	We have a lollipop lady at Guildford Grove. This is invaluable for ensuring that you can cross safely on a very busy road. However, the bus stop has just been updated without concern for her position and now makes it more hazardous due to less stopping distance for motorists and less visibility of her. It makes her job even more important as it would be impossible to cross without her. Every change in the roads outside school should be considered and reviewed under this policy.	This crossing site is being assessed.
11	The worst problem outside some school is the parking. September last year Jubilee School decided to change the time they finished at the end of the day. This resulted in both Jubilee High School and St Paul's Schools coming out at the same time. The problem is made worse by the fact that parents go into the road entrance off school lane and if they cannot move forward they just stay there which causes problems for everyone else and no one can move. People trying to go up or down School Lane are just left to wait and	The procedure can be initiated by local residents or the school. Please submit your concerns to the Sustainable Transport Team 03456 009009.

Road Safety Outside Schools		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
	sometimes this can be a very long time. It would be an advantage if there was a crossing in School Lane near the school.	
12	Left blank	
13	Left blank	
14	Left blank	
15	Left blank	
16	Left blank	
17	Left blank	
18	Please open the debate to include all heavy pedestrian areas need roads, cure the problem at source. The driver mentality is that Pavements are "additional parking that improves the flow of traffic on the road. If pedestrians can't pass then cross the road or walk in the road, but don't touch the car!!!	This policy is designed to respond to concerns about road safety outside schools.
19	No	
20	Left blank	
21	If Borough Councils do retain the financial power to agree what road safety measures are made outside schools then this should be done in an open and transparent format. Notices or communications to the residents/school should occur and an opportunity to petition or ask questions should be available in advance of any decision. That way hopefully the Councillors will appreciate the impacts of their decisions on the local populations.	Responsibility for local highway improvements is delgated by Surrey County Council to local committees consisting of County Councillors and Borough or District Councillors. The local committees meet in public and their papers and decisions are available on the county council website. The committees also receive and respond to written public questions, and petitions. The procdure ensures that the school is consulted. Local residents are notified through the advertising of a Traffic Regulation Order and then have the opportunity to object to any proposals containing road humps, parking controls and formal crossings.
22	Left blank	
23	Left blank	
24	Left blank	
25	Those above	Noted.
26	Left blank	
27	No.	
28	Left blank	
29	All speed limit zones should be sensitive to Villages that have a no/low street lighting policy. When assessing speed reduction increased Co2 emissions with reduced speeds should be calculated, as pollution around schools should also be taken into account. 20mph Speed limitations around schools could be timed to school terms and the day time, clearly the issues are not the same during the prolonged summer break or the evenings and could be enforced in a similar way to the London bus lane timed routes or like the CZ's signage, not by using message signage as it is not deemed to be successful	Any proposals will take into account local circumstances. The marginal difference in Co2 emissions as a result of any highway improvements or change in speed limit is unlikely to have a large bearing on the decision making process. Variable speed limits have not been found to be very effective at managing vehicle speeds. Speeding is a criminal offence and can only be enforced by the police. The process is reactive in response to concerns. The process could be used proactively if desired, but this would depend upon availability of resources to complete the analysis.

Road Safety Outside Schools		
Q3: Do you have any other comments?		
ID	Comment	Officer Response
	in your draft. The service also appears reactive and should ideally be proactive and plan for improvement over the longer term.	
30	1. A Horley school introduced some years ago a voluntary one way system. This prevented conflicting traffic flows in the narrow roads outside the school. In general this is respected by parents and the scheme is promoted through newsletters and the children themselves as good road safety practice. The power pupil pressure should not be underestimated 2] Another Horley school has concluded an arrangement whereby parents can park for free in a nearby public car park and walk the short distance to the school. This came about through joint working between the school [including Governors] and RBBC supported by our county councillors and Surrey Police. 3] One of the greatest threats to road safety and traffic flows are the parents who carry out 3 point turns in the road outside the school. A possible solution would be to create one way roads.1 above has prevented this happening at that school. 4] As a number of parents sole objective is to park as near to the school gates as possible consideration should be given to the installation of zebra crossings immediately outside the school. This will not only give safe access across the road but with the attendant zig-zag lines create a buffer zone in which no car should park. These crossing should not necessarily be light controlled as traffic speeds tend to be low.	Noted.
31	No other comments	
32	Please explain the term " Community Engagement Team "	This team is responsible for the provision of road safety education and school travel plans and so will lead on the application of this policy.
33	Other comments from Mole Valley Junior Youth Voice... Golden Boot Challenge is good but only effective for that week Could survey children, who walk/cycle to school Park and Stride is a good scheme Eco Friendly week - walk to school The Lollipop man/lady isn't there for enough time Speed limits are too high around some schools Parking is a major problem, not monitored by police anymore Suggested that there is more involvement from schools-talk to pupils Important to educate the parents as well as pupils - assemblies Educating drivers about parking around schools	The Golden Boot Challenge lasts for one month, and highlights sustainable travel options that could be taken up all year round. The assessment procedure will determine the appropriate measures. The development of school travel plans will include consultation with pupils, parents and school staff.
34	It would perhaps be helpful to share related policies with schools regularly.	Noted.
35	A key issue is that that when traffic management changes are made, these will impact the local community. Much of the time these changes will be welcome and may, of course, result from requests by that community in the first place. However projects can gather a momentum of their own and it is important that traffic management projects deliver what the local community intended in a way that doesn't have negative side effects. To avoid this,	Decisions will be made by local committees of elected members who will seek to represent the views of their constituents.

Road Safety Outside Schools**Q3: Do you have any other comments?**

ID	Comment	Officer Response
	ongoing full local liaison with local communities as thinking develops throughout a traffic management project is critical and we would like to see this formally recognised in these papers. Local involvement and consent will lead to better implementation.	
36	Left blank	
37	Left blank	
38	Left blank	
39	Left blank	
40	Left blank	
41	Left blank	

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EQUALITY IMPACT ASSESSMENT TEMPLATE

1. Topic of assessment

EIA title:	Setting Local Speed Limits –Surrey County Council’s Policy
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EIA author:	Duncan Knox, Road Safety Team Manager
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2. Approval

	Name	Date approved
Approved by¹		

3. Quality control

Version number	1	EIA completed	
Date saved	29 January 2014	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Lesley Harding	Sustainability Group Manager	Surrey County Council	Overseeing EIA
Paul Millin	Travel and Transport Group Manager	Surrey County Council	Overseeing EIA
Rebecca Harrison	Community Engagement Team Leader	Surrey County Council	Reviewing EIA
Duncan Knox	Road Safety Team Manager	Surrey County Council	EIA Author

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?	<p>The new speed limit policy is being assessed. The aim of the policy is to ensure the Council sets speed limits that are successful in managing vehicle speeds and are appropriate for the main use of the road. Managing speeds successfully may reduce the likelihood and severity of collisions, and can help to encourage more walking and cycling. This can help to make communities more pleasant places to live, and can help sustain local shops and businesses. The desire for lower speeds has to be balanced against the need for reasonable journey times and the position of the road within the county council's Strategic Priority Network.</p> <p>The purpose of this policy is to explain the roles, responsibilities and the procedure that will be followed by Surrey County Council when deciding whether to change a speed limit. The policy also provides advice and guidance on the factors and additional supporting measures that may be needed to ensure successful management of vehicle speeds.</p>
What proposals are you assessing?	The new speed limit policy.
Who is affected by the proposals outlined above?	Anyone who travels along, or lives alongside Surrey's highways.

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EQUALITY IMPACT ASSESSMENT TEMPLATE

6. Sources of information

Engagement carried out
Consultation on the policy has been undertaken internally with Highways, Road Safety Team, Sustainability Group, the Cabinet Member Cllr John Furey and the Directorate Management team. The policy has also been presented to the Environment and Transport Select Committee. Surrey police have also been consulted. Consultation with Local Committees and a public consultation will be undertaken in the coming months.
Data used
This policy has been developed with reference to national policy issued by central government "Setting Local Speed Limits, Department for Transport Circular 01/2013" and national policy issued by the Association of Chief Police Officers, "Speed Enforcement Policy Guidelines 2011 to 2015: Joining Forces for Safer Roads".

