



Agenda and Reports  
for the meeting of  
**THE COUNTY COUNCIL**  
to be held on  
**6 MAY 2014**

County Hall  
Kingston upon Thames  
Surrey

25 April 2014

TO THE MEMBERS OF SURREY COUNTY COUNCIL

## SUMMONS TO MEETING

You are hereby summoned to attend the meeting of the County Council to be held in the Council Chamber, County Hall, Kingston upon Thames, Surrey KT1 2DN, on Tuesday, 6 May 2014, beginning at 10.30 am, for the purpose of transacting the business specified in the Agenda set out overleaf.

DAVID McNULTY  
Chief Executive

**Note 1:** *For those Members wishing to participate, Prayers will be said at 10:25am.*

*Mrs. Sarah Harris, a Member of the North West Surrey Synagogue has kindly consented to officiate. If any Members wish to take time for reflection, meditation, alternative worship or other such practice prior to the start of the meeting, alternative space can be arranged on request by contacting Democratic Services.*

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

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

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

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

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

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

**1 CHAIRMAN**

1. To elect a Chairman for the Council Year 2014/15
2. The Chairman to make the statutory declaration of acceptance of office

**2 APOLOGIES FOR ABSENCE**

The Chairman to report apologies for absence.

**3 MINUTES**

To confirm the minutes of the meeting of the Council held on 18 March 2014.

(Pages 1  
- 12)

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

**4 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report.

**5 DECLARATIONS OF INTEREST**

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

**NOTES:**

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

**6 VICE-CHAIRMAN**

1. To elect a Vice-Chairman for the Council year 2014/15.
2. The Vice-Chairman to make a statutory declaration of acceptance of office.

(iii)

## **7 LEADER'S STATEMENT**

The Leader to make a statement.

There will be an opportunity for Members to ask questions.

## **8 MEMBERS' QUESTION TIME**

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

***(Note: Notice of questions in respect of the above item on the agenda must be given in writing, preferably by e-mail, to Anne Gowing in Democratic Services by 12 noon on Tuesday 29 April 2014 (DUE TO BANK HOLIDAY - NOTE DATE).***

## **9 STATEMENTS BY MEMBERS**

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

***(Note: Notice of statements must be given in writing, preferably by e-mail, to Anne Gowing in Democratic Services by 12 noon on Friday 2 May 2014).***

## **10 ANNUAL REVIEW OF POLITICAL PROPORTIONALITY 2014/15**

(Pages  
13 - 16)

To agree the scheme of proportionality for 2014/15.

## **11 APPOINTMENT OF COMMITTEES**

To appoint Members of the various Committees of the Council for the Council year 2014/15 subject to any changes of membership to be reported to the meeting by Group Leaders.

*(Note: Proposals will be laid on the table at the meeting.)*

### **Recommendations:**

- (1) To appoint Members to serve on the Committees of the Council for the Council year 2014/15 in accordance with the wishes of political groups.**
- (2) To authorise the Chief Executive to make changes to the membership of any of the Council's Committees as necessary during the Council year in accordance with the wishes of political groups.**
- (3) To appoint the County Councillors representing divisions in the Woking borough area to serve on the Woking Joint Committee for the Council year 2014/15.**

- (4) To appoint the remaining County Councillors for each district/borough area to serve on the appropriate Local Committee for the Council year 2014/15, and to authorise the Chief Executive to appoint an equal number of district/borough councillors to the Local Committees following nominations by the district and borough councils, which they should be requested to make politically proportional to their Membership.**
- (5) To appoint the Council's representative to the Surrey Police and Crime Panel for the Council year 2014/15.**
- (6) To authorise the Chief Executive to appoint the co-opted Members of the Surrey Pension Fund Board, following nominations from each stakeholder group, for the rest of the Council term until 2017.**

## **12 ELECTION OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN 2014/15**

To elect Chairmen and Vice-Chairmen of Committees for the Council year 2014/15.

*(Note: Proposals will be laid on the table at the meeting.)*

### **Recommendations:**

**To elect Chairmen and Vice-Chairmen of Committees of the Council for the Council year 2014/15.**

## **13 ORIGINAL MOTIONS**

### **Item 13(i)**

**Mr Robert Evans (Stanwell and Stanwell Moor) to move under Standing Order 11 as follows:**

'This Council welcomes the initiatives by towns and local authorities across Surrey to encourage the use of fair trade goods by achieving Fairtrade status.

Furthermore this Council believes that Surrey County Council, as an important consumer and opinion leader, should research, develop and support a strategy to facilitate fair trade wherever appropriate.

Council therefore resolves, wherever possible:

- To promote awareness of fair trade issues and the opportunities for supporting fair trade across the County.
- To work with Surrey Fairtrade and those towns who already have Fairtrade Status to widely publicise the worldwide impact of unfair trade and the opportunities that fair trade provides to sustainable development.
- To encourage the use of fair trade goods, for example products

carrying the Fairtrade Mark and products in vending machines.

- To request the Council's venues to stock Fairtrade products in addition to other brands.
- To concentrate on making Council employees, the Surrey public and local businesses aware of the Council's resolution on fair trade.'

**Item 13(ii)**

**Mrs Hazel Watson (Dorking Hills) to move under Standing Order 11 as follows:**

'This Council notes the recent publication of the House of Commons Public Administration Select Committee report *More complaints please!*

In the light of this report, Council agrees to fundamentally change its policy and the implementation of its approach to complaints in order to welcome complaints as a way of engaging with residents to improve services, making the complaints process more user friendly by making it simpler, more accessible and with speedier outcomes.'

**Item 13(iii)**

**Mr Will Forster (Woking South) to move under Standing Order 11 as follows:**

'Council notes:

- Young Carers are children and young people in Surrey's schools and colleges who provide regular and on-going care to a family member who is physically or mentally ill, disabled or misuses substances;
- the tasks and level of caring undertaken by Surrey's Young Carers can vary according to the nature of the illness or disability, the level and frequency of care needed and the structure of the family as a whole;

Council further notes that:

- the support Surrey County Council currently offers is through school staff and governors;
- many schools have a designated member of staff for Young Carers;
- many governing bodies now include the performance and well-being of Young Carers as an agenda item at their meetings, which should be considered "best practice".
- the Pupil Premium is an additional allowance to support certain groups of children and young people at risk of not achieving their potential;
- children entitled to free school meals are eligible for Pupil Premium

(vi)

of £1,300 a year for primary pupils and £935 a year for secondary pupils;

- whilst eligibility for free school meals is the main criteria for entitlement to Pupil Premium, other groups are also entitled to Pupil Premium including children in care, adopted children, children in hospital schools and service personnel children;
- including Young Carers within Pupil Premium eligibility would enable schools and colleges to provide additional support to these young people.

Given the challenges faced by Young Carers, Council resolves to ask the Cabinet Member for Schools and Learning to write to:

- the Secretary of State for Education, the Minister of State for Schools, and the national Pupil Premium Champion, noting the content of this motion and asking that consideration be given to widen the eligibility for Pupil Premium to include Young Carers;
- the Chair of the Local Government Association, asking his organisation to support this campaign;
- the Headteachers of all schools in Surrey, asking them to lend their support to this request and to consider how best to support Young Carers, including identifying a designated member of staff and regularly monitoring the performance and well-being of Young Carers through their Governing Body; providing additional support where needed; and to work with to ensure Young Carers are supported and not disadvantaged because of the voluntary work they undertake looking after others.'

### **Item 13(iv)**

#### **Mr George Johnson (Shalford) to move under Standing Order 11 as follows:**

'The Council believes that the true cost of Britain's membership of the European Union affects all levels of trade, industry and government.

It is considered by many that up to 75% of UK laws now originate in Brussels although determining the full extent to which EU law has supplanted UK law is complicated by the fact that, in addition to the direct, and therefore immediately visible, implementation of EU regulations, EU directives are transposed into UK Statutory Instruments.

The House of Commons has estimated that, in 2009, 53% of UK law originated from Brussels and the LGA has estimated that around half of all new UK laws affecting local authorities in England have their origins in EU law. Thus it is inevitable that Surrey County Council has and will incur additional costs as a consequence of complying with EU derived laws. For example, whilst the Government predicted that the 2004 EU Public Procurement Directive would not add new costs or administrative burdens to the public sector, an LGA survey in 2010 revealed that 66% of local authority procurement managers felt that the directive had increased procurement costs and created a more complex procedure.

In common with other local councils, Surrey County Council has been and continues to be under severe budgetary restraint, but will still have to deliver new EU obligations across a broad range of functions and could be liable for hefty fines for failure to comply. While we continue to ask our residents to accept annual increases in their council tax whilst being unable to deliver the level of services and highway maintenance that they would like, it is important that they are kept fully informed of those costs that are beyond the control of their elected representatives.

Therefore this Council:

- calls for the publication of the administrative cost to Surrey County Council of complying with EU Regulations
- agrees, in the interests of the transparency to which it is committed, to publish the figures on its website and in its annual Council Tax Demand.
- agrees to publish any cost savings which accrue from complying with EU regulations.'

- 14 REPORT OF THE INDEPENDENT REMUNERATION PANEL** (Pages 17 - 46)
- To receive the report of the Independent Remuneration Panel and any changes to the Members' Allowances Scheme.
- 15 REPORT BACK FROM CABINET ON REFERRED MOTION** (Pages 47 - 52)
- At its meeting on 22 April 2014, the Cabinet considered a motion in the name of Stephen Cooksey referred to it by Council on 10 December 2013.
- 16 REPORT OF THE CABINET** (Pages 53 - 66)
- To receive the report of the meeting of the Cabinet held on 25 March 2014 and 22 April 2014 and to agree one recommendation in respect of the School Organisation Plan 2013/14 – 2022/23.
- 17 AMENDMENTS TO THE SCHEME OF DELEGATION** (Pages 67 - 68)
- To agree amendments to the scheme of delegation.
- 18 MINUTES OF THE MEETINGS OF THE CABINET** (Pages 69 - 86)
- Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Friday 2 May 2014.



**MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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

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

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

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

*Thank you for your co-operation*

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COUNTY COUNCILCOUNCIL MEETING - 18 MARCH 2014

**MINUTES** of the meeting of the Council held at the Council Chamber, County Hall, Kingston upon Thames, Surrey KT1 2DN on 18 March 2014 commencing at 10.30 am, the Council being constituted as follows:

David Munro (Chairman)

\* Sally Marks (Vice-Chairman)

	Mary Angell		David Ivison
	W D Barker OBE		Daniel Jenkins
	Nikki Barton		George Johnson
	Ian Beardsmore		Linda Kemeny
	John Beckett		Colin Kemp
	Mike Bennison		Eber Kington
	Liz Bowes		Rachael I Lake
	Natalie Bramhall	*	Stella Lallement
	Mark Brett-Warburton	*	Yvonna Lay
*	Ben Carasco		Denise Le Gal
	Bill Chapman		Mary Lewis
	Helyn Clack		Christian Mahne
	Carol Coleman	*	Ernest Mallett MBE
	Stephen Cooksey		Peter Martin
	Steve Cossier		Jan Mason
	Clare Curran		Marsha Moseley
*	Graham Ellwood		Tina Mountain
	Jonathan Essex		Christopher Norman
	Robert Evans		John Orrick
	Tim Evans	*	Adrian Page
	Mel Few		Chris Pitt
	Will Forster		Dorothy Ross-Tomlin
	Pat Frost		Denise Saliagopoulos
	Denis Fuller		Tony Samuels
	John Furey		Pauline Searle
*	Bob Gardner		Stuart Selleck
	Mike Goodman		Nick Skellett CBE
	David Goodwin		Michael Sydney
	Michael Gosling		Keith Taylor
	Zully Grant-Duff		Barbara Thomson
	Ken Gulati		Chris Townsend
	Tim Hall		Richard Walsh
	Kay Hammond		Hazel Watson
	David Harmer		Fiona White
	Nick Harrison		Richard Wilson
	Marisa Heath		Helena Windsor
	Peter Hickman		Keith Witham
	Margaret Hicks		Alan Young
	David Hodge		Victoria Young
*	Saj Hussain		

\*absent

#### **12/14 APOLOGIES FOR ABSENCE [Item 1]**

Apologies for absence were received from Mr Carasco, Mr Ellwood, Mr Gardner, Mr Hussain, Mrs Lallement, Mrs Lay, Mr Mallett, Mrs Marks and Mr Page.

#### **13/14 MINUTES [Item 2]**

The minutes of the meeting of the County Council held on 11 February 2014, as amended, were submitted, confirmed and signed.

#### **14/14 CHAIRMAN'S ANNOUNCEMENTS [Item 3]**

The Chairman made the following announcements:

- (i) Related Party Disclosures – Members were reminded to complete their forms and return them to Finance by the end of March.
- (ii) Guildford Cathedral's appeal for £7m to repair the roof of the cathedral's nave.
- (iii) Royal Visits: HM the Queen and HRH Duke of Edinburgh had visited Surrey twice recently – Reed's School, Cobham and the Royal Holloway College, Egham.
- (iv) He had undertaken a number of visits to flooded areas of the county and was impressed by the fantastic community spirit of the residents.
- (v) He drew Members attention to the Surrey Primary Schools competition to design a new Coat of Arms for Surrey and their display in the Grand Hall.
- (vi) The recent flag raising ceremony for the new Commonwealth flag.
- (vii) That the Institute of Excellence had awarded the Surrey Fire and Rescue Service project of the year for its work with the Adult Social Care Service in relation to fire safety and vulnerable adults.
- (viii) He announced the passing of Danny Kee, former County Council for Merstham and Reigate Hill between 1985 – 2009. Mr Kee had also been Vice-Chairman of the County Council between 1996/97 and again between 2003/05.

Members stood in silent tribute.

- (ix) The lunchtime speaker was Commander Susan Lochner JP DL RN.

#### **15/14 DECLARATIONS OF INTEREST [Item 4]**

Mr Forster declared a pecuniary interest in the Original Motion standing in the name of Stephen Cooksey (item 8i) because he was a Research Case Work Organiser for Catherine Bearder MEP and said that he would take no part in the discussion or vote on this item.

#### **16/14 LEADER'S STATEMENT [Item 5]**

The Leader made a statement. A copy of his statement is attached as Appendix A.