EQUALITY IMPACT ASSESSMENT TEMPLATE

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

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

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence
Age	Successful management of vehicle speeds improves the safety of all road users, but particularly vulnerable road users such as children and older people who are less adept at judging and avoiding higher speed vehicles. They also suffer greater injuries due to their frailty.	None	There is overwhelming national and international research that shows that higher speeds can increase the risk of collision and the extent of the consequences. Research has shown that children and older people are less adept at judging the speed of oncoming traffic, and less agile in taking evasive action. If they are struck, then they can suffer greater injuries due to their frailty.
Disability	Successful management of vehicle speeds improves the safety of all road users, but particularly those with mobility impairment. It can improve the accessibility of those with mobility impairment if lower vehicle speed allows them to cross the road more safely and with less fear of the danger of traffic.	None	Research has shown that lower speeds can improve safety and accessibility for pedestrians and cyclists, and especially pedestrians with mobility impairment.
Gender reassignment	None	None	N/a
Pregnancy and maternity	None	None	N/a
Race	None	None	N/a
Religion and belief	None	None	N/a

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

EQUALITY IMPACT ASSESSMENT TEMPLATE

Sex	None	None	N/a
Sexual orientation	None	None	N/a
Marriage and civil partnerships	None	None	N/a
Carers³	None	None	N/a

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

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Page 194 Age	Successful management of vehicle speeds improves the safety of all road users, but particularly vulnerable road users such as children and older people who are less adept at judging and avoiding higher speed vehicles. They also suffer greater injuries due to their frailty.	None	There is overwhelming national and international research that shows that higher speeds can increase the risk of collision and the extent of the consequences. Research has shown that children and older people are less adept at judging the speed of oncoming traffic, and less agile in taking evasive action. If they are struck, then they can suffer greater injuries due to their frailty.
Disability	Successful management of vehicle speeds improves the safety of all road users, but particularly those with mobility impairment. It can improve the accessibility of those with mobility	None	Research has shown that lower speeds can improve safety and accessibility for pedestrians and cyclists, and especially pedestrians with mobility impairment.

³ 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 TEMPLATE

	impairment if lower vehicle speed allows them to cross the road more safely and with less fear of the danger of traffic.		
Gender reassignment	None	None	N/a
Pregnancy and maternity	None	None	N/a
Race	None	None	N/a
Religion and belief	None	None	N/a
Sex	None	None	N/a
Sexual orientation	None	None	N/a
Marriage and civil partnerships	None	None	N/a
Carers	None	None	N/a

EQUALITY IMPACT ASSESSMENT

8. Amendments to the proposals

Change	Reason for change
<p>The policy has been amended to include specific mention of vulnerable road users such as children, older people and those with mobility impairment within road casualty analysis which is completed in order to inform upon the need for speed management measures. The policy has also been amended to include the fact that speed reducing features could also form part of improved facilities for vulnerable road users such as pedestrians, cyclists, children and older people.</p>	<p>The positive impacts for these road user groups were identified, and so the policy was amended to ensure specific consideration of these road user groups so that these can be taken into account by the local committee when deciding upon new speed limits and supporting speed management measures.</p>

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9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
No actions identified.			

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
Not applicable.	

EQUALITY IMPACT ASSESSMENT

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	<p>There is overwhelming national and international research that shows that higher speeds can increase the risk of collision and the extent of the consequences. Research has shown that children and older people are less adept at judging the speed of oncoming traffic, and less agile in taking evasive action. If they are struck, then they can suffer greater injuries due to their frailty.</p>
Key impacts (positive and/or negative) on people with protected characteristics	<p>Lower speeds and successful speed management can improve safety and accessibility for pedestrians, especially pedestrians with mobility impairment, and younger and older road users.</p>
Changes you have made to the proposal as a result of the EIA	<p>The policy has been amended to include specific mention of vulnerable road users such as children, older people and those with mobility impairment within road casualty analysis which is completed in order to inform upon the need for speed management measures. The policy has also been amended to include the fact that speed reducing features could also form part of improved facilities for vulnerable road users such as pedestrians, cyclists, children and older people.</p>
Key mitigating actions planned to address any outstanding negative impacts	<p>None identified.</p>
Potential negative impacts that cannot be mitigated	<p>None identified.</p>

EQUALITY IMPACT ASSESSMENT

1. Topic of assessment

EIA title:	School Crossing Patrol Policy
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EIA author:	Rebecca Harrison – Sustainability Community Engagement Manager
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2. Approval

	Name	Date approved
Approved by⁴		

3. Quality control

Version number	1.0	EIA completed	
Date saved	17.01.14	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Rebecca Harrison	Sustainability Community Engagement Manager	Surrey County Council	Responsibility for School Crossing Patrols County-wide
Lesley Harding	Sustainability Group Manager	Surrey County Council	Project director for the Surrey Cycling Strategy
Duncan Knox	Road Safety Team Leader	Surrey County Council	Road Safety Team Leader

⁴ Refer to earlier guidance for details on getting approval for your EIA.

EQUALITY IMPACT ASSESSMENT

5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>The Surrey County Council School Crossing Patrol (SCP) Policy (to be introduced April 2014) forms part of the newly proposed Road Safety Outside Schools (RSOS). The purpose of the RSOS policy is to set out the process that will be used by Surrey County Council for investigating and responding to concerns about road safety outside schools. The aim is to reduce the risk of collisions by considering all appropriate measures for improving the safety of the environment and in turn encourage increased walking and cycling to and from schools. School Crossing Patrols are one of the many tools used to mitigate safety concerns outside schools. The policy mainly outlines the new processes and introduction of charging for this service at certain schools</p>
<p>What proposals are you assessing?</p>	<p>This assessment looks at the equalities issues in relation to the overall process of prioritisation and implementing new patrols at new sites. This enables SCC to ensure that our limited resources are targeted at those sites that show the highest risk. We are also testing the proposal to charge independent, Free Schools and Academies for this service.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>The proposals could potentially affect the following people:</p> <ul style="list-style-type: none"> • Schools • Children/Parents Families • Residents • Councillors • General Public • Highways colleagues

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6. Sources of information

<p>Engagement carried out</p>
<p>To date the following engagement activities have been carried out:</p> <p>Detailed discussion with:</p> <p>Cllr Linda Kemeny – Children Schools and Families portfolio holder Cllr John Furey – Environment and Infrastructure portfolio holder Highways Colleagues Members of the Environment and Transport Select Committee Surrey Police Safety Management Officers and Casualty Reduction officers Full consultation to be carried out with 11 Local Committees, School Phase Council, and general public via the internet.</p>

EQUALITY IMPACT ASSESSMENT

Data used
N/A

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

EQUALITY IMPACT ASSESSMENT

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

Protected characteristic ⁵	Potential positive impacts	Potential negative impacts	Evidence
Age	The school Crossing patrol service enables people to cross at specific locations that otherwise would be considered difficult. School Crossing Patrols are allowed to cross all pedestrians regardless of age at the specific times of operation. In the case of elderly pedestrians a school crossing patrol only stands to benefit the elderly as they remain in the road until the person has finished crossing.		
Disability	The School Crossing Patrol can remain in the road until the person with the disability has finished crossing, The Patrol can also indicate to a blind person that it is safe to cross by calling them over the road.	If the disability means that someone is blind the School Crossing Patrol cannot leave the centre of the road to assist, the person would rely on other pedestrians to help. If the person uses a wheelchair in many cases at SCP sites there are no dropped kerbs	
Gender reassignment	No impacts anticipated	No impacts anticipated	
Pregnancy and maternity	No impacts anticipated	No impacts anticipated	
Race	No impacts anticipated	No impacts anticipated	
Religion and belief	No impacts anticipated	No impacts anticipated	
Sex	No impacts anticipated	No impacts anticipated	

⁵ More information on the definitions of these groups can be found [here](#).

EQUALITY IMPACT ASSESSMENT

Sexual orientation	No impacts anticipated	No impacts anticipated	
Marriage and civil partnerships	No impacts anticipated	No impacts anticipated	
Carers⁶	No impacts anticipated	No impacts anticipated	

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

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	As above	As above	
Disability	As above	As above	
Gender reassignment	As above	As above	
Pregnancy and maternity	As above	As above	
Race	As above	As above	
Religion and belief	As above	As above	
Sex	As above	As above	

⁶ 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

Sexual orientation	As above	As above	
Marriage and civil partnerships	As above	As above	
Carers	As above	As above	

EQUALITY IMPACT ASSESSMENT

8. Amendments to the proposals

Change	Reason for change
No changes anticipated	N/A

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Negative: If the disability means that someone is blind the School Crossing Patrol cannot leave the centre of the road to assist, the person would rely on other pedestrians to help.			
Negative: In the case of the elderly person crossing the road the drivers may be held for a longer period of time.			
Negative: If the person uses a wheelchair in many cases at SCP sites there are no dropped kerbs	During Site visits record those sites without dropped kerbs, and communicate this to Highways	On going	Sustainability /Highways

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EQUALITY IMPACT ASSESSMENT

10. Potential negative impacts that cannot be mitigated

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

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	<p>Our analysis is underpinned by engagement and information including:</p> <p>Detailed discussion with:</p> <ul style="list-style-type: none"> • Cllr Linda Kemeny – Children Schools and Families portfolio holder • Cllr John Furey – Environment and Infrastructure portfolio holder • Highways Colleagues • Members of the Environment and Transport Select Committee • Surrey Police Safety Management Officers and Casualty Reduction officers • Full consultation to be carried out with 11 Local Committees, School Phase Council, and general public via the internet. • Benchmarking research and experience from previous projects
Key impacts (positive and/or negative) on people with protected characteristics	<p>In general, the impact of the School Crossing Patrol policy is expected to be positive for all Surrey residents including those protected groups</p> <p>The key positive impacts are:</p> <p>Age: there is no discrimination about the age of the people crossing</p> <p>Disability: there is a positive impact as the CP function allows more time for a person with a disability to cross the road.</p>
Changes you have made to the proposal as a result of the EIA	None
Key mitigating actions planned to address any outstanding negative impacts	People with disability i.e. wheelchair users may have trouble in crossing the road without a dropped kerb – site visits will audit this and highlight to Surrey Highways sites that require attention.

EQUALITY IMPACT ASSESSMENT

Potential negative impacts that cannot be mitigated	None
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SURREY COUNTY COUNCIL

CABINET

DATE: 24 JUNE 2014

REPORT OF: MRS HELYN CLACK, CABINET MEMBER FOR COMMUNITY SERVICES

LEAD OFFICER: RUSSELL PEARSON, CHIEF FIRE OFFICER

SUBJECT: TO REVIEW AND DISCUSS THE CONTRACT ARRANGEMENTS FOR CONTINGENCY CREWING AND FOR THE PROVISION OF SPECIAL RESCUE CAPABILITIES



SUMMARY OF ISSUE:

Surrey Fire and Rescue Authority (SFRA) has a legal requirement to provide contingency cover according to the Fire and Rescue Services Act 2004, National Framework and Civil Contingencies Act 2004.

In 2012, SFRA entered into a contract with a private provider for specialist rescue on a day-to-day basis, and contingency crewing, run as a pilot (for proof of an innovative concept). The pilot has been extended until 31 March 2015.

The pilot contract has been successful and the Cabinet is asked to give approval to commence a full tender process for a long term contract for the provision of this service which should obtain better value for money and enable further innovative ways of working.

RECOMMENDATIONS:

It is recommended that Cabinet approves:

SCC Procurement and Surrey Fire and Rescue Service (SFRS) to commence the tendering for a new contract that delivers value for money and innovative ways of working, for the delivery of contingency crewing and specialist rescue capabilities, from 31 March 2015, when the current extended contract ends.

REASON FOR RECOMMENDATIONS:

- SFRA remains compliant with legal requirements (Fire and Rescue Services Act 2004, National Framework and Civil Contingencies Act 2004).
- SFRS could develop opportunities for the supply of specialist rescue capabilities to / with partners.
- This move assists progress on the SFRS transformation agenda, and by broadening the contract scope would meet the increasing financial pressures and create a partnership to deliver new and innovative ways of working for the benefit of all Surrey residents.

DETAILS:

Background

1. Surrey Fire and Rescue Authority (SFRA) is in the process of refreshing its current Public Safety Plan (PSP) which will set out a framework within which alternative models for service delivery can be evaluated and will set the Service's long term vision against changing environmental, national and local demands. The plan will take into account recommendations relating to adapting to provide more effective and efficient services.
2. The increasing financial pressures faced by public services emphasise the need to consider alternative models of delivery and operation to support the broadening range of activities delivered by the fire and rescue service.
3. In addition to strategic challenges that require SFRS to consider alternative ways of working, SFRA also need to meet the service requirement under the Fire and Rescue Services Act 2004, the associated National Framework and the Civil Contingencies Act 2004 for the provision of contingency crewing during industrial action or due to degradation of capability (for example, the a large proportion of the workforce succumbing to pandemic flu).
4. In October 2012, Surrey County Council's Cabinet approved for SFRS to let a contract (as a pilot scheme) for the provision of contingency crewing and other rescue capabilities to support SFRS to meet specialist rescue requirements for example surface and sub-surface water rescue/recovery, high level working and cave or other confined space rescue. Since December 2012, SFRS have had a contract in place for the provision of contingency crewing and specialist rescue delivery on a day to day basis. This extended contract ends on 31 March 2015.

Conclusion

5. The pilot contract has worked successfully and SFRS wish to continue to have contingency crewing and specialist rescue capabilities in place, provided through a new contract.

Options

6. Based on the information above, the Service has considered three options and the Cabinet are asked to approve proceeding with Option 3.

Option 1: Ceasing third party Contingency Arrangements

7. It is a statutory requirement, under the Fire and Rescue Services Act 2004 and Civil Contingencies Act 2004 for SFRA to provide contingency crewing insofar as is reasonably practicable (please see the Legal Implications section below).
8. The Fire and Rescue National Framework for England published by the DCLG on 11 July 2012 states that all Fire and Rescue Authorities must have effective business continuity arrangements in place in accordance with their duties under the Civil Contingencies Act 2004 and to meet the full range of service delivery risks: such business continuity plans should not be developed on the basis of Armed Forces assistance being available. In order for SFRS to continue to

meet its statutory obligations if the contract was terminated, the Council would need to identify different ways to meet these obligations.

9. The Service could seek legal advice and develop a “no-strike” clause in the contract of employment linked to a remuneration, which may provide contingency internally for any industrial action.
10. **This option is not aligned with the legal requirements, therefore, unless a contractual “no-strike” clause within the firefighter’s contracts of employment can be developed, it is not recommended.**

Option 2: Continuing with current provision

11. In 2012, a waiver was given to set up a contract for specialist and contingency crewing for SFRS, which meant that a full tender process was not needed.
12. The arrangement with the current supplier could be continued to deliver current services (contingency crewing, specialist rescue). By maintaining the status quo, SFRA would meet its legal obligations for contingency crewing but could not achieve the planned Medium Term Financial Plan (MTFP) savings.
13. **The option is not recommended, as funding within the MTFP needs to be created through efficiencies to establish the budget for this service and any contract extension would put the Council at risk of breaching the EU Procurement rules. .**

Option 3: Putting in place new Contingency Arrangements

15. SFRS could seek to tender a contract that continues the provision for contingency crewing and specialist rescue services, but which also allows the services to be provided on a 24/7 basis. The development of innovative ways of working could create the MTFP savings required to fund the contract.
16. SFRS are recommending Cabinet to approve option 3 (to create a new model of delivery which will broaden the scope of the existing contract and develop innovation within the service through the development and integration of the use of contingency contract’s capacities and capabilities (see Part 2 for details).
17. **This option is recommended, as it is the only option that has the ability to deliver the optional model required to enable the sustainable funding of the contract.** The tender process will ensure that the strategic direction of the Authority is met whilst ensuring value for money and will be undertaken in accordance with EU procurement regulations.
18. The Equality Impact Assessment (EIA) process we follow is the tool we use to provide evidence on how we meet our equality duties as a public sector authority.
19. The aim of the contract will be determined during the tender process. The contract will be for an initial five year period with an option for a two year extension. The usual break clauses will apply during the contract period.