Members were invited to make comments, ask questions and made the following points:

- Reiteration of thanks to all staff who had helped with the flooding crisis
- That the three months Council Tax relief for residents who had suffered internal flooding to their homes was welcomed
- The setting up of the task group was needed
- Fund defences should be improved
- The importance of communicating to residents
- A request to re-consider Surrey Fire and Rescue's requirements for Spelthorne
- A request to comment on utility companies and their accountability to their customers

#### **17/14 MEMBERS' QUESTION TIME [Item 6]**

Notice of 10 questions had been received. The questions and replies are attached as Appendix B.

A number of supplementary questions were asked and a summary of the main points is set out below:

**(Q1) Mr Bennison** asked the Leader of the Council to comment on the Surrey Apprentice who had been forward for 'Apprentice of the Year'. The Leader said that the apprentice was hoping to win the award.

**(Q2) Mr Robert Evans** asked the Cabinet Member for Business Services for details of the third party who was holding the outstanding amount due to the Council and if and when it may be received. **Mr Harrison** said that some of the losses were attributable to the Police Authority and confirmed that the Audit and Governance Committee took a cautious approach to investment. The Cabinet Member confirmed that, whilst the balance is expected to be received, it is subject to capital controls and currently there is no indication when they will be lifted. **Mr Selleck** queried whether any Icelandic Banks had a triple 'A' rating in 2005/06 and asked the Cabinet Member for Business Services to review both the overall structure for investing and also interbank lending with other Local Authorities. The Cabinet Member said that valuable lessons had already been learnt from the collapse of the Icelandic economy.

**(Q4) Mr Cooksey** requested that both the data set on gully assets and the survey on all visible highway drainage assets, when completed, be made available to all Members. This request was agreed by the Cabinet Member for Transport, Highways and Environment.

**(Q5) Mrs White** thanked the Cabinet Member for Transport, Highways and Environment for the apology and asked for reassurance that procedures with the contractors have been reviewed and the appropriate notifications would be made in future. The Cabinet Member referred to the written response and drew attention to the last two paragraphs which said that this bus stop improvement scheme was being delivered as part of the Local Sustainable Transport Fund (LSTF) programme, which had been approved by Guildford Local Committee.

**(Q8) Mr Orrick** referred to the last paragraph of the Cabinet Member for Children and Families' written response and asked if she would be available to meet again with some of the key players, to ensure that there was maximum consultation in relation to future short breaks provision. **Mr Hodge** asked the Cabinet Member, who agreed, that it was unhelpful when Members raised questions in the middle of the consultation process. The Cabinet Member said that the period of public consultation would end on 24 April 2014 and until it finishes, she was unable to comment because she will not want to influence the outcome. However, she confirmed that parents would be involved in the analysis of the comments.

**(Q9) Mr Robert Evans** said that residents were concerned about some of the pothole repairs and asked the Cabinet Member for Transport, Highways and Environment for the number of cases where quality was an issue because he considered that short term temporary repairs were not best use of Council funds. The Cabinet Member referred to his written response which set out details of Surrey County Council quality inspection team reviews and the standards expected. However, he acknowledged that since December 2013 the percentage of passes for permanent repairs had dropped below target which was due in part to the number of potholes caused by the adverse weather but this is now reverting back as the County Council moves towards the end of the recovery phase.

**(Q10) Mr Orrick** asked the Cabinet Member for Business Services why there was some discrepancy in the figures provided in 2012 and those provided in 2014 and cited an example in Waverley Borough. **Mr Essex** said that the number of claims appeared to differ widely across the Boroughs and Districts. The Cabinet Member said that discrepancies could occur when claims were carried over into the next financial year, that each claim was judged on its own merit and she would expect regional differences. She also said that the number of claims in 2013/14 was likely to be higher.

#### **18/14 STATEMENTS BY MEMBERS [Item 7]**

There were no local Member statements.

#### **19/14 ORIGINAL MOTIONS [Item 8]**

##### **ITEM 8(i)**

Under Standing Order 12.3, the Council decided it wished to hear further before agreeing whether or not to debate this motion.

Mr Cooksey made a short statement giving reasons why the motion should not be referred. He considered that his motion had been submitted three weeks ago and was similar to the motion proposed by Mr Martin. His motion had identified areas for improvement and made suggestions, whilst Mr Martin's motion just reflected the comments made in the Leader's statement made earlier in the meeting.

The Leader of the Council made a short statement saying that whilst he welcomed Mr Cooksey's comments in relation to staff and partners, he proposed to refer this motion to Cabinet because some of the work proposed was already underway and some of the suggestions would need to be considered by the proposed Environment and Transport Select Committee's task group, who would then report back to their select committee before submitting their recommendations to Cabinet.

20 Members voted for debating the motion today but 47 Members voted against debating it today.

Therefore, it was:

**RESOLVED:**

That this motion be referred to the Cabinet, for determination. Under Standing Order 12.6, the Cabinet must report back to County Council at the earliest possible meeting.

**ITEM 8(ii)**

Under Standing Order 12.3, the Council agreed to debate this motion.

Under Standing Order 12.1, Mr Peter Martin moved the motion which was:

'This Council:

1. Notes and recognises the seriousness of the recent severe weather and flooding in the County and the impact it is having on residents' homes and businesses, with many thousands damaged, in some instances severely, as well as much of the County's infrastructure, for which the estimated repair bill currently stands at over £10m
2. Expresses sympathy and concern for the residents, businesses and livelihoods affected
3. Commends the County's Fire & Rescue Service, Surrey Police, our District and Borough Council colleagues, HM Armed Forces, SCC staff, and the large number of individuals and community and voluntary organisations on their response to this major incident.
4. Acknowledges and welcomes the Government's commitment to support local authorities in helping those residents and businesses affected by providing Council Tax relief
5. Recognises that Surrey's economy, at £32.7 billion GVA, is substantial and creates a very significant net contribution to the Exchequer

This Council therefore resolves:

- a) To continue working alongside our partners to help Surrey's residents and businesses with advice and assistance and to ensure any future incidents are met with a rapid, comprehensive multi-agency approach.
- b) To assess the viability of longer term engineering and environmental solutions for Surrey in conjunction with utility companies, the Environment Agency, other Local Authorities and appropriate Government departments.
- c) To call on Government to help protect, and demonstrate the government's commitment to, this key part of the UK economy by fully funding the Environment Agency's Lower Thames Flood Alleviation Scheme.'

Mr Martin made the following points:

- Reference to the Leader's statement in relation to the recent flooding. He also informed Members that they would receive an information pack regarding the Council's response to it.
- He thanked all organisations and the public who helped with the flooding emergency and welcomed the Government help for financial assistance.
- That it was vital to get Surrey back to 'business as usual'.
- Highways repairs were likely to be in excess of £10m.
- That the Environment Agency had described the Lower Thames area (Datchet to Teddington) as most at risk, affecting 21,000 people and that the Government should fully fund the Lower Thames Flood Alleviation Scheme.
- There was a very high threshold for applications for European Union funding and it could only be applied for by Government.
- The County Council had created a Flood Recovery Co-ordination Group and officers would be available to answer Member questions over the lunchtime period.
- Finally, he commended the motion to Council

The motion was formally seconded by Mr Harmer who stressed that the County Council should as far as possible be self sufficient in funding its needs. However, the Lower Thames Flood Alleviation Scheme was different as the scale of funds required was beyond Surrey County Council's resources.

He outlined the remit of the task group and confirmed that Local Committees and Local Members would be consulted, along with Borough and District colleagues and other agencies if appropriate. Finally, he said that the proposed task group would report to the full Environment and Transport Select Committee prior to making recommendations to Cabinet.

Three Members spoke on the original motion, making the following points:

- Nearly 1000 properties had been affected in Spelthorne
- Surrey Fire and Rescue had been assisted by Fire and Rescue teams from other areas
- That officers had put in long hours and some had worked 'round the clock' to deal with the flooding emergency. Thanks were expressed to them and in particular to Ian Good from the Emergency Planning team, the Gold Command and Surrey Community Action
- 80% of those affected lived in Spelthorne – 200 members of the public had attended its local committee meeting on 17 March
- Setting up the task group was welcomed
- Concern that several Boroughs and Districts were currently putting together Local Plans which need County Council input
- Assurance that any further building on flood plains would be carefully considered
- The importance of lessons learnt and the need for action

Mr Beardsmore then moved an amendment at the meeting (formally seconded by Mr Cooksey) which was to insert two additional paragraphs into the original motion (points 6 and 7) and also six further points after (c) as follows:

- (6) Notes that the date of the most recent published wetspots list, where past flooding incidents have been reported, on the County Council website is



February 2012 even though an update was promised to Members to be completed by February 2013.

- (7) Notes that the statutory Flooding Asset Register which includes key assets (structures and features such as a wall, ditch or bridge) that are known to cause or allow the major flooding of properties, critical infrastructure or block major roads when the asset is not functioning to an adequate level was last updated in December 2011 and only contains 65 items for the whole county.

And after (c), this Council therefore resolves:

- (d) The Flooding Asset Register and the wetspots list to both be completed and updated urgently, and at most within six months.
- (e) A review of the maintenance of highway drainage assets such as gullies, soakaways, ditches, channels, drains, grills and outlets. In particular, a review of the adequacy of the policy of gully cleaning at least once per year and put together a ditching programme in rural areas.
- (f) A programme of tree planting on higher ground, in particular to replace trees that have been lost, to help trap and slow down the movement of water.
- (g) The County Council to work with boroughs and districts to develop planning policies not to build on flood plains.
- (h) Flood damaged roads and bridges to be repaired.
- (i) The Leader to apply for any additional funding the County Council requires from the Severe Weather Recovery scheme, the European Union Solidarity Fund and the Regional Development Fund.

Mr Beardsmore made the following points:

- The substantive motion should be expanded so that it included some of the issues that pre-dated the setting up of a task group
- A need for increased capital funding for this issue and a requirement for an upto date wet spot register and improved gully maintenance and cleaning
- Recognition of the good work from the Emergency Services but that preventative work could have been done which may have minimised the extent of the flooding

In seconding the motion, Mr Cooksey said that the current Administration had not given priority to these areas of maintenance / cleaning in recent years and stressed the need to act together to consider future options and cost. He said that lessons needed to be learnt which is why he proposed a six point action plan in his motion and therefore, urged Members to adopt this amendment and work together with Borough and Districts to reduce the consequences from future heavy rainfall.

Three Members spoke on the amendment before Mr Kington moved, under Standing Order 23.1:

'That the question be now put'

20 Members stood in support of this request. The Chairman considered that there had been adequate debate and agreed to the request.

The amendment was put to the vote with 17 Members voting for and 44 Members voting against it. There were 3 abstentions.

Therefore the amendment was lost.

Returning to the original motion, six Members spoke and made the following points:

- Thanks to staff and in particular, the Chief Fire Officer who was Chairman of the Resilience Forum
- That over 32 agencies had been involved in the response to the flooding
- Support for the request for Government to fund the Environment Agency's Lower Thames Flood Alleviation Scheme
- Recognition of the work of local residents helping themselves and others in their neighbourhood
- Thanks to the Community Highways Officers in affected areas
- Confirmation that Project Horizon would continue, despite additional pressures on the Highways budget for repairs due to flooding damage
- A need to look at climate change

After the debate, the original motion was put to the vote and it was:

**RESOLVED:**

That this Council:

1. Notes and recognises the seriousness of the recent severe weather and flooding in the County and the impact it is having on residents' homes and businesses, with many thousands damaged, in some instances severely, as well as much of the County's infrastructure, for which the estimated repair bill currently stands at over £10m.
2. Expresses sympathy and concern for the residents, businesses and livelihoods affected.
3. Commends the County's Fire & Rescue Service, Surrey Police, our District and Borough Council colleagues, HM Armed Forces, SCC staff, and the large number of individuals and community and voluntary organisations on their response to this major incident.
4. Acknowledges and welcomes the Government's commitment to support local authorities in helping those residents and businesses affected by providing Council Tax relief.
5. Recognises that Surrey's economy, at £32.7 billion GVA, is substantial and creates a very significant net contribution to the Exchequer.

This Council therefore resolves:

- a) To continue working alongside our partners to help Surrey's residents and businesses with advice and assistance and to ensure any future incidents are met with a rapid, comprehensive multi-agency approach.

- b) To assess the viability of longer term engineering and environmental solutions for Surrey in conjunction with utility companies, the Environment Agency, other Local Authorities and appropriate Government departments.
- c) To call on Government to help protect, and demonstrate the government's commitment to, this key part of the UK economy by fully funding the Environment Agency's Lower Thames Flood Alleviation Scheme.

## **20/14 REPORT OF THE CABINET [Item 9]**

The Leader presented the report of the Cabinet meeting held on 25 February 2014.

### **(1) Statements / Updates from Cabinet Members**

There were none.

### **(2) Recommendations on Policy Framework Documents**

#### **A Admission Arrangements for September 2015 for Surrey's Community and Voluntary Controlled Schools and Co-ordinated schemes**

The Cabinet Member for Schools and Learning was invited to present the report and thanked the School Admission / Transport team for the excellent job that they do in compiling this information.

[Please note that, following Esher CofE High School becoming an Academy on 1 March 2014, recommendation 7 has been withdrawn.]

#### **RESOLVED:**

That the following Admissions Arrangements for September 2015 for Surrey's Community and Voluntary Controlled Schools and Co-ordinated Schemes be approved:

- (1) A feeder link be introduced for Auriol Junior School for children attending The Mead Infant School for September 2015, as follows:
  - a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Children attending The Mead Infant School
  - d) Siblings not admitted under (c) above
  - e) Any other children
- (2) That tiered sibling criteria be introduced for Reigate Priory for September 2015, as follows:
  - a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Siblings for whom the school is the nearest to their home address
  - d) Non-siblings for whom the school is the nearest to their home address
  - e) Other siblings for whom the school is not the nearest to their home address
  - f) Any other children

- (3) That a feeder link be introduced for St Ann's Heath Junior School for children attending Meadowcroft Infant School for September 2015, in addition to the existing feeder link with Trumps Green Infant School, as follows:
- a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Siblings
  - d) Children attending Trumps Green Infant School or Meadowcroft Infant School
  - e) Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
  - f) Any other children
- (4) That a reciprocal sibling link be introduced between Meadowcroft Infant School and St Ann's Heath Junior School for September 2015 so that these schools would be described as being on a shared or adjoining site for applying sibling criteria.
- (5) That a reciprocal sibling link be introduced between Thames Ditton Infant and Thames Ditton Junior schools for September 2015 so that the schools would be described as being on a shared or adjoining site for applying sibling criteria.
- (6) That criteria for admission to nursery for two year olds who are eligible for the free extended provision be introduced for September 2015, as follows:
- a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Children who will have a sibling attending the nursery or the main school at the time of admission
  - d) Any other children
- (7) That, subject to Hinchley Wood School also agreeing changes to admission arrangements as they have proposed, the catchment area for Esher CofE High School be extended for September 2015 to include the whole of Claygate village. **(NOW WITHDRAWN)**
- (8) That admission priority based on a catchment be introduced for St Andrew's CofE (Controlled) Infant School for September 2015 so that, after siblings, children who live within the published catchment area for the school would receive priority for a place ahead of those who do not, as follows:
- a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Siblings
  - d) Children living within the catchment area of St Andrew's CofE Infant School
  - e) Any other children
- (9) That the Year 3 Published Admission Number for The Dawnay be decreased from 30 to 15 for September 2015.