CONSULTATION:

20. SFRS have been liaising closely with internal stakeholders, including Fire and Rescue Service Advisory Group, SFRS Chief Officer's Group, (COG) SCC Procurement and SCC Finance. The recommended option has also been shared with staff and their representative bodies, including the Fire Brigade Union (FBU), who did not support this proposal but acknowledge that SFRA have a statutory duty to have contingency crewing in place.
21. The proposal has been scrutinised by the Communities Select Committee at their meeting on 19 May 2014 and it is fully supported.

RISK MANAGEMENT AND IMPLICATIONS:

22. Option 1 has not been pursued as it would put the Service in breach of its legal requirements, (Civil Contingencies Act 2004, Fire and Rescue Services Act 2004), however, a "no-strike" clause could be developed following legal advice. Option 2 - extension of the current contract would be in conflict with procurement regulations which state we must open this contract up to a competitive tender. This option would also not meet the MTFP requirements, therefore, a new contract will seek further innovative ways of working, providing the services required with value for money.
23. Contracting the provision of contingency crewing, specialist rescue and other services, presents the following risks:
 - Cultural and operational integration of the contractor – communication across service and combined exercises with operational personnel, Health and Safety issues to be addressed.
 - Staff dissatisfaction/FBU - full consultation with all representative bodies before the appointment of a contractor.
 - SCC reputation – the full support of Cabinet for new concept would appear to be essential.
 - Nationally - there is no benchmark to compare or evaluate the new contract and its delivery against.
 - Regionally - ensure that the contractor possesses interoperability capabilities.
24. Procurement will work with the Service in developing the contract arrangements to minimise the risks such as having a robust contract management planning, ensuring legal requirements are adhered to ,, requirements which fully reflect service needs, financial evaluation of tenders and exit strategy

Financial and Value for Money Implications

25. The MTFP has been based upon Option 3. Following the tender exercise, provided that the cost of the new contract can be contained within the budget available and the new contract enables the planned efficiency savings to be achieved, this option enables the service to meet the assumptions built into the MTFP.
26. The cost of the new contract cannot be stipulated with full certainty at this point, as there is no comparable model in the country to test the market or benchmark

costs. The tender process identifies the likely cost based on tender negotiations and establishing detailed contractual specifications (at this stage the costs are assumed to be likely to be in line with the cost of the pilot project). The final costs will not be clarified until the results of the tender process have been assessed. See Part 2 for further details.

Section 151 Officer Commentary

27. From a financial point of view, this paper sets out an appropriate way forward, given that extension of the current option would not meet the MTFP, whilst the new contract under broader arrangements does have the potential to deliver what is required financially under the MTFP.
28. Until the new contract tender is complete, there is an achievability risk of providing contingency cover and to the delivery of the planned efficiency savings in the MTFP. This factor will form an important part of the evaluation exercise
29. The financial factors therefore support the recommendation for Option 3, that a tender is sought under broader arrangements. The outcomes can then be assessed to determine whether it is financially viable to continue with this means of meeting the Council's contingency obligations. Until that outcome has been secured, there is an achievability risk of providing contingency cover and to the delivery of the planned efficiency savings in the MTFP.

Legal Implications – Monitoring Officer

30. Only Fire Authority Fire fighters are legally allowed to force entry into a building (Fire and Rescue Services Act 2004 (Sec 44 (2) (a))). During strike action this has been addressed by operating mixed crewing on appliances so that there is a SFRS officer available to attend incidents and direct operations.
31. SFRA must comply with the core functions identified in the Fire and Rescue Services Act 2004. These include extinguishing fires in its area and protecting life and property in the event of fires in its area. In order to do so the FRA must “secure the provision of the personnel, services and equipment necessary to efficiently meet all normal requirements”, each of which must be taken into account.
32. The Civil Contingencies Act 2004 places a duty on Fire and Rescue Authorities (FRA) to put in place business continuity management arrangements to ensure that they can continue to exercise their functions in the event of an emergency so far as reasonably practicable. As a result Cabinet must take into account that SFRS need to continue to exercise its functions as a FRA to a satisfactory standard.
33. Section 21 of the Fire and Rescue Services Act 2004 requires FRAs to comply with the Fire and Rescue National Framework for England (FRNF) (revised by the DCLG in July 2012) The FRNF provides an overall strategic direction for fire and rescue authorities) which must be complied with by SFRA. Key priorities for fire and rescue authorities in the new framework include:
 - identifying and assessing the full range of foreseeable fire and rescue related risks their area faces

- making provision for prevention and protection activities and responding to incidents appropriately
- working in partnership with their communities and a wide range of partners locally and nationally to deliver their service; and
- being accountable to communities for the service they provide.

34. In making their decision Members should have due regard to the Council's public sector equalities duty and Cabinet needs to take account of the Equalities Impact Assessment due to be submitted alongside the final recommendations to appoint a contractor in December 2014.
35. Following receipt of instructions, Legal Services will advise upon the conditions of contract, means of procurement and compliance with the Public Contracts Regulations.

Equalities and Diversity

36. As a public sector organisation we have legal obligations under the Equality Act 2010 and associated Public Sector Equality Duty (PSED) .
37. The Equality Impact Assessment will be undertaken and any recommendations will be taken into account to ensure we continue to meet our Public Sector Authority.

Other Implications:

38. No further implications have been identified, in terms of:
- Corporate Parenting/Looked After Children
 - Safeguarding responsibilities for vulnerable children and adults
 - Public Health
 - Climate change
 - Carbon emissions

WHAT HAPPENS NEXT:

39. Should the recommendation be approved, SCC Procurement will commence to lead on the tendering process:
- July 2014 – Publish advertisement for tender
 - 15 December 2014 – Recommendation to appoint contract presented to Cabinet

Contact Officer:

Malcolm Styles, 01737 224003

Consulted:

FRAG, COG, Procurement, SFRS staff and FBU

Annexes:

None

Sources/background papers:

- Fire and Rescue Services Act 2004
 - Civil Contingencies Act 2004
 - Fire and Rescue National Framework for England July 2012
 - SCC Cabinet Paper (23 October 2012) Surrey Fire and Rescue Service Specialist Rescue and Contingency Capability
 - SCC Cabinet Paper (26 November 2013) Specialist Rescue and Contingency Crewing extension
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SURREY COUNTY COUNCIL

CABINET

DATE: 24 JUNE 2014



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

DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES

LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER

PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING

SUBJECT: STAMFORD GREEN PRIMARY SCHOOL, EPSOM, PROPOSED EXPANSION FROM A 2 FORM OF ENTRY PRIMARY (420 PLACES) TO A 3 FORM OF ENTRY PRIMARY (630 PLACES) AN ADDITIONAL 210 PLACES

SUMMARY OF ISSUE:

To approve the Business Case for the expansion of Stamford Green Primary School from a 2 form of entry primary (420 places) to a 3 form of entry primary (630 places) creating 210 additional places in Epsom to help meet the basic need requirements in the Epsom and Ewell area.

RECOMMENDATIONS:

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 21 in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (210 places) primary places in Epsom be approved.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

Background

1. There is a clear need for additional primary school places in the North West Epsom planning area. This is demonstrated by the Pupil Forecast data which is derived using methodology that takes into account births in the borough, housing trajectories and recent trends in admissions and parental preferences. This school place planning area contains three primary schools: Southfield Park Primary, which was rated as an 'Outstanding' school at its last inspection in 2010 and has already been expanded to 2 Form of Entry (FE). It cannot grow any larger as it occupies a compact site.

2. Epsom Primary School: this is currently a 2 FE school judged as 'Requires Improvement' by OFSTED in 2013. It occupies a compact site in the town with very little playground space. It has historically been undersubscribed in terms of parental first preference applications but has been filled up with lower preferences. The frontage of this Victorian building is listed and there are planning restrictions on what may be done on the site. For all of these reasons further permanent expansion has been discounted, although the school agreed to temporarily expand in September 2013 to help relieve the pressure for places in the area.
3. Stamford Green Primary School, also judged 'Good' by Ofsted in 2010, is willing to permanently expand providing it has new accommodation designed to enhance the quality of the educational opportunities on offer. The staff and governors have been working closely with Surrey County Council and an architect to agree a design which would incorporate a block of new classrooms and internally remodel some of the existing accommodation. The governing body is committed to its provision of 'wrap around care' (Breakfast and After School Clubs) and is keen to improve the access to the school for pedestrians and vehicles in response to parents' and residents' concerns about the volume of traffic and safety.
4. The local authority has a statutory duty to provide sufficient school places and it is not possible to expand either of the other schools in the planning area. Building a new school has been suggested and the council is open to this suggestion in the longer term, should the need for school places continue to rise. However, at present there is a clear need for a maximum of only 30 more places per Reception year up to the end of our forecast period (2029/30). Unless this changes it would not be financially viable to build another school when the places could be provided more economically by expanding an existing high performing school.
5. The Cabinet is asked to approve the business case for the expansion of the school. Financial details have been circulated as agenda item 21 in Part 2 of the agenda. Subject to approval, the works will be tendered and a contract awarded. The project will be delivered by autumn 2015 to provide a total of 210 additional primary school places to meet the demand within Epsom.