- (10) That the Reception Published Admission Number for North Downs Primary School be decreased from 64 to 60 for September 2015.
- (11) That Bishop Wand CofE School, Saint Ignatius Roman Catholic School and St Andrew's Catholic School be added to the list of own admission authority schools which will be considered to admit local children when assessing nearest school for community and voluntary controlled schools in Surrey.
- (12) That Camelsdale Primary School in West Sussex be discounted for the purpose of applying the admission arrangements for community and voluntary controlled schools in Surrey.
- (13) That the Published Admission Numbers (PAN) for September 2015 for all other community and voluntary controlled schools be determined as they are set out in Annex 1 of Appendix 1 of the Cabinet report, which include the following changes:
  - i. Bell Farm Primary School – removal of Junior PAN
  - ii. Bishop David Brown – increase in PAN from 120 to 150
  - iii. Esher High School – increase in PAN from 210 to 240
  - iv. Holmesdale Community Infant - increase in Reception PAN from 90 to 120
  - v. The Hythe Community Primary – increase in Reception PAN from 30 to 60
  - vi. Manorcroft Primary - increase in Reception PAN from 58 to 60
  - vii. Meath Green Infant - increase in Reception PAN from 70 to 90
  - viii. Onslow Infant – increase in Reception PAN from 60 to 90
  - ix. St Ann's Heath Junior - increase in Junior PAN from 64 to 90
  - x. St Mary's C of E (VC) Infant – increase in Reception PAN from 25 to 30
  - xi. Stamford Green Primary – increase in Reception PAN from 60 to 90
- (14) That the remaining aspects of Surrey's admission arrangements for community and voluntary controlled schools for September 2015, for which no consultation was required, be agreed as set out in Appendix 1 and its Annexes of the Cabinet report.
- (15) That the Coordinated Admission Schemes for 2015/16 be agreed as set out in Annex 4 to Appendix 1, of the Cabinet report.

## **B Formation of Woking Joint Committee**

The Cabinet Member for Community Services commended the formation of a Woking Joint Committee and said that she hoped to see the formation of more joint committees of this kind across the County Council.

### **RESOLVED:**

- (1) That the establishment of a Woking Joint Committee to deal with both executive and non-executive functions from 1 June 2014, in place of the current Local Committee in Woking which will cease to function from that date, be approved.

- (2) That the current non-executive functions delegated to the Local Committee be delegated to the Woking Joint Committee.
- (3) That the relevant changes to the County Council's Constitution to enable the Joint Committee to be established and become operational, as set out in Appendix 3 of the submitted report be approved, and that the Constitution of the Woking Joint Committee, as set out in Appendix 2 of the submitted report, be noted and be annexed to the County Council's constitution.

**RESOLVED:**

That the report of the meeting of the Cabinet held on 25 February 2014 be adopted.

**21/14 SURREY PAY POLICY STATEMENT 2014 - 2015 [Item 10]**

The Leader of the Council introduced the report by stating that, in line with the Localism Act, the County Council was required to approve a Pay Policy Statement for publication on the Council's website.

**RESOLVED:**

That the Pay Policy Statement, Annex A to the submitted report, to be published on Surrey County Council's external website with effect from 1 April 2014.

**22/14 AMENDMENTS TO FINANCIAL REGULATIONS [Item 11]**

This report, together with the tabled amendments (Appendix C) was introduced by the Leader of the Council. He agreed to provide a response outside the meeting to the Chairman of Environment and Transport Select Committee on whether paragraph 3.9 also applied to grants.

**RESOLVED:**

That the Financial Regulations in Annex 1 of the submitted report, together with the tabled amendments, be approved, for inclusion into the Constitution of the Council.

**23/14 MINUTES OF THE MEETING OF THE CABINET [Item 12]**

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

[Meeting ended at: 12.45pm]

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**Chairman**

**ANNUAL REVIEW OF POLITICAL PROPORTIONALITY – 2014/15****Report of the Chief Executive**

1. The Council is asked to formally review the proportional political allocation of places on committees and to adopt a scheme of proportionality for the Council year 2014/15.
2. The Local Government and Housing Act 1989 requires local authorities to review committee membership and political representation annually.
3. By law, seats on committees must be allocated in proportion to the political composition of the Council. An authority can only decide that it wishes to adopt an arrangement other than a proportional one if no Member votes against it.
4. The number of seats of each group on the Council and the resulting percentages are as follows:

Conservative	Liberal Democrat	Residents' Association & Independent	UKIP	Other*
58	9	9	3	2
71.6%	11.11%	11.11%	3.7%	2.47%

\* The Local Government (Committees and Political Groups) Regulations 1990 require a constituted political group to be two or more members.

5. In determining the allocation of seats on ordinary committees, the proportion that each political group forms of the total membership of the Council is applied to the total number of elected Member seats on each committee. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in advantage to one political group, the aggregate membership of all the ordinary committees must also be in line with the proportions on the County Council.
6. With that in mind a scheme of proportionality for 2014/15 is attached at Annex 1.

**RECOMMENDATION**

That the committee sizes and scheme of proportionality as set out in Annex 1 be adopted for 2014/15.

**CONTACT**

Rachel Crossley  
Democratic Services Lead Manager

**TEL NO:**

020 8541 9993

**BACKGROUND PAPERS:**

Local Government and Housing Act 1989  
Proportional Representation Table  
Constitution of the Council

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## SCHEME OF PROPORTIONALITY 2014/15

	CON	LIB DEM	RA& IND	UKIP	Other	Total
SELECT COMMITTEES						
Overview and Scrutiny	11	2	2	0	0	15
Adult Social Care	9	1	1	1	0	12
Children & Education	9	1	1	0	1	12
Communities	9	1	1	0	1	12
Environment & Transport	10	2	2	1	0	15
Health Scrutiny	9	1	1	1	0	12
PLANNING & REGULATORY COMMITTEE	8	1	1	1	1	12
AUDIT & GOVERNANCE COMMITTEE	4	1	1	0	0	6
PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE	4	1	1	0	0	6
SURREY PENSION FUND BOARD	4	1	1	0	0	6
	77	12	12	4	3	108
<u>NON-PROPORTIONAL BODIES</u>						
MEMBER CONDUCT PANEL	7	1	2	0	0	10
<b>TOTAL</b>	<b>84</b>	<b>13</b>	<b>14</b>	<b>4</b>	<b>3</b>	<b>118</b>

**Note:** Local Committees comprise the County Councillors for the electoral divisions within each Borough/District area and are not therefore required to be politically proportional.

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***REVIEW OF MEMBERS' ALLOWANCES  
FOR 2014 to 2017***

Report of the Independent  
Remuneration Panel

25 April 2014

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# 1 INTRODUCTION

- 1.1 Under the Local Authorities (Members' Allowances)(England) Regulations 2003, the County Council is required to establish and maintain an Independent Remuneration Panel (IRP) to make recommendations to the Council about the allowances to be paid under its Scheme of Allowances. Whilst it is ultimately for the County Council to decide its Scheme, under the Regulations it must have regard to the advice of the IRP before making any changes.
- 1.2 Surrey's IRP consists of three members, Katherine Atkinson, Janet Housden and Cathy Rollinson (Chair), who between them have considerable experience in the areas of public and private sector management, human resources, consultancy services, education and charity work. They all live in Surrey, have no connections with Surrey County Council and are independent of any political party. Advice and support for the IRP's work is provided by Bryan Searle, Senior Manager (Scrutiny & Appeals) in Democratic Services.
- 1.3 The IRP has undertaken a detailed review of the County Council's existing Members' Allowances Scheme, which was agreed by the Council in July 2010. This report sets out the IRP's findings and recommendations.
- 1.4 The IRP believes it has established a sound methodology which takes into account
  - the local circumstances in Surrey;
  - the responsibility and time commitment of each role; and
  - the allowances paid by Surrey's comparator authorities.
- 1.5 The recommended allowances are felt to be a fair reflection of the remuneration appropriate for each role, and would achieve a cohesive and balanced Scheme of Allowances. If accepted the recommendations would result in a significant additional cost to the Council. This is because there have been no changes to the Scheme since 2010 (with the Basic Allowance unchanged since 2008), and the fact that the number of positions with a role profile, outlining the additional responsibilities involved, has increased. It should also be noted that there was an increase in the number of Councillors from 80 to 81 in May 2013.
- 1.6 In devising its methodology and making its recommendations, the IRP has sought to put forward an Allowances Scheme which is fair in terms of ensuring adequate recompense for Councillors who are prepared to take on the important role of representing their community and has a sound and logical basis, as well as being sensitive to the views of Surrey residents about the cost of local democracy. However, the IRP

recognises that the level of allowances set is a political decision for Members to make in the context of the current budget pressures.

### **Terms of Reference of the IRP**

- 1.7 The Terms of Reference of the IRP are set out at **Annexe 1**. In reviewing the Scheme, the IRP has had regard to the Guidance on the 2003 Regulations, which was issued at the time by the Office of the Deputy Prime Minister in conjunction with the Inland Revenue. The IRP has considered any changes there may have been to the roles and responsibilities of Members since its last report, and has also taken into account the need for the composition of the County Council to reflect more closely the population of Surrey. The recommendations contained in this report seek to address both of these issues.

## **2 SOURCES OF INFORMATION AND CONSULTATION UNDERTAKEN**

- 2.1 In order to inform its review, the IRP has collected information on the allowances schemes of other comparable authorities in the South East, as well as seeking the views of Members of the County Council. The comparator authorities used were the five largest counties (in terms of population) which are geographically closest to Surrey: Essex, Hampshire, Hertfordshire, Kent and West Sussex. This ensured that the comparator group was relevant to Surrey.
- 2.2 As part of its consultation for this review, the IRP has held face-to-face meetings or telephone discussions with the following groups or individuals:
- Leaders of all four political groups
  - Leader of the Council
  - Cabinet Members (3)
  - Cabinet Associates (3)
  - Local Committee Chairmen (discussion at a Chairmen's Group meeting)
  - Chairman of the Police & Crime Panel
  - Backbench Members (2) (in relation to childcare allowances)
  - Independent Person on the Member Complaints Panel
  - Head of Legal & Democratic Services (in relation to the Independent Person role)
- 2.3 The IRP has also drawn on its comprehensive knowledge of the County Council and Member roles from its previous reviews, which included observation of meetings, analysis of questionnaire responses and visits to other County Councils to discuss the operation of their schemes. The IRP acknowledges the need to consider the unique circumstances in Surrey, and believes that its experience of the County

Council has enabled it to make informed and robust judgements about the appropriate levels of allowances for the County Council.

- 2.4 The tables of comparative data are set out at **Annexe 2**.

### **3 CONTEXT**

- 3.1 The financial pressures facing public services in the current economic climate have been well documented nationally and locally, and the Council has stated clearly its need to make savings of £72 million in the 2014/2015 financial year. This will require difficult decisions to be made about the level of services provided. In making its recommendations, the IRP has taken into consideration this financial context. However, the IRP also acknowledges the Scheme of Allowances has not been revised since July 2010, and there has been no increase to the Basic Allowance since 2008.

### **4 METHODOLOGY**

- 4.1 The review examined the four categories of allowance within the overall Scheme:
- Basic Allowance
  - Special Responsibility Allowances
  - Childcare and Dependants' Carers' Allowances
  - Travel expenses and Subsistence Allowance
- 4.2 The amounts payable to Members are matters for local determination. This enables authorities to take full account of their particular circumstances, including the precise form of their Constitution, and to be directly accountable to their electorate.
- 4.3 The IRP has sought to establish a methodology which ensures that the basis for the recommended allowances is logical, transparent, easy to understand and robust as the starting point on which future adjustments could be based. In outline, the steps followed were as follows:
- Independent professional evaluation of the profiles for all Member roles to equate them to the senior manager salary structure in terms of responsibility levels (using the Hay evaluation methodology).
  - Determination of a notional Basic Allowance based on white-collar salaries in the County, time required to undertake the role of councillor, the level of responsibility and the voluntary public service element of the role.

- Determination of notional levels for each Special Responsibility Allowance, based on the level of the notional Basic Allowance, the results of the job evaluation process (relative differences between the role levels) and the time commitment for the role.
  - Moderation of the notional allowances, taking into account the level of allowances in the five largest South East counties in terms of population, giving a comparator group of six (including Surrey), as well as the evidence obtained from consultation.
- 4.4 When considering the time element of roles attracting an allowance, the IRP based its decisions on the average amount of time felt necessary to be able to undertake the required duties, not the time which Members *choose* to spend in the role, which will vary depending on individual circumstances.
- 4.6 The methodology is explained in more detail in **Annexe 2**.
- 4.7 In applying this methodology, the IRP was guided by the principle that operation of the Scheme should be kept as simple as possible. Therefore it has chosen not to reflect any variations there might be in the workload or responsibility of different roles for which there is a common role profile, for example different Cabinet portfolios. Similarly, it was agreed that any temporary fluctuations in workload or differences in working practices would not give rise to any changes to the allowances paid. Also, the IRP has not made any judgement about the performance of individual Councillors in their roles, although it recommends that performance should be assessed by Group Leaders, who should themselves devise a suitable system for assessment.

## 5 BASIC ALLOWANCE

- 5.1 The Basic Allowance is intended to recognise the time commitment of all Members, including such inevitable calls on their time as attendance at Council and other formal meetings, training/briefings, constituency work and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes for Council business. The allowance is not intended to be a financial incentive, but equally it should ensure that there is no *disincentive* to serving as a councillor for financial reasons, therefore helping to attract candidates from all sections of the community.
- 5.2 An explanation of the process to determine the recommended level of the Basic Allowance is set out in **Annexe 2**.