CONSULTATION:

6. A public consultation was carried out between 20 May and 28 June 2013. This was a six week period (i.e. two weeks longer than recommended in Department for Education (Dfe) Guidance). A consultation document was produced and circulated to all parents, other stakeholders and interested parties. In addition two meetings were held at the school on 3 June; these were attended by approximately seventy parents and residents. The consultation document was also published on the Surrey County Council website and the local Borough and County councillors received copies of this in time to make representations at the first Cabinet Member meeting on 10 July 2013.
7. The Council has received 136 written consultation responses, a petition opposing the expansion signed by 309 people and a letter also opposing the expansion from Mr D Kitchen, the Neighbourhood Watch representative in Stamford Ward. An analysis of the consultation response forms is given in the table below:

Respondent	Number of Forms /emails received by 1/7/13	Against	For	Don't Know/undecided
Total Responses received	136 + petition + letter D Kitchen	66 + letter + petition	58	11
Employee of the school	15	1	15	0
School governor	5	0	5	0
Parents of children on roll	118	30	41	8
Other parents	4	3	1	0
Other	38	33	2	3

8. The governing body plus 58 respondents are in agreement with the proposal. Eleven people state that they do not know whether or not they are in favour; 66 respondents who sent in individual forms are against the proposal. The 309 petitioners are also opposed to the expansion.
9. The main concerns raised by parent respondents was the need to retain the 'family ethos' of the school; the perception being that this was much easier if a school is small in size. To some extent this concern was addressed by the Head teacher at the public meeting where she explained in some detail how she would manage a larger organisation and how larger schools can be just as successful. Another concern was that the school would not have sufficient resources for the greater number of pupils.
10. Many residents, and some parents, raised the issue of the inconvenience of the building project and ongoing traffic problems associated with access to the school. They stated that the expansion is likely to cause further traffic in what is primarily a residential area served by narrow roads. Residents feel that this is especially likely if there is no vehicular access to the site that would enable parents to drive in, drop off or pick up, and drive out of the school. Officers are aware of the strength of feeling in this respect and a traffic survey has been undertaken with a view to reviewing traffic management issues at the school. This aspect of the proposal will be addressed in the planning stages with pupil safety considerations being of paramount importance. The council's policies on safeguarding, site security and environmental issues are being factored into the final design for the new building and remodelling works.
11. A number of respondents commented that they understood the need for additional school places but stated that their preferred option would be for the council to build a new school to serve the new developments on the former hospital sites in Epsom. The Residents' petition states this as a clear alternative suggestion and suggests that Section 106 planning obligations and funding should finance such a scheme. In fact the Section 106 money received from developers providing the new housing estates on the former NHS sites was used to fund the building and later expansion of Southfield Park Primary School.
12. Those people in support of the proposal recognised the need for more school places and welcomed the opportunity to provide these at Stamford Green

Primary in order to benefit the local community. Some qualified their support for expansion on the understanding that adequate resourcing of the project and traffic management measures would be assured.

13. Permission was given for Statutory Notices to be published and these appeared on the school's main gate and website on 9 September 2013; on the Surrey County Council website and in the local press the week beginning 16 September. The Notice outlined the details of the proposal to expand the school and responses were invited from the public via the County Council's website.
14. The Council received four emails in response to the Statutory Notice: one from a representative of the allotment holders seeking clarification how the proposed expansion would affect the allotments. A reply was sent assuring the enquirer that the proposed building would not affect the allotments as it would not exceed the curtilage of the school site. A second enquirer was asking for advice on the rules governing the Public Notice consultation. A third email submitted comments about the lack of information relating to the Breakfast club and Extended Services provision. Their perception was that there would be inadequate provision for children if the school expanded. It was felt that this aspect also needed to be taken account of within the planning process. This enquirer was referred to the school for an explanation of how this provision would be managed as this is not part of the proposal to expand the school. An additional question was asked by the same person about what the County Council was doing to address the traffic issues. Finally, the same enquirer stated that there had been no attempt to assess the impact on children of the proposal. This again is a matter for the professional staff and the Governing Body of the school to address and will have been taken into account by them as part of their decision to agree, in principle, to expand.
15. Public consultation was undertaken on this proposal at the start of the academic year. A consultation document was published to all statutory stakeholders including parents and local residents. The document was published on 17 October 2013 with consultation responses required by 21 November 2013. In broad terms, there was very little disagreement with the need for more places – most parents and residents accepted that more school places are needed in the area.
16. Having considered the responses to the consultation, the Cabinet Member published notices on 12 December 2013. Following this notice there have been no representations received.
17. The scope of the works include:
 - Remodelling of front entrance
 - Additional amenities
 - 9 Classrooms in a standalone block
 - Linked walkway to main block
 - Soft and hard play
 - Paths and landscaping
18. During the iterative planning and highways consultation process a number of suggested improvements have been received to mitigate the impact of the

expected increase in local traffic. These are being reviewed and adjustments made as part of the planning process.

19. The SCC Local Member has been consulted on the proposal.

RISK MANAGEMENT AND IMPLICATIONS:

20. The planning application was validated on 12 March 2014 and a decision is expected by 4 July 2014.
21. There are risks associated with the projects and project risk registers have been compiled and are regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

22. The project will be subject to robust cost challenge and scrutiny to drive optimum value as they progress. Further financial details are set out in the report circulated as item 21 in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

Section 151 Officer Commentary

23. Section 151 Officer confirms that this scheme is included in the 2014/19 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

24. Section 13 of the Education Act 1996 places a 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.

Equalities and Diversity

25. The expansion of the school will not create any issues, which would require the production of an Equality Impact Assessment.
26. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
27. The school will be for children in the community served by the school. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children.
28. 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.

Corporate Parenting/Looked After Children implications

29. 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

30. 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 authorities adopted core planning strategy.

WHAT HAPPENS NEXT:

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

Contact Officer:

Keith Brown, Schools and Programme Manager – 020 8541 8651
Melanie Harris, School Commissioning Officer – 020 8541 9556

Consulted:

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes
Stella Lallement, Local Member, Epsom West, Epsom and Ewell
Julie Fisher, Strategic Director for Business Services
Paula Chowdhury, Strategic Finance Manager – Business Services

Annexes:

None - Part 2 report with financial details attached to agenda as item 21

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 Service update based on latest or most appropriate report year and version

SURREY COUNTY COUNCIL**CABINET****DATE: 24 JUNE 2014****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING****DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES****LEAD OFFICER:****JOHN STEBBINGS, CHIEF PROPERTY OFFICER****PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING****SUBJECT: WEST BYFLEET INFANT AND JUNIOR SCHOOLS, PROPOSED EXPANSION FROM A 2 FORM OF ENTRY INFANT (180 PLACES) TO A 3 FORM OF ENTRY INFANT (270 PLACES) AND A 2 FORM OF ENTRY JUNIOR (240 PLACES) TO A 3 FORM ENTRY JUNIOR (360 PLACES) CREATING AN ADDITIONAL 210 PLACES****SUMMARY OF ISSUE:**

To approve the Business Case for the expansion of West Byfleet Infant and Junior Schools from a 2 form of entry infant (180 places) to a 3 form of entry infant (270 places) and a 2 form of entry junior (240 places) to a 3 form of entry junior (360 places) creating 210 additional places in West Byfleet to help meet the basic need requirements in the Woking area.

RECOMMENDATIONS:

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 22 in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (210 places) infant and junior places in West Byfleet be approved.

REASON FOR RECOMMENDATIONS:

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

DETAILS:**Background**

1. Surrey County Council, in partnership with the Governors of West Byfleet Infant School and West Byfleet Junior School, is proposing that both schools expand from two to three Forms of Entry (FE) with a new Published Admission Number of 90. This would increase the capacity of the infant school from 180 to 270 and the capacity of the junior school from 240 to 360 pupils. The proposal would be effective from September 2015.

2. Demand for school places has increased significantly in Woking in recent years. In 2011, the County Council commissioned over a thousand additional school places in the Borough, permanently expanding primary schools including Maybury Primary School, Westfield Primary, Beaufort Primary, St Dunstan's Primary, The Marist Primary and Goldsworth Primary. Even with these expansions, all primary schools in Woking are expected to be full and to continue to be full in the future. Three further projects are being planned in the Woking area with the West Byfleet Infant and Junior expansion proposal being one of those projects.
3. There are a number of different factors that can affect the demand for school places in an area. The most important is the birth and fertility rates in an area. Based on figures provided by the Office for National Statistics, births in Woking dipped from 1997 to a low point in 2001. Births then rose quite sharply year on year to 2007 before flattening out through to 2008. Births then rose again in 2009 and 2010. It should be noted that the recent increases in applications are unlikely to be the result of the number of births alone. There are other factors such as additional pupils from housing growth, inward and outward migration, parental preferences and the changing percentage of parents applying for independent or private provision - all of which can affect the number of applications in any given year making applications more difficult to model.
4. Woking Borough Council is the responsible authority for housing; it is for Surrey County Council to ensure there is sufficient infrastructure associated with population growth from housing. Between the period 2010 and 2027, Woking Borough Council are looking to provide just short of 5000 additional homes in the Borough to meet its housing targets – 35% of this will be affordable housing. Most development will be on previously developed land and although the expected additional units in West Byfleet are likely to be modest, there is anecdotal evidence of additional units in the area being generated from the existing housing stock (larger houses being divided into two or three units).
5. On top of an increasing birth rate and additional housing, it would appear that Woking has in the past couple of years experienced net inward migration (more people moving into the area than out) which is consistent with the profile of Woking as an urban area with good employment opportunities and transport links to London.
6. In light of the above, it is clear that Woking's population is growing - it is second only to Epsom and Ewell in Surrey in terms of population growth since the last census but its 0-4 population has grown significantly more than any other Borough. There are about 1600 more 0-4 year olds now than in 2001 - a 28% increase. It is crucial that sufficient educational provision is commissioned in the Borough to keep pace with the growing population of school age children.
7. The Local Authority has a duty to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools. West Byfleet Infant School and West Byfleet Junior School are both popular schools and have been heavily oversubscribed against their published admission number of 60 for the last seven years by about a class of children. The Local Authority has a presumption to expand popular and successful schools where the demand for those places is demonstrable. West Byfleet Infant School was judged 'Outstanding' by Ofsted at its last inspection in 2011 and, while the Junior School was judged 'Requires Improvement' in 2013, it has

subsequently had a very positive monitoring inspection and remains a popular local school.

8. The presumption to expand successful schools is not an absolute. The Local Authority must also consider the location of pupils in relation to schools as it also seeks to plan provision as close to the pupil population as possible so that local pupils can attend local schools. In mapping the location of all 2013 applicants looking for a reception place in Woking this year (and those that will be seeking junior provision in 2016) there were 75 children living within 0.5 miles of the school with 197 pupils living within a mile of the school. The figures were very similar in 2012 with 70 children living within half a mile of the school and 189 living with a mile. There are a large number of pupils within good proximity to the school with a high percentage of those pupils with the potential to walk, scoot or cycle into school.
9. Based on the most recent forecast of pupil numbers, which projects the requirement for school places up to 2020 and beyond, one additional form of entry in this planning area would meet the basic need. Expansion of an existing school is the logical and most financially prudent response to this issue.
10. The scope of works includes:
 - Infants School
 - New Hall, servery, reception classroom and new year 1 classroom (attached to existing) with associated accommodation
 - Remodelling of existing hall into ICT and creation of 2 offices.
 - Refurbishment of main entrance, administration area, staff, year 1 and amenities
 - Hard & soft play areas and landscaping
 - Junior School
 - New 3 classroom block with associated accommodation
 - Remodelling of existing amenities
 - Conversion of art room to classroom, conversion of ICT room to art room
ICT to be relocated to first floor classroom.
 - Hard & soft play areas and landscaping, including car park area.
11. The Cabinet is asked to approve the business case for the expansion of the schools. Financial details have been circulated as agenda item 22 in Part 2 of the agenda. Subject to approval, the works will be tendered and a contract awarded. The project will be delivered by autumn 2015 to provide a total of 210 additional primary school places to meet the demand within West Byfleet.

CONSULTATION:

12. Public consultation was undertaken on this proposal at the start of the academic year. A consultation document was published to all statutory stakeholders including parents and local residents. The document was published on 17 October 2013 with consultation responses required by 21 November 2013. In addition to this, two public meetings were held at the schools on 11 November 2013 – both at the infant and junior schools. This

was an opportunity for parents, pupils, school staff and local residents to learn in more detail expansion proposals and address questions to the school and the Local Authority.

13. The public meetings were relatively well attended with 80-90 people attending in total but there has been little response to the consultation with only 16 responses received during the four week period. This includes all written responses either in response form, email or petition format. A breakdown of responses is given below:
 - Parent (Nursery, pre-school or main school) - 12
 - Parent of a child who may go to these schools / other school - 6
 - Pupil - 2
 - Local Resident – 1
14. Of those that responded, 9 people agreed that more school places were needed in the area, 3 did not answer either way, and 1 person disagreed. On the second question, 8 people agreed that West Byfleet Infant and Junior School should expand, 2 people disagreed and the remaining 6 people didn't offer a view either way or raised concerns without clearly stating their answer to the question.
15. In broad terms, there was very little disagreement with the need for more places – most parents and residents accepted that more school places are needed in the area. However there were concerns raised by parents and residents, with regard to the building solution and any proposed loss of provision and traffic issues exacerbated by the expansion, both of which are being addressed through the design and planning and highways process.
16. Given there are just short of 420 pupils at the two schools, the response rate to the consultation was low but not untypical for consultation exercises of this nature. There were a reasonable number of people in total who attended the public meetings and there was discussion with parents making their views known. It may be that following this meeting that parents didn't feel a need to formally respond to the consultation based on the information and responses provided at these meetings.
17. Having considered the responses to the consultation, the Cabinet Member published notices on 12 December 2013. Following this notice there have been no representations received.
18. The SCC Local Member has been consulted on the proposal.

RISK MANAGEMENT AND IMPLICATIONS:

19. The planning application was validated on 9 May 2014 and a decision is expected by 4 July 2014.
20. There are risks associated with the projects and project risk registers have been compiled and are regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

- 21. The project will be subject to robust cost challenge and scrutiny to drive optimum value as they progress. Further financial details are set out in the report circulated as item 22 in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

Section 151 Officer Commentary

- 22. The Section 151 Officer confirms that the funding for this scheme is included in the 2014/19 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

- 23. Section 13 of the Education Act 1996 places a 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.

Equalities and Diversity

- 24. The expansion of the schools will not create any issues, which would require the production of an Equality Impact Assessment.
- 25. The new school buildings will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
- 26. The schools will be for children in the community served by the school. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children.
- 27. The schools 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.

Corporate Parenting/Looked After Children implications

- 28. 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 schools.

Climate change/carbon emissions implications

- 29. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The schools will be built to the local planning authorities adopted core planning strategy.

WHAT HAPPENS NEXT:

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

Contact Officer:

Keith Brown, Schools and Programme Manager – 020 8541 8651
Kieran Holliday, School Commissioning Officer – 020 8541 7383

Consulted:

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes
Richard Wilson, Local Member, The Byfleets, Woking
Julie Fisher, Strategic Director for Business Services
Paula Chowdhury, Strategic Finance Manager – Business Services

Annexes:

None - Part 2 report with financial details attached to agenda as item 22

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 Service update based on latest or most appropriate report year and version
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SURREY COUNTY COUNCIL

CABINET

DATE: 24 JUNE 2014

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

DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES

LEAD OFFICER:

JOHN STEBBINGS, CHIEF PROPERTY OFFICER

PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING

SUBJECT: ASHFORD PARK PRIMARY SCHOOL, PROPOSED EXPANSION FROM A 2 FORM OF ENTRY PRIMARY (420 PLACES) TO A 3 FORM OF ENRY PRIMARY (630 PLACES) CREATING AN ADDITIONAL 210 PLACES



16

SUMMARY OF ISSUE:

To approve the Business Case for the expansion of Ashford Park Primary School from a 2 form of entry (420 places) to a 3 form of entry (630 places) creating 210 additional places in Ashford to help meet the basic need requirements in the Spelthorne area.