## 6 SPECIAL RESPONSIBILITY ALLOWANCES

- 6.1 The following extract is taken from the guidance on the Regulations for allowances, published in 2003:

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*'Special responsibility allowance (SRA) may be paid to those members of the council who have **significant** additional responsibilities, over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority's functions.*

*The Regulations do not limit the number of special responsibility allowances which may be paid, nor do the Regulations prohibit the payment of more than one special responsibility allowance to any one member.*

*However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance, the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of those roles, both in terms of responsibility and real time commitment, before deciding which will warrant the payment of a special responsibility allowance.*

*It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance should be paid.'*

Source: *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, Office of the Deputy Prime Minister (2003)

- 6.2 Under the Scheme of Allowances agreed in 2010, the number of Special Responsibility Allowances paid by the County Council (excluding allowances for political roles, which are for the parties to decide within the per capita budget for each group) was 43. This represented 53.7% of the 80 Councillors in the previous Council. At the Council meeting on 21 May 2013, the decision was taken to merge two Select Committees to create the Children & Education Select Committee, reducing the number of SRAs by two. At the same meeting, Pensions Fund Board Chairman and Vice-Chairman posts and four new Cabinet Associate posts were created. A further new post, Lead Member for Scrutiny of the Police & Crime Commissioner has also been evaluated as part of this review, increasing the number of SRAs to 47. Following the recent boundary review, there are now 81 County Councillors, and the total of 47 SRAs represents 58% of all Councillors. In the light of the Guidance quoted above, the Council should consider whether paying Special Responsibility Allowances to a majority of its Members can be justified to the residents of Surrey.

## Role Evaluation

- 6.3 Role profiles for the County Councillor role and the positions of Leader, Deputy Leader, Cabinet Member, Cabinet Associate, Chairman of the Council, Vice-Chairman of the Council, and committee chairmen and vice-chairmen are set out in the Council's Constitution. New specific profiles for the role of the Chairman and Vice-Chairman of the Pension Fund Board, and the Lead Member for Scrutiny of the Police & Crime Commissioner have also been created.
- 6.4 In order that the IRP's view of the relative responsibilities of each role, based on interview evidence and observation, could be backed-up by further objective assessment, the agreed role profiles were submitted to the Council's Human Resources team for evaluation. The roles were evaluated using the Hay Group methodology, an established and commonly-used process for measuring jobs by relative size, nature and importance. This is the methodology used by the Council for evaluating officers' job profiles, and provides a consistent and objective framework to determine the relative importance and value of different roles and the relationships between them. The Hay process evaluates roles, not people, against three factors: know-how; problem-solving; and accountability. Hay evaluation is carried out by appropriately trained and accredited staff, and the results provided to the IRP are their professional judgement, based on the existing role profiles agreed by the County Council.
- 6.5 The Hay evaluation process enabled each of the Councillor roles to be equated to a position on the County Council's Senior Managers' Pay Structure - this was to reflect the responsibility involved in the role rather than to suggest an appropriate value for the allowance.
- 6.6 The results of the evaluation process are set out in **table 1 of Annexe 2**.

## Vice-Chairmen of Committees

- 6.7 The IRP has previously recommended that an SRA should not be paid to vice-chairmen of committees on the grounds that, whilst there may be an additional time commitment, the role does not represent **significant** additional responsibility. The evaluation of the recently developed role profiles carried out as part of this review suggests that the role does carry additional responsibility and therefore, in line with the IRP's methodology, should attract an SRA. However, it should be noted that Surrey is unusual amongst its comparator group in paying an SRA to vice-chairmen. In light of the overall number of SRAs paid, the Council should consider whether it is desirable to continue to pay allowances to vice-chairmen (or introduce new allowances) when faced with the need to find significant budget savings in the coming years.

## 7 CALCULATING ALLOWANCES – THE THREE STAGE APPROACH

7.1 In determining its recommendations for the levels of Basic and Special Responsibility Allowances, the IRP applied a three-stage approach which involved

- (a) Calculation of notional allowances for each role based on the median salary for white collar workers in the County, the time commitment required for each role and the responsibility level;
- (b) Consideration of the rates paid by authorities in the County Council's comparator group; and
- (c) Determination of recommended allowance levels based on analysis of these internal and external factors.

### Stage 1: Internal Calculation

7.2 Notional Special Responsibility Allowances were determined by establishing a daily rate equivalent for the Basic Allowance based on the median white-collar salary in Surrey and an adjustment to recognise the voluntary element of the role. A calculation taking into account the responsibility level and time required for each SRA role was then undertaken, and the outcome was then subjected to external comparison under stage 2 of the process. The time commitment for the County Councillor role was determined as being 18 hours (or 2.5 days) per week, based on previous consultation with Members. The notional allowances are set out in **table 2 of Annexe 2**.

### Stage 2: External Comparison

7.3 The IRP focused its comparisons on the five largest counties (in terms of population) which either border Surrey or are near-neighbours, as it was felt that their circumstances (in terms of organisational complexity and location near London) more closely reflected the position in Surrey. The five counties are:

- Essex
- Hampshire
- Hertfordshire
- Kent
- West Sussex

7.4 The results of the comparison process are set out in **table 3 of Annexe 2**.

7.5 This process revealed some significant differences between the notional allowances established through the internal calculation at Stage 1 and the 'market rate' amongst the councils in the comparator group, notably for committee chairmen. The position for Local

Committee chairmen was influenced by the fact that only one other Council amongst the group of six (Essex) has local committee arrangements, which differ considerably from those in Surrey. It is also important to note that in Surrey the Council provides additional 'hidden' benefits such as pension contributions and the supply of computers and telephone lines, which several other councils expect Members to provide for themselves out of their Basic Allowance. However, the IRP acknowledges that after the recent Government announcement, Members will not be eligible for the Pension Scheme following the next elections.

### **Stage 3: Recommended Allowances**

- 7.6 In order to reflect both the local circumstances in Surrey (Stage 1) and the position externally within the comparator group (Stage 2), the IRP recommends that the Basic Allowance and Special Responsibility Allowances should be set at the mid-point between the notional level and the median of the six authorities in the comparator group. The recommended levels of allowance are set out in **table 4 of Annexe 2** and summarised in section 10 of this report:
- 7.7 As already stated, it should be noted that the existing allowances have not been reviewed since 2010, and the level of the Basic Allowance has been unchanged since 2008.
- 7.8 These stages are described in detail in **Annexe 2**. As this methodology has been applied consistently to all the roles, the recommended allowances are interdependent. Therefore any adjustments to individual recommendations would impact negatively on the overall cohesiveness of the Scheme.

## **8 OTHER ALLOWANCES/EXPENSES**

### **Officers of Political Groups**

- 8.1 The IRP has reviewed the allowances paid to minority groups and recommends that the existing payment of £170 for each group member should remain unchanged.

### **Travel**

- 8.2 The car and motorcycle rates are currently linked to the HM Revenue and Customs maxima of 45p (25p for mileage in excess of 10,000) and 24p per mile respectively. Any payment above the level of 45p per mile is considered to be 'a benefit in kind' and is therefore subject to tax. The rates were reviewed in 2011 and are in line with those received by staff, and the IRP therefore recommends that they remain unchanged.

- 8.3 The current cycle allowance is 20p per mile for business journeys, and the IRP recommends that this rate be maintained.

### **Subsistence**

- 8.4 The current allowances for daytime and overnight subsistence are the actual expenditure incurred up to the following limits:
- (a) Breakfast Allowance (more than 4 hours away from normal place of residence before 11.00am e.g. 7 am - 11 am) **£5.30**;
  - (b) Lunch Allowance (more than 4 hours away from the normal place of residence including a lunchtime between 12 noon and 2.00pm e.g. 10 am - 2 pm; 12 pm - 4 pm) **£7.25**;
  - (c) Tea Allowance (more than 4 hours away from the normal place of residence including the period 3.00pm to 6.00pm e.g. 2 pm - 6 pm) **£2.90**;
  - (d) Evening Meal Allowance (more than 4 hours away from the normal place of residence ending after 7.00pm e.g. 4 pm - 8 pm; 5 pm - 9 pm) **£9.00**.
  - (e) For absence overnight (deemed to cover a continuous period of 24 hours) from the usual place of residence, **£85.80**, or where the absence overnight is in London or for attending an approved conference, **£97.85**.

- 8.5 The rates are in line with those received by staff, and the IRP therefore recommends that they remain unchanged.

### **Co-Opted Members**

- 8.6 Co-opted members of committees may claim travel expenses but do not currently receive an allowance, and the IRP recommends that this position be maintained.

### **Childcare and Dependants' Carers' Allowances**

- 8.7 Under the current Scheme, Members can claim expenses incurred in providing childcare arrangements for children for whom they have parental responsibility to enable them to attend an approved duty, subject to the following requirements:

- (a) that payment is made to someone other than a close relative;
- (b) that payments for the care of children under eight are restricted to registered childminders and other statutory approved childcare providers;

- (c) that payments are restricted to the care of children who normally reside with the Member, up to their fourteenth birthday;
  - (d) that no payments are made for the care of children of compulsory school age during school hours, except where the child is absent from school due to illness.
- 8.8 Feedback received as part of the current review of allowances and during consultation on previous reviews has highlighted the fact that the condition which requires the use of registered childminders or other statutory approved childcare providers is unnecessarily restrictive. For example, as part of their role many Members attend parish council meetings or other evening meetings relating to their division, and it would be difficult to meet this condition as approved providers or registered childminders may not be available in the evenings or at short notice. The more likely scenario is that Members will ask a member of the family or a friend or neighbour to look after their child or children for them, and they may or may not incur costs as a result. If costs are incurred, Members are not currently entitled to claim and will therefore be out-of-pocket for those duties. Relaxation of this condition to allow use of friends or neighbours for childminding would remove what may be a disincentive for people with young families putting themselves forward as candidates.
- 8.9 The Ofsted factsheet, '*Childminding Between Friends*', explains the legal position in relation to the need for childminders to be registered as follows:
- 'The law usually requires people to register as childminders where they provide care for children under the age of eight in their own home or someone else's home (not the children's own home) for more than two hours a day for reward.*
- The law also says that people who look after a child or children in the home of one of the child's parents do not usually need to register with us to do this.'*
- 8.10 This confirms that payment can be made to unregistered childminders, as long as the childminding takes place in the child's or children's own home. The IRP therefore recommends that Members should be able to claim for childminding costs incurred during the performance of approved duties on behalf of the County Council where payment is not to a close relative and the childcare takes place in the Members' own home. Requirement (b) above should therefore be amended as follows:
- (b) that payments for the care of children under eight are restricted to registered childminders and other statutory approved childcare providers, **unless the childcare takes place in the Members' own home**;

- 8.11 The current rates are £6.75 per hour for childcare and £14.50 per hour for the care of dependant adults and children. The IRP noted that only a few Councillors made use of these allowances but nevertheless remains of the view that the provision of these allowances is important in encouraging participation in the Council's activities from both existing and future councillors and meeting the aim of attracting candidates from all sections of the community. The IRP suggests that the hourly rate for the care of dependants should remain unchanged at £14.50 per hour, but strongly recommends that the childcare allowance should be increased to £8.00 per hour (per child). In both cases these are the maximum rates which can be claimed, and any claims made should be for the actual cost or the hourly rate, whichever is lower.

## **9 APPROVED DUTIES**

- 9.1 The list of approved duties, which determines the types of meetings or visits for which travel and subsistence expenses can be claimed, is set out in **Annexe 3**. The IRP does not feel that any changes to this list are necessary.

## **10 RECOMMENDATIONS**

- 10.1 In recommending a revised Scheme of Allowances, the IRP has applied a robust methodology which takes into account the responsibility inherent in the role (based on the Hay evaluation of the agreed role profiles), the time required to perform the roles and the allowances paid by the other authorities in the comparator group. The IRP recognises the financial challenges faced by the County Council, but also acknowledges that there have been no changes to the Scheme since 2010 and that the Basic Allowances has remained unchanged since 2008.
- 10.2 In the light of the current budget pressures, the IRP suggests that the Council considers three options when agreeing its Scheme of Allowances:
- (a) Make no changes to the existing Basic and Special Responsibility Allowances at this time, with the recommended allowances being applied following the elections in 2017. Allowances for new SRA roles such as the Cabinet Associates, the Lead Member for Scrutiny of the Police & Crime Commissioner and Local Committee Vice-Chairmen, could still be approved for inclusion in the current Scheme.
  - (b) Agree all the recommended changes to the Scheme with immediate effect, with any increases back-dated to the date of the Annual General Meeting on 21 May 2013 and decreases implemented from 6 May 2014.

- (c) Agree a phased implementation of the changes, with 50% of any changes applied immediately (with any increases back-dated to the Annual General Meeting on 21 May 2013) and the remaining 50% applied from the date of the AGM in May 2015.

10.3 The costs of Basic and Special Responsibility Allowances in 2014/2015 for the three options above would be as follows:

Option (a) £1,356,001\*

Option (b) £1,517,544 (+ £161,543)

Option (c) £1,451,078 (+ £95,077)\*\*

\* This figure includes the interim payments of £5,000 made to the four Cabinet Associates in 2013/2014.

\*\* This figure assumes new SRAs are paid in full in 2014/15

10.4 The IRP **RECOMMENDS:**

(a) **That the Council approves the following allowances:**

**BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES**

<b>ANNUAL ALLOWANCES (and number of recipients)</b>	<b>Present Allowance</b>	<b>Recommended Allowance</b>
Basic Allowance (81)	£11,791	<b>£12,418</b>
Leader of the Council (1)	£27,000	<b>£35,548</b>
Deputy Leader (1)	£19,500	<b>£30,333</b>
Cabinet Member (8)	£16,500	<b>£22,151</b>
Cabinet Associate (4)	-*	<b>£10,553</b>
Select Committee Chairmen (including Council Overview & Scrutiny and Health Scrutiny) (6)	£10,000	<b>£7,827</b>
Planning & Regulatory Committee Chairman (1)	£10,000	<b>£7,827</b>
Audit & Governance Chairman (1)	£9,000	<b>£7,827</b>



<b>ANNUAL ALLOWANCES</b> (and number of recipients)	<b>Present Allowance</b>	<b>Recommended Allowance</b>
Lead Member for Scrutiny of the Police & Crime Commissioner (1)	-	<b>£7,827</b>
Local Committee Chairmen (11)	£6,000	<b>£7,827</b>
Pension Fund Board Chairman (1)	-	<b>£4,715</b>
Pension Fund Board Vice-Chairman (1)	-	<b>£1,339</b>
Committee Vice-Chairmen (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit) (8)	£3,000	<b>£1,339</b>
Local Committee Vice-Chairmen (11)	-	<b>£1,339</b>
Chairman of Council (1)	£15,000	<b>£17,251</b>
Vice-Chairman of Council (1)	£5,000	<b>£7,669</b>
Officers of Political Groups	£170 per Member	<b>No Change</b>

\* Cabinet Associates received an interim payment of £5,000 in 2013/2014.