RECOMMENDATIONS:

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 23 in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (210 places) primary places in Ashford be approved.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

Background

1. Based on the most recent forecast of pupil numbers, which projects the requirement for school places up to 2020 and beyond, one additional form of entry in this planning area would meet the basic need. Expansion of an existing school is the logical and most financially prudent response to this issue.
2. Ashford Park Primary is fully subscribed with first preferences up to its Planned Admission Number (PAN). It is an improving 2 Form of Entry (FE) school with a roll of approximately 420 pupils in total. At its last OFSTED inspection in

December 2012 the school received a judgement that it required improvement in some key areas. Since then the school has received regular monitoring visits from HMI/OFSTED and support from the Local Authority. The HMI report monitoring report notes that "senior leaders have a clear vision for the school and have had a positive impact on improving the quality of teaching throughout the school". The standards at Ashford Park have continued to improve and it is anticipated that the standard of education there will be judged as 'good' at its next inspection which is due by December 2014.

3. Also on the same campus are a private pre-school and a Surrey County Council maintained specialist centre for primary age pupils with moderate learning difficulties. This proposal does not include the expansion of either of these facilities, both of which will be retained.
4. Ashford Park is currently the most suitable primary school for expansion in the area for a number of reasons:

This planning area contains seven primary schools:

- Ashford C of E Primary, which is a 2 FE school on a small site with no room to expand further; this school was also judged by Ofsted as requiring improvement in January 2013.
 - Clarendon Primary: this is currently a very popular 1 FE school which received a Grade 2 interim judgement by Ofsted in 2012, but is unable to expand further due to site capacity restrictions.
 - Kenyngton Manor Primary: inspected in September 2012, placed in the 'special measures' category and subsequently converted to a sponsored academy within The Howard of Effingham Learning Partnership. The school is 2 FE and has no room to expand on its present site.
 - Spelthorne School: inspected in November 2012 and judged as 'good' Grade 2. This is a 2 FE primary that has taken an additional Reception ('bulge') class in both 2011 and 2013 and is already due to permanently expand to a 3 FE school in 2014. St Michael's RC Primary: a 2FE school that serves the local deanery and fills up to its Published Admission Number with catholic children who meet its admissions criteria. The school's last full inspection was in 2008 when it was judged as 'outstanding' and this standard was maintained at its last interim judgement in 2011.
5. The local authority has a statutory duty to provide sufficient school places and it is not currently possible to expand one of the other local schools in the immediate planning area; consequently Ashford Park is the most suitable school to increase by a single form of entry as it has the space, is popular and is improving standards.
 6. This proposal forms one part of a wider area strategy for the whole of the Spelthorne borough which will provide three additional forms (630 primary places overall) by 2021. The area strategy includes expansion of other schools; some of these are agreed and others are still at the proposal stage.
 7. The Cabinet is asked to approve the business case for the expansion of the school. Financial details have been circulated as agenda item 23 in Part 2 of the

agenda. Subject to approval, the works will be tendered and a contract awarded. The project will be delivered by Autumn 2015 to provide a total of 210 additional primary school places to meet the demand within Ashford.

CONSULTATION:

8. A public consultation was carried out between 4 September and 16 October 2013. A consultation document setting out the facts and the proposal was produced and circulated to all parents and other stakeholders and interested parties. In addition two meetings were held at the school on 9 and 10 September 2013; these were attended by approximately 40 parents and residents. The consultation document was also published on the Surrey County Council website and the local borough and county councillors were sent copies of this.
9. The council received 22 written consultation responses. An analysis of the consultation response forms is given in the table below. (Please note that some respondents fit more than one category e.g. there are two parents who are also local residents)

Respondent	Number of forms received	Respondents For proposal	Respondents Against proposal	Respondents who Don't Know
Total response forms received	22	3	15	3
Employee of the school	0	0	0	0
School governor	1	0	1	0
Parent of child at Riverview	11	1	9	1
Resident	14	2	9	2

10. The governing body plus three respondents are in agreement with the proposal. Three people state that they do not know whether or not they are in favour or they have submitted a qualified or unclearly expressed view; 15 respondents who sent in individual forms are against the proposal. This is a very low number of responses received, given the potential for many more parents, residents and staff to have expressed an opinion.
11. The main concern raised by respondents opposed to this proposal is the volume of additional traffic that an expansion would generate. The school is situated in a cul de sac and residents and some parents are concerned that there are inadequate parking facilities for parents to drop off and pick up their children from school. Residents note the dangerous parking and discourtesy of drivers currently parking outside the school and they highlight their fears of accidents involving children if the situation is exacerbated by more traffic. One respondent has suggested that an alternative entrance to the school is considered.
12. Other respondents noted the perceived effect on the pupils' emotional and educational needs if the school were to expand. There was a feeling expressed by a number of people that a larger school would affect individual children's potential to do well; and the Headteacher and staff's ability to forge meaningful relationships with a greater number of pupils was brought into question.

13. There were concerns expressed about the size of the school hall and the requirement to share other facilities between more pupils. Some parents say they chose Ashford Park because it was a smaller primary school and they felt that this is what their child needed. Some people also highlighted the disruption a building project would cause. One person put forward an alternative suggestion to expand another school in the area but the specific suggestion would have prohibitive costs attached to it and would involve purchasing another building and relocating the private pre-school and the Specialist Centre for Moderate Learning Difficulties to other sites.
14. Officers are aware of the strength of feeling in this respect and a traffic survey has been undertaken with a view to reviewing traffic management issues at the school. This aspect of the proposal is being reviewed and fully addressed in the planning stages with pupil safety considerations being of paramount importance. The council's policies on safeguarding, site security and environmental issues have been factored into the final design for the new building and remodelling works.
15. Statutory Notices were published and a six week public consultation was held, ending on 10 March 2014. No further responses were received.
16. Those people in support of the proposal, including the Governing Body, recognise the need for more places and welcome the opportunity to provide these at Ashford Park Primary in order to benefit the immediate local community and potentially cut down on the number of people having to drive their children to school. Some qualified their support for expansion on the understanding that adequate resourcing of the project and traffic management measures would be assured.
17. The scope of works include a new build single storey classroom block and refurbishment of various areas within the existing school. The works comprise:
 - 9 new general classrooms with associated accommodation
 - Converting 1 existing classroom into hall extension
 - Converting 1 classroom into staff room
 - Converting 1 Year 1 classroom into reception classroom and remodelling of adjacent WC's
 - 10 car parking spaces
 - Hard & soft landscaping
18. During the iterative planning and highways consultation process a number of suggested improvements have been received to mitigate the impact of expected increased local traffic. These are being reviewed and adjustments made as part of the planning process.
19. The SCC Local Member has been consulted on the proposal.

RISK MANAGEMENT AND IMPLICATIONS:

20. The planning application was validated on 25 April 2014 and a decision is expected by 19 June 2014.

21. There are risks associated with the projects and project risk registers have been compiled and are regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

22. The project will be subject to robust cost challenge and scrutiny to drive optimum value as they progress. Further financial details are set out in the report circulated as item 23 in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

Section 151 Officer Commentary

23. The Section 151 Officer confirms that this scheme is included in the 2014/19 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

24. Section 13 of the Education Act 1996 places a 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.

Equalities and Diversity

25. The expansion of the school will not create any issues, which would require the production of an Equality Impact Assessment.
26. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
27. The school will be for children in the community served by the school. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children.
28. 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.

Corporate Parenting/Looked After Children implications

29. This proposal would provide increased provision in the area, which would be of benefit to all in the community served by the school. This means it would therefore also be of benefit to any looked after children who will attend the school.