- (b) **That, the Council agrees one of the following options for implementation of the changes to the Basic and Special Responsibility Allowances:**
- (i) **all changes to the existing Basic and Special Responsibility Allowances deferred and implemented with effect from the start of the new Council in 2017.**

- (ii) all changes implemented with immediate effect, with any increases back-dated to the Annual General Meeting on 21 May 2013.
- (iii) 50% of all changes applied immediately, with any increases back-dated to the Annual General Meeting on 21 May 2013, and the remaining 50% applied from the date of the AGM in May 2015.

[NOTES: If option (i) is adopted, the Council could still agree allowances for new SRA roles such as the Cabinet Associates, the Lead Member for Scrutiny of the Police & Crime Commissioner, Pension Fund Board Chairman and Vice Chairman and Local Committee Vice-Chairmen for inclusion in the current Scheme. If option (ii) or (iii) is adopted, any reductions in SRAs should be effective from 6 May 2014 and not back-dated. As Cabinet Associates have already received an interim payment of £5,000 in 2013/2014, this would need to be taken into account in any back-dating of allowances.]

- (c) That other allowances within the Scheme be set as follows:

#### OTHER ALLOWANCES

	Present	Recommended
Travel (cycles/motorcycles/ cars)	20p/24p/45p per mile	<b>No change, based on maintaining link to HM Revenue &amp; Customs maxima</b>
Passenger rate	5p per mile	<b>No Change</b>
Subsistence (breakfast, lunch, tea and evening meal)	£5.30/£7.25/£2.90/ £9.00	<b>No Change</b>
Overnight (outside London/ London)	£85.80/£97.85	<b>No Change</b>
Co-optees	None	<b>No Change</b>
Childcare	£6.75 per hour	<b>Up to a maximum of £8.00 per hour (per child)</b>
Care of Dependants	£14.50 per hour	<b>Up to a maximum of £14.50 per hour</b>

**(d) That the increase to the Childcare Allowance to a maximum of £8.00 per hour be effective from 6 May 2014.**

**(e) That the requirement for Members to use registered childminders for the care of their child or children whilst carrying out an approved duty be amended as follows:**

‘that payments for the care of children under eight are restricted to registered childminders and other statutory approved childcare providers, **unless the childcare takes place in the Members’ own home.**’

**(f) That the agreed Scheme of Allowances remain in place until May 2017, subject to an annual review by the Independent Remuneration Panel to take account of any changes to roles and responsibilities.**

[NOTE: Under the Local Authorities (Members’ Allowances)(England) Regulations 2003, the Council is required to have regard to the recommendations of its Independent Remuneration Panel before any changes can be made to the Scheme of Allowances.]

**(g) That the performance of Members receiving a Special Responsibility Allowance should be assessed by Group Leaders, who should themselves devise a suitable system for carrying out the assessments.**

Katherine Atkinson  
Janet Housden  
Cathy Rollinson (Chair)

25 April 2014

**INDEPENDENT REMUNERATION PANEL**  
**MEMBERSHIP AND TERMS OF REFERENCE**

**Membership:**

The members of the IRP are:

**Katherine Atkinson**

Joined in 2009. Chief Executive of RAISE (a regional support charity for the voluntary sector in the South East of England). Previously Chief Executive of the Campaign for National Parks and a voluntary sector management consultant. Chairman of the Guildford Symphony Orchestra. Former Head of Human Resources at Voluntary Service Overseas.

**Janet Housden**

Joined in 2005. Chairman of Governors of the Ashcombe School, Dorking. Former Independent Member of Surrey Police Authority and Chairman of the Citizens' Advice Bureau, Dorking. Former Research Fellow, Surrey University.

**Cathy Rollinson (Chair)**

Joined in 2007. Chair of Cherchefelle Housing Association. Previously Chair of East Surrey Health Authority and Surrey Oaklands NHS Trust. Former Trustee of SeeAbility

**Terms of Reference:**

1. To review the County Council's Members' Allowances Scheme, taking into account the roles and responsibilities of Members (both in the Council and in serving their communities) set out in the County Council's agreed role profiles. The Panel will particularly have regard to:
  - (a) comparative data on the allowances paid by other similar local authorities; and
  - (b) the need for the composition of the Council to better reflect the population of Surrey.

2. To make recommendations to the Council on:
  - (a) the amount of Basic Allowance which should be paid to all Members;
  - (b) the responsibilities or duties for which Members should receive Special Responsibility Allowances and the amount of such allowances;
  - (c) the amount of the Childcare and Dependants' Carers' Allowances;
  - (d) Travelling and Subsistence Allowances;
  - (e) Co-optees' Allowances;
  - (f) whether payment of allowances should be backdated to the beginning of the financial year;
  - (g) which Members are entitled to pensions in accordance with a scheme made under Section 7 of the Superannuation Act 1972;
  - (h) whether Basic Allowance or Special Responsibility Allowances, or both, are treated as amounts for which pensions are payable;
  - (i) whether any allowances should be withheld if a Member is wholly or partially suspended;
  - (j) whether adjustments to the level of allowances should be determined according to an index, and if so, which index and how long that index should apply.

## PROCESS FOR DETERMINING RECOMMENDED ALLOWANCES

### Determination of the Basic Allowance

- 1 In order to establish a Basic Allowance which is reflective of salary rates for a comparable group of people in the County, the IRP used the median salary level for full-time white-collar workers resident in Surrey as the basis for its calculations. The median is determined by ranking all the values in a sample and choosing the one in the middle, whereas the average (or mean) is arrived at by adding up the totals and dividing them by how many there are. The median is the preferred measure of the Office for National Statistics as it removes the extremes in terms of highs and lows from the calculation. The median salary for this group of workers is currently £39,572pa, up from £37,596 in 2012.
- 2 In calculating the Basic Allowance, it is also recognised that there is a public service element to the role, and that therefore a proportion of a councillor's time is given on a voluntary basis. This element is known as the 'public service discount', and the rate applied by councils varies nationally. Rates of 33.33% or 40% are most commonly applied, and the IRP was of the opinion that a discount of one third, or 33.33%, was a reasonable adjustment to make to reflect the voluntary element of the role.
- 3 The IRP also considered the time commitment required to fulfil the role. Based on their knowledge of the role, previous consultation with Members and information from the comparator authorities, the time commitment for the County Councillor role was determined as being 18 hours (or 2.5 days) per week or 0.5 of a full-time equivalent.
- 4 Using these figures, the following calculation was used to determine the **notional** Basic Allowance of £13,191:

$$£39,572^1 - 33.33\%^2 = £26,381\text{pa} \times 0.5^3 = £13,191$$

<sup>1</sup> median salary for white-collar workers in Surrey

<sup>2</sup> public service discount

<sup>3</sup> adjustment for full-time equivalent

- 5 This figure is described as 'notional' as it is a purely Surrey-based figure which takes no account of the level of allowances in the comparator authorities. It is not, therefore, the IRP's recommended level of allowance. The process for external comparison is described in paragraphs 12 to 14 of this annexe and the IRP's recommended allowances are set out in section 10 of the main report.

## Role Evaluation

- 6 Using the Hay Group methodology described in paragraphs 6.4 and 6.5 of the report, the County Councillor role was evaluated as equivalent to a senior manager on grade SP13. Using this role as the baseline, the IRP was then able to use the percentage increase in the minimum salary for each point on the scale to determine the differences in the responsibility levels between each role. This was then used to calculate a multiplier which could be applied to each Special Responsibility Allowance. For example, the percentage increase between the minimum salary for SP13 and the minimum salary for point 14A (the responsibility level to which a committee chairman is equated) is £6,107, or 11%. The multiplier for the role of committee chairman is therefore 1.11 of the Basic Allowance paid to all Members in their County Councillor role.
- 7 The results of this evaluation and the appropriate multiplier for each SRA role are shown in the table below:

Officer Job Type	Senior Mgt Grade	Pay £ Min	Pay £ Max	Multiplier (responsibility level)	Member Role
Senior Manager	SP13	55,185	66,344	1	County Councillor, Cabinet Associate, Committee Vice-Chairman (all)
	14A	61,292	76,997	1.11	Committee Chairman (all), Lead Member for Scrutiny of the Police & Crime Commissioner
	14B	76,083	90,169	1.38	Vice-Chairman of Council, Pension Board Vice-Chairman
Head of Service	15B	76,083	90,967	1.38	Chairman of Council, Pension Board Chairman
	15C	87,691	103,717	1.59	Cabinet Member
	15D	101,421	120,278		
Strategic Director	16E	116,434	140,851	2.11	Deputy Leader
	16F	127,418	151,943	2.31	Leader
	16G	149,386	178,561		
Chief Executive	CX	209,684	232,383		

**Table 1**

## CALCULATING ALLOWANCES – THE THREE STAGE APPROACH

- 8 In determining its recommendations for the levels of Basic and Special Responsibility Allowances, the IRP applied a three-stage approach which involved
- (a) Calculation of notional allowances for each role based on the median salary for white collar workers resident in the County, the time commitment for each role and the responsibility level;
  - (b) Consideration of the rates paid by authorities in the County Council's comparator group; and
  - (c) Determination of recommended allowance levels based on analysis of these internal and external factors.

These stages are described in detail below. As this methodology has been applied consistently to all the roles, the recommended allowances are interdependent. Therefore any adjustments to individual recommendations would impact negatively on the overall cohesiveness of the Scheme.

### Stage 1: Internal Calculation

- 9 Paragraph 1 above explains how the median salary for white-collar workers in the County (£39,572) was used to determine a notional Basic Allowance of £13,191 by deducting one third to recognise the voluntary element of the role and then making a further adjustment to reflect the fact that the number of hours necessary to carry out the County Councillor role is 18, or 0.5 of a full-time equivalent. By taking the figure of £26,381 (the Surrey median of £39,572 minus 33.33%) and dividing it by five, a daily rate equivalent of £5,276 was established. This was then used in the calculation of allowances by determining a figure for the amount of time required each week to carry out a role (eg the 'backbench' Councillor role requires 0.5 of a week, or 2.5 days per week, so  $0.5 \times £26,381 = £13,191$ ). The multiplier (the adjustment to take account of the responsibility level) shown in the table on the previous page can then be applied to establish a notional SRA for each role by using the following calculation:

$$\begin{aligned} &\text{Basic Allowance at daily rate} \times \text{SRA time} \times \text{responsibility level} \\ &= \text{notional SRA} \end{aligned}$$

- 10 The notional allowances determined using this calculation are shown in the following table:



<b>Role</b>	<b>Daily Rate</b>	<b>Days per Week</b>	<b>Multiplier (responsibility level)</b>	<b>Notional Allowance</b>
County Councillor (Basic Allowance)	£5,276	2.5	1	£13,191
Leader of the Council	£5,276	3	2.31	£36,548
Deputy Leader	£5,276	3	2.11	£33,397
Cabinet Member	£5,276	3	1.59	£25,153
Cabinet Associate	£5,276	2	1	£10,553
Committee Chairman (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit, and Lead Member for Scrutiny of the Police & Crime Commissioner)	£5,276	1	1.11	£5,860
Local Committee Chairman	£5,276	1	1.11	£5,860
Pension Fund Board Chairman	£5,276	0.5	1.38	£3,637
Pension Fund Board Vice-Chairman	£5,276	0.25	1.38	£1,819
Committee Vice-Chairman (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit)	£5,276	0.37	1	£1,952
Local Committee Vice-Chairman	£5,276	0.37	1	£1,952
Chairman of Council	£5,276	2.5	1.38	£18,186
Vice-Chairman of Council	£5,276	1	1.38	£7,274

- 11 The time commitment required for each role attracting an SRA was determined by using evidence from questionnaire responses, interviews with Councillors in different roles, and the observations and knowledge of IRP members. The IRP recognises that the time taken to carry out a role can vary between Members and over time depending on workloads and other factors. The Leader, Deputy Leader and Cabinet Members, for example, will often spend more than 3 days per week in their roles, but that is likely to be at the expense of the time available to carry out their backbench role – this in effect means that they are notionally receiving an over-payment in their Basic Allowance. Overall, the levels were felt to be a fair reflection, based on the evidence received.
- 12 It is worth noting that, based on the IRP’s determination of the time required to undertake the roles in Table 2 above, the cumulative time commitment for Members also undertaking an SRA role can be quite significant. For example, the time commitment for the Leader, Deputy Leader and Cabinet Members is 5.5 days per week, based on 2.5 days for their County Councillor role and 3 days for their SRA role.

## **Stage 2: External Comparison**

- 13 The IRP focused its comparisons on the five largest counties (in terms of population) which either border Surrey or are near-neighbours, as it was felt that their circumstances (in terms of organisational complexity and location near London) more closely reflected the position in Surrey. The five counties are:
- Essex
  - Hampshire
  - Hertfordshire
  - Kent
  - West Sussex
- 14 The median rate for the Basic Allowance and each SRA role was established by looking at the allowances paid in the above five authorities plus Surrey, and the following table shows the results of this exercise and the comparison with the notional allowances established under stage one of the process:

<b>Role</b>	<b>Notional Allowance</b>	<b>Median of Comparator Group</b>
County Councillor (Basic Allowance)	£13,191	£11,646
Leader of the Council	£36,548	£34,548
Deputy Leader	£33,397	£27,270
Cabinet Member	£25,153	£19,149
Cabinet Associate	£10,553	£10,553
Committee Chairman (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit, as well as Lead Member for Scrutiny of the Police & Crime Commissioner)	£5,860	£9,735
Local Committee Chairman	£5,860	N/A
Pension Fund Board Chairman	£3,637	N/A
Pension Fund Board Vice-Chairman	£1,819	N/A
Committee Vice-Chairman (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit)	£1,952	£726
Local Committee Vice-Chairman	£1,952	N/A
Chairman of Council	£18,186	£16,317
Vice-Chairman of Council	£7,274	£8,063

**Table 3**

- 15 This process revealed some significant differences between the notional allowances established through the internal calculation at Stage 1 and the 'market rate' amongst the councils in the comparator group, notably for committee chairmen. The position for Local Committee chairmen was influenced by the fact that only one other Council amongst the group of six (Essex) has local committee arrangements, which differ considerably from those in Surrey. Similarly, only one other Council (Hampshire) pays an allowance to the Pension Fund Board Chairman. It is also important to note that in Surrey the Council provides additional 'hidden' benefits such as pension contributions and the supply of computers and telephone lines, which several other councils expect Members to provide for themselves out of their Basic Allowance.

### Stage 3: Recommended Allowances

- 16 In order to reflect both the local circumstances in Surrey (Stage 1) and the position externally within the comparator group (Stage 2), the IRP recommends that the Basic Allowance and Special Responsibility Allowances should be set at the mid-point between the notional level and the median of the six authorities in the sub-group. Where there are insufficient relevant comparators, the IRP has made a judgement about the appropriate level of allowance. The recommended levels of allowance are summarised in the following table:

<b>Role</b>	<b>Current Allowance</b>	<b>Recommended Allowance</b> (mid-point between notional allowance and median of comparator councils)
County Councillor (Basic Allowance)	£11,791	<b>£12,418</b>
Leader of the Council	£27,000	<b>£35,548</b>
Deputy Leader	£19,500	<b>£30,333</b>
Cabinet Member	£16,500	<b>£22,151</b>
Cabinet Associate	-*	<b>£10,553</b>
Committee Chairman (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit, as well as Lead Member for Scrutiny of the Police & Crime Commissioner)	£9,000/£10,000	<b>£7,827</b>

<b>Role</b>	<b>Current Allowance</b>	<b>Recommended Allowance</b> (mid-point between notional allowance and median of comparator councils)
Local Committee Chairman	£6,000	<b>£7,827</b>
Pension Fund Board Chairman	-	<b>£4,715</b>
Pension Fund Board Vice-Chairman	-	<b>£1,339</b>
Committee Vice-Chairman (Select Committees (including Council Overview & Scrutiny and Health Scrutiny), Planning and Audit)	£3,000	<b>£1,339</b>
Local Committee Vice-Chairman	-	<b>£1,339</b>
Chairman of Council	£15,000	<b>£17,251</b>
Vice-Chairman of Council	£5,000	<b>£7,669</b>

**Table 4**

- 17 In the absence of external comparators for the Local Committee Chairman and Vice-Chairman roles, the IRP has determined that these posts should receive SRAs of £7,827 and £1,339 respectively. This figure is the mid-point between the figures indicated using the IRP's methodology and the median of the comparators' allowance for Committee Chairmen and Vice-Chairmen.

**APPROVED DUTIES**

**Approved duties are those activities for which Members are entitled to claim travel and subsistence expenses. The list of approved duties is as follows:**

- (a) a meeting of the Council, the Cabinet (or a Cabinet Member meeting), any committee, or any formally constituted task groups or panels appointed by the Council, the Cabinet or any committees;
- (b) any other meeting (including, for example, a site visit or tour or induction or training seminar) convened by the Council, the Cabinet or a committee, or convened by the Chairman of the Council, the Cabinet or committee acting on their behalf (but not a meeting convened by an officer of the Council), provided that it is a meeting to which members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (c) attendance by the Chairman of the Cabinet or a committee at a meeting of any Task Group of the Cabinet or that committee of which he/she is not a member;
- (d) attendance by a non-member of the Cabinet, a committee or task group in the following circumstances:
  - (i) an item on the agenda in which they have a local interest and on which, with the Chairman's consent, they would wish to speak;
  - (ii) an Original Motion in their name which stands referred to the Cabinet or a committee under Standing Orders;
  - (iii) an item on the agenda of which they have given notice under Standing Orders; or
  - (iv) a question of which they have given notice under Standing Orders.

and where advance notice has been given to the Democratic Services Lead Manager.

- (e) attendance by an individual or named group of Members especially appointed by the Cabinet or a committee or task group to examine a particular problem or site or to meet representatives of other organisations or individuals as part of an agreed programme of activity;

- (f) attendance by Members at local briefing meetings at the invitation of an officer of the Council, provided that members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (g) attendance by Members at public consultation meetings on significant matters of policy or service change, provided that members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (h) attendance by Members at joint briefings on the business to be transacted at committee meetings, organised by officers under the Member/Officer Protocol, provided that members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (i) attendance at County Hall or elsewhere by -
  - (i) the Chairman or Vice-Chairman of the Council;
  - (ii) the chairmen and vice-chairmen of committees;
  - (iii) Cabinet Members.

for the purpose of agenda planning and 'call-over' prior to a meeting; conferring with officers; visiting County establishments; inspecting sites; or being engaged in a similar manner directly in connection with the discharge of any of the functions -

- (i) of their respective offices; or
  - (ii) of their respective committees.
- (j) meetings held in connection with Local Ombudsman investigations; provided that they are meetings to which members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
  - (k) a meeting of the Local Government Association, or of any committee, or other Member group of the Association to which a Member of the Council has been duly appointed;
  - (l) attendance as a duly appointed County Council representative or nominee at meetings of those bodies listed in Appendix 1. *[Appendix not attached]*.

- (m) visits by Members to County Council establishments including children's homes, other social services' residential establishments and special schools in accordance with a pre-determined rota;
- (n) meetings between leaders of the political groups;
- (o) meetings of parish and town councils and residents associations;
- (p) attendance at official openings at the specific invitation of the Chairman or Vice-Chairman of the County Council;
- (q) attendance at formally arranged meetings with officers or representatives of external organisations to discuss a significant issue relating to a County Council service or affecting the Member's Electoral Division.
- (r) Attendance at a meeting with a constituent from the Member's own Division in direct response to a request about County Council services.



County Council Meeting – 6 May 2014

## REPORT BACK FROM CABINET ON REFERRED MOTION

1. At its meeting on 22 April 2014, the Cabinet considered a Motion in the name of Mr Stephen Cooksey referred to it by the Council on 10 December 2013.

The Motion was as follows:

'This council notes:

- a) the current consultation on Surrey County Council's Home to School Transport Policy, the stated intention of which in advance was that "Surrey County Council is not proposing any change to its home to school transport policy for 2015."

and

b) concerns by Surrey residents including:

- i) the discouragement that the present system gives to parents returning to full time work, given the Coalition Government's focus on getting people off benefits and into work. At present if parents cease to receive maximum Working Tax Credit or a child ceases to qualify for free school meals, Home to School Transport stops immediately.
- ii) the difficulties in obtaining school transport by children living in rural parts of Surrey, especially for pupils wanting to go to their nearest school within the Borough or District where they live, where there are community ties, but who live close to Borough or District or County boundaries.
- iii) the difficulties caused by the nearest school to a child's home being denominational when a child is of a different religion.
- iv) people being denied free Home to School Transport when the shortest practical route is far longer than the distances used under the qualifying criteria because there are major physical obstacles (such as railway lines, major roads and reservoirs).
- v) the difficulties caused to children who live more than 3 miles from any school but who are denied free transport to the parent's school of choice because the parents have not opted for the nearest school.
- vi) the difficulties caused when a child does not live in a school's catchment area, even though it is their nearest school.

Council calls for a Members' Start and Finish Task Group to be established to assess the findings of the consultation, the concerns above and any other relevant concerns with the aim of reaching recommendations to resolve as many of the concerns as possible and report back to the Children and Education Select Committee.'

2. Mr Stephen Cooksey addressed the Cabinet on the motion referred from the meeting of Council on 10 December 2013.
3. The response to this motion was considered as part of the discussion on Home to School Transport Policy 2015 and a written response was also tabled (Appendix 1)
4. It was agreed that, having considered the subject matter, the motion referred from the Council meeting on 10 December 2013 was lost and this would be reported back to the next Council meeting.

**Decision by the Cabinet:**

- 5 The Motion was lost.

**David Hodge  
Leader of the Council  
22 April 2014**

**HOME TO SCHOOL TRANSPORT POLICY – REPORT BACK FROM  
CABINET ON REFERRED MOTION**

At the County Council meeting on 10 December 2013, Mr Stephen Cooksey (Dorking South and the Holmwoods) moved a motion which was referred to Cabinet.

**The motion was as follows:**

'This council notes:

- a) the current consultation on Surrey County Council's Home to School Transport Policy, the stated intention of which in advance was that "Surrey County Council is not proposing any change to its home to school transport policy for 2015."

and

b) concerns by Surrey residents including:

- i) the discouragement that the present system gives to parents returning to full time work, given the Coalition Government's focus on getting people off benefits and into work. At present if parents cease to receive maximum Working Tax Credit or a child ceases to qualify for free school meals, Home to School Transport stops immediately.
- ii) the difficulties in obtaining school transport by children living in rural parts of Surrey, especially for pupils wanting to go to their nearest school within the Borough or District where they live, where there are community ties, but who live close to Borough or District or County boundaries.
- iii) the difficulties caused by the nearest school to a child's home being denominational when a child is of a different religion.
- iv) people being denied free Home to School Transport when the shortest practical route is far longer than the distances used under the qualifying criteria because there are major physical obstacles (such as railway lines, major roads and reservoirs).
- v) the difficulties caused to children who live more than 3 miles from any school but who are denied free transport to the parent's school of choice because the parents have not opted for the nearest school.
- vi) the difficulties caused when a child does not live in a school's catchment area, even though it is their nearest school.

Council calls for a Members' Start and Finish Task Group to be established to assess the findings of the consultation, the concerns above and any other relevant concerns with the aim of reaching recommendations to resolve as many of the concerns as possible and report back to the Children & Education Select Committee.'

**Response:**

Surrey's Home to School Transport policy had not been reviewed since 2006 and as a number of queries had been raised by parents and Members in recent years, it seemed timely to assess whether it still delivered a fair and equitable policy or whether any changes needed to be made.

It was therefore agreed to carry out a public consultation that would enable respondents to contribute their views to the policy review.

The consultation document made clear that, whilst Surrey County Council was not proposing any changes to its policy, it was interested to hear:

- the views of Surrey residents and schools on the equity of the existing policy;
- details of any home to school transport difficulties that Surrey parents might currently face; and
- details of any suggestions for change (recognising that any additional expenditure on home to school transport would mean that Surrey would need to make savings elsewhere).

As such, the questions were framed to invite comments on some specific matters whilst also inviting respondents to comment freely on any difficulties they may have faced as a result of Surrey's home to school transport policy and on how the policy might be changed.

It was hoped that such an open consultation would enable Members to better understand the concerns of parents and schools when they considered whether any changes needed to be made to Surrey's Home to School Transport policy.

Response to the very specific matters of concern is as follows:

- i. The Department for Education's Home to School Travel and Transport Guidance says:

'In the Department's opinion, once eligibility has been confirmed on income grounds, then local authorities should consider the pupil to be eligible for the entirety of the school year for which the assessment has been made. If someone moved out of eligibility during the year, then for the following year, it seems appropriate to suggest that there would also have to be a new assessment of places available. If, for example, a pupil was registered at their third

nearest school and at reassessment neither of the two nearer schools had places available, then transport support would continue as the school had, by default, become the nearest suitable with places available.

Surrey's Admissions and Transport team follows this guidance and as such, where a child loses their transport entitlement due to a parent no longer receiving the maximum level of Working Tax Credit or a benefit that entitles the child to free school meals, then transport would only be reviewed at the end of the academic year.

- ii. The law only requires free transport to be paid to the nearest qualifying school, without regard to County Council boundaries. Any extension of policy to provide transport to a child's nearest Surrey school would be discretionary where there was another nearer school outside of Surrey and this would be likely to commit the County Council to additional expenditure. That said, it is recognised that families living in Surrey may often have greater alliances with Surrey schools and that a policy to provide transport to the nearest Surrey school might help to support some schools. For this reason a recommendation has been put to Cabinet to consider whether Surrey's Home to School Transport policy should be extended to provide transport to a child's nearest Surrey school where transport would need to otherwise be paid to a nearest school out of County.
- iii. The law provides for free transport to be paid to a child's nearest qualifying school. The nearest qualifying school is one that has a vacancy and that provides education appropriate to the age, ability and aptitude of the child. The point at which a school will be determined as having a vacancy will be the point at which places are allocated. In this way, only schools which would have been able to offer a place had the parent applied will be considered in the assessment of nearest school. Denominational schools which have only offered places according to faith are disregarded in this respect because there would be no way of determining whether or not a child would have been eligible for a place had they applied. In this way, families whose nearest geographical school is a faith school should not be disadvantaged in the assessment of home to school transport.
- iv. When assessing entitlement to home to school transport, generally the shortest available walking distance is considered between the home and the school. A route will be available if it is a route that a child, accompanied as necessary, can walk with reasonable safety to school. In this way, the route to school would take account of physical obstacles.

In addition, the Home to School Transport policy makes provision for walking routes to be assessed for their safety by a Community Travel Advisor where there is any dispute.

- v. The law only requires free transport to be paid to the nearest qualifying school. With approximately 124,000 Surrey children of school age and only 6,500 children currently in receipt of free home to school transport, a commitment to provide free home to school transport according to the parent's school of choice, for any child whose nearest school was over the statutory walking distance would be financially untenable.
- vi. If a child is not eligible for a place at their nearest school because they fall outside the school's catchment area, that school will be discounted when assessing home to school transport. In this way, whilst catchments will influence which children can be offered a place, they will not disadvantage a child in receiving home to school transport to their next nearest school if they cannot be offered their nearest school.

**Linda Kemeny**  
**Cabinet Member for Schools and Learning**  
**22 April 2014**

*County Council Meeting – 6 May 2014*

## REPORT OF THE CABINET

The Cabinet met on 25 March and 22 April 2014.

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

The minutes containing the individual decisions for 25 March meeting are included within the agenda at item 18. The minutes of the 22 April 2014 meeting will be circulated separately. Cabinet responses to Committee reports are included in or appended to the minutes. If any Member wishes to raise a question or make a statement on any of the matters in the minutes, notice must be given to Democratic Services by 12 noon on the last working day before the County Council meeting (Friday 2 May 2014).

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

### 1. STATEMENTS/UPDATES FROM CABINET MEMBERS

None.