Climate change/carbon emissions implications

30. 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 authorities adopted core planning strategy.

WHAT HAPPENS NEXT:

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

Contact Officer:

Keith Brown, Schools and Programme Manager – 020 8541 8651

Melanie Harris, School Commissioning Officer – 020 8541 9556

Consulted:

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes

Daniel Jenkins, Local Member, Staines South and Ashford West, Spelthorne

Julie Fisher, Strategic Director for Business Services

Paula Chowdhury, Strategic Finance Manager Business Services

Annexes:

None - Part 2 report with financial details attached to agenda as item 23

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 Service update based on latest or most appropriate report year and version
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SURREY COUNTY COUNCIL**CABINET****DATE:** 24 JUNE 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)

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CABINET MEMBER DECISIONS

MAY / JUNE 2014

**(i) Funding and delivering Infrastructure in partnership:
Memorandum of Understanding between Elmbridge Borough
Council and Surrey County Council**

Details of decision

1. That the Memorandum of Understanding with Elmbridge Borough Council, as set out in Annex A of the submitted report, be approved and signed.
2. That future similar Memorandum of Understandings relating to the delivery of infrastructure be delegated to the Strategic Director Environment & Infrastructure in consultation with relevant Cabinet Members and the Chairman of the Local Committee.

Reasons for decision

The Borough and District Councils and Surrey County Council plan and deliver significant amounts of infrastructure. The Community Infrastructure Levy (CIL) is a new and flexible source of funding that provides an opportunity to improve the way infrastructure is planned, funded and delivered in partnership.

(Decision of Leader of the Council – 20 May 2014)

(ii) Allocation of Surrey Growth Fund 2014/15

Details of decision

That the Deputy Leader agreed the recommended programme of economic development activity in Annex A of the agenda papers to be funded through the Surrey Growth Fund in the financial year 2014-15.

Reasons for decision

The activities outlined support the aims and objectives of the SGF. The proposed programme of activity will also enable the Council to support the delivery of the Local Enterprise Partnerships (LEP)'s Strategic Economic Plans (SEPs) which will deliver local sustainable economic growth.

The approach will assist the council in achieving the One County, One Team Corporate Strategy 2012-17 (as endorsed by Cabinet on 31 January 2012 and by full Council on 7 February 2012), which includes a specific priority to make Surrey's economy strong and competitive.

(Decision of Deputy Leader – 4 June 2014)

(iii) Extension of Short Break Contracts for Children with Disabilities

Details of decision

The extension of the Disability Challengers contract for six months from 1 April 2014 until 30 September 2014 be approved.

Reasons for decision

Children's Social Services are seeking permission to the fund the Disability Challengers Contract for a further six months, from 1 April to 30 September 2014, when new contracts will be place under the Short Breaks Framework. This is to ensure a continuity of service and so that children and young people with disabilities and their families are not adversely affected by the delay. Without this extension the short break provider will not have enough time to recruit staff and plan for their busiest period in the summer holidays.

(Decision of Cabinet Member for Children and Families – 4 June 2014)

(iv) Adoption of High Weald Area of Outstanding Natural Beauty (AONB) Management Plan

Details of decision

That the High Weald AONB Management Plan for 2014-2019 is adopted.

Reasons for decision

If the County Council does not adopt the plan then the Council would be in breach of the Countryside and Rights of Way Act 2000 and would be expected to produce its own review of the management plan to cover the area of the AONB in Surrey.

(Decision of Cabinet Member for Environment and Planning – 4 June 2014)

(v) Petition – Lyne and Long Cross School

Details of decision

That the response attached as an Appendix be agreed.

Reasons for decision

To respond to the petition.

(Decision of Cabinet Member for Schools and Learning – 12 June 2014)

(vi) Sayes Court Primary School: Expansion

Details of decision

That the proposal to expand Sayes Court Primary School from one to two forms of entry by September 2015 be approved, subject to planning permission and timescales required for the successful delivery of the building work.

Reasons for decision

There have been no formal representations since the publication of the notices and in effect there is no new information for the Cabinet Member to consider. 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 – 12 June 2014)

(vii) Stanwell Fields CofE VC Primary School: a proposal from the Governing Body

Details of decision

The Cabinet Member gave due consideration of all the issues and determined that Stanwell Fields VC Primary School should change category to Voluntary Aided.

Reasons for decision

The school has put forward this proposal for a number of reasons; its overall premise being that it believes it will benefit from greater independence as a Voluntary Aided School. A key perceived benefit is that the Diocese of London has undertaken to commit to a programme of capital maintenance using its Local Education Authority Voluntary Aided Programme (LCVAP) budget to improve the building stock and facilities at the school.

(Decision of Cabinet Member for Schools and Learning – 12 June 2014)

‘We the undersigned petition Surrey County Council to stop the demolition and expansion of Lyne and Long Cross School’

Presented by Stephen Craig

Further Details of petition:

I'm sure you are aware of the planned expansion to Lyne and Longcross School from 90 pupils to 210, which includes the demolition of the existing school house. The main reason for our disapproval is the traffic mayhem that will happen should this take place.

With morning and afternoon school runs, comes traffic chaos which we are all very used to (with only 90 pupils at the school). Cars park along Lyne Lane from the Fangrove Park entrance to the school, making it very difficult for passing traffic. We are now told that the school is to increase by 120 pupils and 8 more staff (???), with no car traffic management scheme in place, and car parking on the school grounds reduced to 4 spaces.

The existing character school building is to be replaced by an uncharacteristic and unsympathetic building closer to Lyne Lane with no character for this part of Lyne village which sit next to the grade II listed Holy Trinity Church.

This is a very important local matter which has not been thought though and your support could make Surrey County Council think before they make a big mistake.

RESPONSE

The School appreciates the current parking problems during the pick-up and drop-off periods albeit this is often an issue associated with school sites. There is also concern that, if appropriate measures are not put in place, these problems could be exacerbated with the proposed expansion of the School. This is why the School will be implementing a School Travel Plan with a comprehensive and robust set of measures aimed at reducing car use and encouraging walking and cycling where possible.

Measures for pupils who are able to walk or cycle will include 'Walk to School Week', Surrey County Council's 'Golden Boot Challenge', Road Safety and pedestrian training activities and 'Bikeability' training for the older pupils. New cycle stands and scooter pods will also be provided as part of construction.

For those who are unable to walk or cycle due to the distance they live away from the School (and it is accepted that the schools location is not widely accessible given its rural location), Surrey County Council's 'Park Smart' scheme will be implemented to bring greater awareness of safe and considerate parking by parents. Parents will also be encouraged to car share with their friends whenever possible and assistance will be provided if they would like to car share but don't know any parents on their route to School. The School is also proposing to use the Village Hall car park as a drop-off / pick-up point for a Walking Bus and Park 'n' Stride scheme, which all parents will be encouraged to use and which should help ease any future problems as the school grows.

The School Travel Plan sets targets for reducing travel by car over the next 4 years. If the School is not achieving its targets, a review will be carried out into the reasons why existing measures may not be working effectively and recovery measures may be implemented, such as staggered drop-off and pick-up times.

It is important to bear in mind that when a School expands from Infant to primary, it increases the proportion of siblings attending the School. We estimate that at least 30 additional trips could be saved as a result of the increase in siblings and the reduction in the numbers of parents picking up and dropping off at infant/junior provision.

With regard to staff parking, whilst the School car park will officially have 4 designated spaces, it is expected that a further two staff could be accommodated within the car park. Staff will also be asked to park considerately and off-street, such as the Church car park or Village Hall car park, where possible. As part of the School Travel Plan, measures will also be introduced to reduce travel by car by members of staff, including the setting up of a car sharing database and priority spaces for those staff who car share. A travel survey of staff was recently carried out and the response to car sharing was very positive, with 44% of staff saying that they would like to car share. A variety of other measures are also proposed to encourage those members of staff who could walk or cycle if combined with or without public transport to do so.

Other school sites were considered when considering how to provide much needed additional junior places in the area but for a number of reasons these were not possible. Surrey County Council has a policy of creating primary provision from infant and junior provision where there is a basic need case that provides the opportunity, and throughout the consultation phase this proposal was very popular with parents and local schools.

Mrs Linda Kemeny
Cabinet Member for Schools and Learning
12 June 2014

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