### 2. RECOMMENDATIONS ON POLICY FRAMEWORK DOCUMENTS

*22 April 2014*

#### A SCHOOL ORGANISATION PLAN

1. The Cabinet at its meeting on 22 April 2014 considered the report on the School Organisation Plan 2013/14 – 2022/23. The recommendations and reasons for recommendations considered by Cabinet are attached at Appendix 1. The covering report submitted to Cabinet is attached as Appendix 2.

The School Organisation Plan is available in Members' Group Rooms.

It can also be accessed on line on the Surrey County Council website or paper copies are available on request.

#### 2. The Cabinet RECOMMENDS:

That the School Organisation Plan 2013/14 – 2022/23 be approved.

### 3. REPORTS FOR INFORMATION / DISCUSSION

22 April 2014

#### A HOME TO SCHOOL TRANSPORT POLICY 2015

1. Surrey County Council's Home to School Transport policy has not been reviewed since the policy was considered by Surrey's Executive in June 2006, other than the withdrawal of discretionary transport on faith grounds to denominational schools.
2. At that time the Executive reviewed 44 exceptional transport routes which it had withdrawn since 2002 and considered whether any should be reinstated. However the Executive agreed to maintain its current Home to School Transport policy, which did not allow for any known exceptional arrangements, so that all residents would be treated fairly and objectively and there would be a consistent application of the policy across the County.
3. It was clear that the intent at that time was to have a policy that could be applied equally to all families, regardless of where they live in Surrey.
4. However, notwithstanding that policy intent, as Surrey's Home to School Transport policy had not been reviewed since 2006 and as a number of queries had been raised by parents and Members in recent years, it seemed timely to assess whether it still delivered a fair and equitable policy or whether any changes needed to be made. Therefore, a consultation was undertaken to decide whether there should be any changes to the policy for implementation from September 2015
5. The legal responsibility for ensuring a child's attendance at school rests with the child's parent. Generally, parents are expected to make their own arrangements for ensuring that their child travels to and from school. However, the local authority has:
  - a statutory duty to provide free home to school transport to eligible children (Section 508B of the Education Act 1996)
  - discretion to provide transport (free or otherwise) to any other children (Section 508C of the Education Act 1996)
6. Surrey's home to school transport policy for mainstream children generally only provides for children who meet the statutory eligibility criteria to receive free home to school transport.
7. The only discretionary elements remaining within the policy were:
  - the maximum walking distance which increases from two miles to three miles when a child turns eight years old, Surrey's policy allows transport to continue until the end of the academic year in which the child turns eight i.e. transport is not withdrawn mid year



- the statutory duty to provide transport only applies to children once they reach statutory school age, however, Surrey's policy provides for transport entitlement to be assessed for children once they start in Reception at four years old
  - where a different school is nearest by straight line distance then transport will normally be provided to either school as long as the other conditions of eligibility are met.
8. Families whose children do not meet the statutory eligibility criteria may request that their specific circumstances be taken into account at a Transport Case Review or a Members' Review. These cases are considered on an individual basis.
9. Following the Consultation, it was proposed that with effect from September 2015, and subject to the distance thresholds appropriate to the age of the child being met, eligibility to free home to school transport for Surrey children to attend their nearest geographical Surrey school (measured by the shortest walking route) be extended, if their nearest school is out of County and the distance or safety of route to that school would mean that transport would still need to be provided.
10. The reasons for the recommendation were:
- It would enable parents who would otherwise receive transport to their nearest out of County school, to send their children to their nearest Surrey school and still receive transport, thus potentially increasing their 'choice' of schools
  - It would ensure that the cost of transport would not be a barrier for children to attend their nearest Surrey school
  - It is a policy change that could be applied consistently across the County
  - It would demonstrate support to Surrey schools by offering families an incentive to apply for their nearest Surrey school, even if they have an out of County school which is nearer
  - It would help to support the financial viability of undersubscribed Surrey schools and in turn may reduce the likelihood of County Council funding being needed to support the recovery of an undersubscribed school
  - In some cases it may cost less to transport a child to a Surrey school than to an out of County school
  - It would mean that families living in Dormansland and Lingfield would not have their transport to Oxted withdrawn if their nearest school is outside of Surrey
  - It would only apply if a parent applied for and was offered a place at the child's nearest geographical Surrey school
  - It was supported by Children and Education Select Committee

**11. The Cabinet agreed:**

That with effect from September 2015, and subject to the distance thresholds appropriate to the age of the child being met, eligibility to free home to school

transport for Surrey children to attend their nearest geographical Surrey school (measured by the shortest walking route) be extended, if their nearest school is out of County and the distance or safety of route to that school would mean that transport would still need to be provided.

## **B JOINT WORKING THROUGH GUILDFORD LOCAL COMMITTEE**

1. The remit of the existing Local Committee arrangements between Surrey County Council (SCC) and Guildford Borough Council (GBC) through the creation of an enhanced Local Committee would be strengthened, with a wider set of advisory functions in the areas of parking, transportation and infrastructure and a greater focus on community involvement through local divisional 'Cluster' meetings.
2. The proposals built on the strong track record of collaborative working to date between both Councils and were put forward as a result of the joint work between SCC and GBC which was a shared process. The objective of the change was to create a Local Committee that more closely reflected the nature of the decisions that needed to be made locally, therefore improving outcomes and value for money for Surrey residents and businesses in Guildford, through strengthened local democracy and improved partnership working.
3. Guildford Local Committee formally reviewed the existing functions and on 12 March 2014 agreed that it would like to strengthen and extend its remit. Through an expanded remit, the Guildford Local Committee will further drive forward the aims of the Community Partnership Public Value Review to:
  - i. Increase the involvement of residents, local communities, businesses and partners
  - ii. Improve decision making and speed-up processes
  - iii. Support Members in their role as community leaders and champions
  - iv. Promote greater accountability and local scrutiny.
4. SCC Cabinet was requested to consider the proposals and agreed the necessary changes to the SCC Constitution to enable the new arrangements for the Guildford Local Committee to run from the first meeting of the new municipal year.
5. **The Cabinet agreed:**
  - (1) That the proposals to enhance joint working arrangements between the Councils through the Guildford Local Committee from the new municipal year be supported.
  - (2) That the proposed updated terms of reference for the Guildford Local Committee, as set out in Annex A of the Cabinet report of 22 April 2014 (The Constitution of the Council, Part 3, Section 1, Responsibility for Functions, Section 7, Local Committees), be approved.

- (3) That the setting up 'cluster' budgets for grouped divisions jointly funded by Surrey County Council and Guildford Borough Council be approved, with the rules and criteria to be agreed by Guildford Local Committee.

**C QUARTERLY REPORT ON DECISIONS TAKEN UNDER SPECIAL URGENCY ARRANGEMENTS: 1 JANUARY – 31 MARCH 2014**

1. The Cabinet is required under the Constitution to report to Council on a quarterly basis the details of decisions taken by the Cabinet and Cabinet Members under the special urgency arrangements set out in Article 6.05(f) of the Constitution. This occurs where a decision is required on a matter that is not contained within the Leader's Forward Plan (Notice of Decisions), nor available 5 clear days before the meeting. Where a decision on such matters could not reasonably be delayed, the agreement of the Chairman of the appropriate Select Committee, or in his/her absence the Chairman of the Council, must be sought to enable the decision to be made.

There have been no such decisions during the last quarter.

**Mr David Hodge  
Leader of the Council  
25 April 2014**

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

<b>A. SCHOOL ORGANISATION PLAN</b>
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That the School Organisation Plan 2013/14 – 2022/23 be approved.

**Reasons for Recommendations**

The School Organisation Plan is a key contextual document used by Schools and Education Stakeholders when making long term plans. Its annual review is necessary to ensure that the best information is used in this planning process. Any comments received can both inform the existing plan and shape future iterations.

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 22 APRIL 2014**

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

**LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES**

**SUBJECT: SCHOOL ORGANISATION PLAN**



**SUMMARY OF ISSUE:**

The Cabinet is asked to consider the Surrey School Organisation Plan 2013-14 - 2022-23.

The Surrey School Organisation Plan for 2013-14 – 2022-23 is a contextual document that sets out the policies and principles underpinning school organisation in Surrey. It highlights the likely demand for school places as projected over a 10 year forecast period and sets out the potential changes to provision that may be required in order to meet the statutory duty to provide suitable and sufficient places.

The report includes a summary of the key points in the plan.

**RECOMMENDATIONS:**

It is recommended that the School Organisation Plan 2013-14 – 2022-23 is approved for recommendation to Council.

**REASON FOR RECOMMENDATIONS:**

The School Organisation Plan is a key contextual document used by Schools and Education Stakeholders when making long term plans. Its annual review is necessary to ensure that the best information is used in this planning process. Any comments received can both inform the existing plan and shape future iterations.

**DETAILS:**

1. The County Council has a statutory responsibility to provide sufficient school places to meet the needs of the residents of the area. The Council must monitor future demand and make appropriate changes to provision where necessary in order to meet its statutory responsibilities.
2. The Surrey School Organisation Plan for 2013-14 – 2022-23 is a contextual document which sets out the policies and principles underpinning school organisation in Surrey, highlights the likely demand for school places as projected over a 10 year

forecast period and sets out the likely changes to provision that may be required in order to meet the statutory duty to provide suitable and sufficient places.

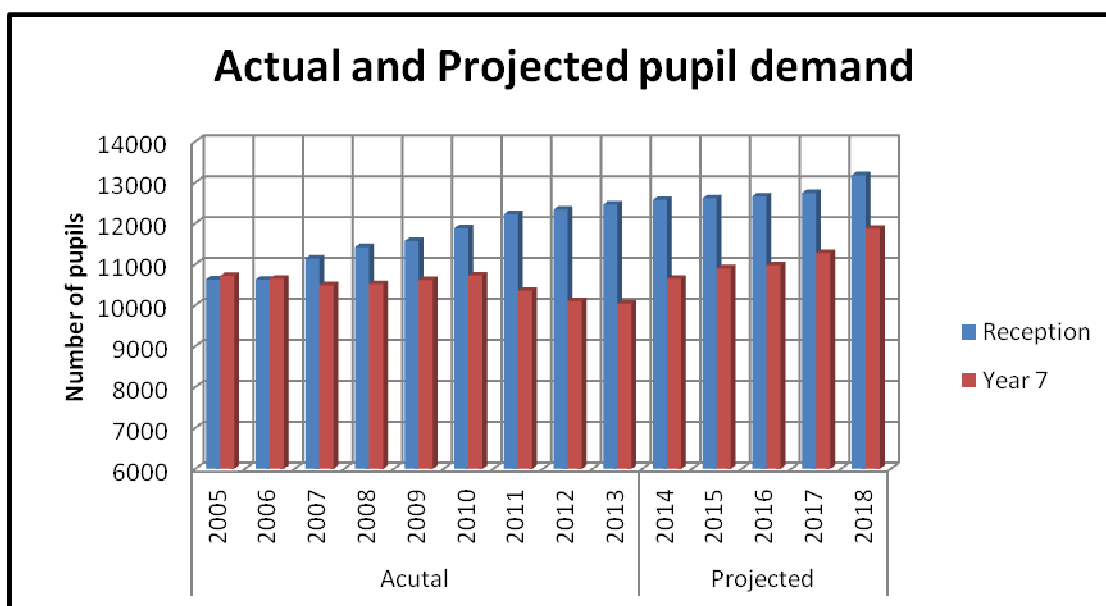
3. The current context is one of a rising primary school population across Surrey that will feed into the secondary school sector in due course. The County Council has established a capital programme to expand school places across the County. The current 5 year programme, 2013-18, will provide around 11,000 primary places, equivalent to almost 27 two form entry primary schools and 4,500 secondary places, equivalent to 6 five form entry secondary schools. Early viability work is underway to assess the requirement for these secondary schools which currently have a sixth form. Further school places are being planned to be provided up to 2023.
4. A 15-year outline strategy plan is being identified in the context of supporting District and Borough Infrastructure plans and this should provide more clarity to support infrastructure contributions from developers as well as informing longer-term financial planning. Clearly any strategy beyond five–six years will be subject to significant change. However, the perspective afforded by longer-term projections is informing current decision-making.

### **School Organisation Plan Summary**

5. Chapters 1 to 5 of the Plan discuss principles for planning future provision in Surrey before going on to discuss the current context and projections of future need in individual boroughs and districts in chapters 6 to 16.
6. Chapter 1, The Introduction, sets the document within the context of the Surrey Children and Young People’s Plan. It also sets out the Council’s core function to ensure that: “sufficient high quality, maintained school provision is available to meet the needs of all Surrey children ..... and young people” and “that all maintained schools are able to function as high quality, viable and financially efficient institutions.” The Surrey Context, chapter 2, gives an overview of the County in respect of local demographics and the current pattern of education provision and the value Surrey places on its diverse provision. It is emphasised that the County Council has no wish to disrupt what is working well but that, where new or changed provision is required, it is sensible to plan to a consistent set of guidelines. Chapter 3 sets out the Council’s statutory duties with regard to the provision of school places to pupils up 19 years of age.
7. Surrey has agreed a set of principles to which it adheres when making changes to school organisation. These principles are set out in detail in chapter 3 by sector. They include:
  - giving priority to organisational change that promotes inclusion;
  - a preference for primary schools rather than separate infant and junior schools (having regard however to existing links and relationships);
  - promoting federations of small infant schools, particularly in rural areas, feeding into junior provision;
  - planning within a range of planned admission numbers (PANS)- for primary provision between 1 form of entry (30 places per year) and five forms of entry (150 places per year) and for secondary provision between five forms of entry (150 places per year) and 12 forms of entry (360 places per year);
  - co-educational primary provision rather than single sex;
  - new secondary provision being on an 11-16 model unless the new provision arises out of existing successful and thriving 6<sup>th</sup> form provision or the college

sector is unable to offer appropriate provision or the local schools and FE providers in the area agree that the new provision should include post16.

8. Chapter 3 of the Plan also outlines the context within which changes in school organisation are made with particular respect to changes in demographics and the school age population and in relation to securing excellence within Surrey Schools. It further describes the legislative framework through which changes in school organisation are achieved, including a description of recent relevant changes relating to Free Schools and Academies. The County Council has built and maintains a strong professional relationship with all its current Academies and Free Schools and they are included in the strategic planning to ensure sufficiency of school places.
9. In chapter 4 the Plan describes the process by which school age population forecasts are produced including the Council's use of planning areas. The key variables impacting upon these are also further described with specific reference to new housing and changes in the wider economy.
10. Chapter 5 sets out the current demographic trends affecting the Surrey School population and the forecast demand for school places in Surrey. Surrey is experiencing a significant increase in demand in school places following a 20% rise in birth rates over the last 12 years. In addition there have been changes in the demand patterns between the state maintained and private school sector, increased migration into Surrey and increases in demand as a result of new house building. The following table illustrates this by indicating historic and forecast primary and secondary intake numbers.



11. For each Borough and District within the Plan, primary and secondary provision is separately discussed. Recent births and projected birth trends are set out. The implications of the projections and their relative accuracy are discussed and where additional provision is likely to be required or removed, it is identified in broad terms rather than in detail, since in most instances formal proposals have not been made. The issues in brief for each area are set out in the following paragraphs.
12. **Elmbridge:** The birth rate has increased by more than 24% since 2001. In the primary sector four additional permanent forms of entry have been provided since

2009 and the numbers of pupils entering reception are expected to continue to rise throughout this planning period. Although the need will not be distributed evenly across the borough, all areas in Elmbridge are projected to experience a shortfall in places over the next ten years. Forecasts suggest that a further six forms of entry may be required by the end of the forecast period.

In the secondary sector numbers are forecast to rise steadily from 2013 leading to a likely need for an additional form of entry by 2015. If the numbers continue to increase as projected, a further 5 forms of entry will be required to accommodate extra pupils by 2021.

13. **Epsom and Ewell:** The birth rate has increased by more than 27% since 2001 and the numbers of primary pupils had been forecast to rise from 2009. In reality the Council did not experience an increase in demand for places in the Borough until 2012 when two additional classes were provided. The Council has consulted on the provision of 3 forms of permanent entry, two of which, West Ewell Infant School and St Martin's CE Infant School are currently recruiting. Forecasts indicate that we will need to provide 2 to 3 additional permanent forms of entry by 2017 with potentially a further form in the plan period. The increase in demand is not uniform throughout the Borough and there is considerable variance caused by cross border movement. However, the areas of greatest demand have centred on Central and North Epsom.

In the secondary sector the numbers of pupils entering Year 7 were projected to decline to 2011 in Epsom and Ewell, but then recover from 2014. Additional provision may be needed from 2019, with potentially 3 forms of entry by 2021.

14. **Guildford:** Birth rates have risen in excess of 22% since 2001 and are predicted to continue to rise. Within Guildford Town there is a shortage of places now. An additional form of entry has been provided each year in the Town since 2009. In total four forms of entry are forecast to be required by 2015, for which plans have been developed in detail with schools and will be in place for September 2015 entry. There is the potential, if current trends continue, for a further additional 2 forms in the town in the 2015 – 2022 period. In the villages and rural areas outside the town there are some pockets of high demand. At present we are not challenged in providing the appropriate number of places but this will need to continue to be monitored closely. Options have been developed to enable changes to a primary organisation where this meets with a school planning aim.

In the secondary sector, the current surplus of places was forecast to increase until 2013 to around 150 places, and then reduce. It is now forecast that there will be a shortage of Year 7 places by 2019. Action will be required after this period to meet the demands of the additional pupils currently within the primary phase and discussions will be ongoing with schools and stakeholders to ensure this is managed effectively.

15. **Mole Valley:** Since 2001, the birth rate has remained relatively stable until 2006 when there was a marked increase (up 5% on the previous year, 8% over 2001 figure.) This increase has been sustained and births are now almost 12% above the 2001 figures. Births are projected to increase gradually over the next few years and reception cohorts to do likewise. Throughout the planning period whilst the overall capacity within the District is greater than the forecast demand this masks considerable differences between areas. In the south of the District there are a large number of surplus places. To the north of the District in Ashted in 2012 two additional classes were provided to meet an increase in demand in 2013 this reduced



to 1. The continued demand in area has indicated a need to provide 2 forms of entry as a permanent increase in school capacity.

In the secondary sector we would not expect to increase provision for the foreseeable future. The District as a whole is projected to maintain a small surplus of secondary places over the next 10 years.

16. **Reigate and Banstead:** Birth rates reached a low point in 2001 but since then they have risen by 28% to 2012. Rolls are expected to increase beyond current capacity. The Reigate and Redhill areas have seen the most pressure on places. The council approved the provision of a new two-form entry school in the Reigate/Redhill area from 2013 and the expansion of existing schools will be required to provide a further additional 4 forms over the next 3 years. In 2012 5.5 forms of entry were provided to meet a larger than forecast demand. In 2013, 4.5 forms of entry were agreed as permanent additional provision. The Council is working with schools to identify 3 further permanent forms of entry up to 2017. Two new schools are being planned to meet the needs arising out of the anticipated major housing developments in Horley. The first of these is being established for 30 reception places in September 2014. Also, additional junior places have been approved in Horley at Langshott Infant School that will enable the school to become a primary school from September 2014.

No shortfall had been projected for the secondary sector in Reigate and Banstead until 2018. However, pressure on secondary places is now expected to increase to reflect increases in the primary sector and challenge forecasts in the short term. This will lead to shortfalls in provision in the Reigate / Redhill conurbation by 2015, which will increase by 2017, when 3-4 additional forms will be required. Further additional Secondary places will be required potentially reaching 7 forms of entry by 2022.

17. **Runnymede:** Between 2001 and 2012, birth rates increased by more than 20%. Whilst, at present, there are a small number of spare places in the primary sector, the demand for reception places is forecast to exceed the schools' capacity by about a form of entry (equivalent to 30 pupils) in 2014 rising to about 3.5 forms of entry by 2020. A programme of school expansions is being developed that has included temporary increases in 2013 and 14. Demand for junior places, that is Year 3 places, is forecast to exceed the number of places available by nearly two forms of entry in 2014 and over 5 forms of entry by 2018. In addition there are plans to develop 1,500 houses on the DERA site at Longcross in the west of the Borough. This is sufficient to require the provision of a new primary school at this site.

In the secondary sector additional forms of entry will be required by about 2017. At this point two additional forms of entry are likely to be required, rising to 4 forms of entry in 2019 and 5 forms of entry by 2020.

18. **Spelthorne:** The birth rate in 2012 was more than 24% higher than in 2001 and is expected to remain relatively steady for the foreseeable future. Based on the forecasts, we expect to provide an additional form of entry in the borough in the short-term and up to three additional forms of entry over the forecast period.

In the secondary sector there is an oversupply of Year 7 places (particularly in Ashford), which has increased over the last two academic years. This surplus will fall sharply and a deficit is anticipated by 2017, which is predicted to rise sharply again thereafter, suggesting that an additional 4 plus forms of entry may be needed over the rest of the forecast period.

19. **Surrey Heath:** The birth rate has increased by 4% since 2001. There are currently a small number of spare reception places in Surrey Heath primary schools. Surplus places are likely to reduce with potentially a shortage of places will be evident from 2016 and this will increase to 2020 when over three additional forms of entry will be required.

In the secondary sector, there are a significant number of surplus places that have challenged the efficient running of schools in the area. It is possible additional provision may be required in the longer term after 2018 but the position needs to be monitored and projections validated before taking a decision.

20. **Tandridge:** The birth rate has risen by 23% since 2001. Whilst capacity in the area is greater than previous the forecast demand there is some local variance. Caterham has experienced two years of increased demand that has resulted in the provision of temporary class spaces. As a result of this additional permanent provision is being provided in this area.

In the near term the numbers of applicants for a Year 7 place in Tandridge secondary schools exceed the number of places available. This is caused in part by significant subscription from adjoining authorities resulting in spare capacity in those adjoining authorities. Overall it is expected that current provision will be sufficient to meet demand from the Surrey population in the medium term. It will be necessary to monitor this position and if necessary alter plans in light of changing patterns of admission.

21. **Waverley:** Birth rates have increased in excess of 14% since 2001. This masks some areas where there has been little growth and the urban area of Farnham where increases have been more pronounced. Two additional forms of entry have been provided in Farnham since 2009. It is likely that another form will be required in the Farnham and West Waverley area during this planning period. The application numbers in Godalming for 2014 are significantly above trend (as was also the case in 2012) and temporary classes are being provided. This area will need to be monitored with regard the potential provision of permanent places and to reflect significant new housing in the area. Additional places have also been provided in the Haslemere area to meet parental demand.

In the secondary sector, it is recommended that provision in Farnham should be increased to meet the anticipated increase in demand. We do not anticipate proposing changes in other areas in the short and medium term, however as with the primary sector this area will need to be monitored with regard to new housing developments.

22. **Woking:** The birth rate has increased in excess of 37% since 2001. Applications for school places significantly increased for the 2012 and 2013 admission years requiring the provision of 6.5 additional classes. Three permanent forms of entry have been approved and, given the increase in demand against the projection, Officers will be working on options for further permanent provision in the Woking area. The increased demand has impacted on most schools within Woking and the Authority has been working closely with other stakeholders to determine schemes that promote an effective and sustainable pattern of provision going forward.

Additional secondary places will be required in 2014 and an additional form of entry will be provided for September. Officers are working with secondary schools and

wider stakeholders in the area to identify how additional permanent places can be provided.

#### **CONSULTATION:**

23. The School Organisation Plan, is not subject to statutory consultation. The plan will be widely distributed to stakeholder groups and organisations to include schools and local Planning Authorities. It is viewed as a helpful tool to aid future planning at a school level. The Plan will also be displayed on the Surrey County Council public website.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

24. Ensuring that there are school places for all applicants within Surrey is a statutory duty held by the County Council. An understanding of the school estate and how it relates to potential changes in demographics is vital to performing this duty.

#### **Financial and Value for Money Implications**

25. The document is key to ensuring that appropriate decisions around capital investment in the school estate are made and that Surrey Schools operate efficiently without carrying too many surplus places. The plan underpins the County Councils capital programme as part of business planning and the Medium Term Financial Plan (MTFP). The current capital budget in the 2014/19 MTFP is £327m.

#### **Section 151 Officer Commentary**

26. The Section 151 Officer acknowledges that the Plan is itself a contextual document and outlines the business requirement for additional school places over the next 10 years.

The DfE currently provides some capital grant funding for additional school places and the County Council has been successful in bidding for further additional funding. However, there is still a requirement for the County Council to supplement the additional required places through prudential borrowing.

27. Individual proposals for expanding schools will be considered as part of the capital business planning process. The revenue cost of the additional places will be met from the Dedicated Schools Grant allocated by DfE for the additional pupils.

#### **Legal Implications – Monitoring Officer**

28. This document is key to ensuring that the Council is able to comply with its duty to ensure that sufficient school places are available in the area.

#### **Equalities and Diversity**

29. There are no direct equalities implications arising out of the paper. However the provision of the appropriate number of school places open to all applicants will support the Councils commitment to equality and diversity.

**Corporate Parenting/Looked After Children implications**

30. The document is key to ensuring that the appropriate numbers of school places are provided to meet the demand of our residents. All places provided have the highest priority given to Children in the care of the local authority.

**Safeguarding responsibilities for vulnerable children and adults implications**

31. The Council has a duty to promote and improve educational outcomes for all children, particularly for vulnerable and disadvantaged children. The School Organisation Plan is an important piece of evidence used to plan the appropriate number of school places and aid this obligation.

**WHAT HAPPENS NEXT:**

- If approved the School Organisation Plan will be widely distributed to stakeholders to include: all Surrey Schools, all Districts and Boroughs, local Diocesan Boards and will be displayed on our public website.
- The School Organisation Plan is reviewed annually following the incorporation of new and updated information. The process for determining the next iteration of the plan will begin in the Autumn term.

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**Contact Officer:**

Nicholas Smith, School Commissioning Officer, 020 8541 8902

**Sources/background papers:**

School Organisation Plan 2013-14 – 2022-23

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**OFFICER REPORT TO COUNCIL**

**AMENDMENTS TO THE SCHEME OF DELEGATION**

**KEY ISSUE/DECISION:**

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

**BACKGROUND:**

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

**Performing Arts Library Hours - Delegation to Portfolio Holder and officers**

2. Decisions to make changes to the opening hours of local libraries which represent an increase or decrease of more than 15% are delegated to Local Committees. The county's Performing Arts Library, based in Dorking, provides services on a countywide basis to all the local libraries. As a countywide service, it did not fall under the delegation arrangements which applied to local libraries.
3. Following consultation with the Local Committee Chairmen, who indicated support for this approach, the Leader agreed that significant changes to the opening hours of the Performing Arts Library be delegated to the relevant Portfolio Holder.
4. In addition, the existing officer delegation for the agreement of smaller changes in library hours has been updated to delegate the function to the Head of Cultural Services/Library Operations Manager, in consultation with the Local Committee Chairman for local libraries, and with the Portfolio Holder in respect of the Performing Arts Library.

5. The delegation ensures similar arrangements are in place for the Performing Arts Library as exist for the local libraries. The opening hours of the Performing Arts Library were improved and extended under delegation in April 2014 following a public consultation.

### **Surrey Fire and Rescue Service Statement of Assurance - Delegation to Portfolio Holder**

6. The Surrey Fire and Rescue Service Statement of Assurance is a statement of performance against governance, financial and operational objectives. The publication of this annual report enables Surrey residents to access clear and robust information about the effectiveness and value for money which Surrey Fire and Rescue Service provides.
7. The Leader of the Council has agreed that the authority for agreeing the timely publication of this information should rest with the Portfolio Holder. The decision to agree the Statement of Assurance for publication will therefore be taken each year by the relevant Cabinet Member at a public decision making meeting.
8. The Scheme of Delegation has been updated online to reflect the above changes and is available to view on the Council's website. Printed copies of the updated Scheme of Delegation pages will be circulated to replace the existing copies in Members' Constitutions.

<b><u>RECOMMENDATION:</u></b>
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It is recommended that the amendments to the Scheme of Delegation in relation to changes in the opening hours of the Performing Arts Library and publication of the Surrey Fire and Rescue Service Statement of Assurance be noted.

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**Lead/Contact Officer:**

Rachel Crossley  
Democratic Services Lead Manager  
Tel: 020 8541 9993

**Sources/background papers:**

The Council's Constitution

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## MINUTES OF THE MEETINGS OF CABINET

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Friday 2 May 2014.

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 25 MARCH 2014 AT 2.00 PM  
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,  
SURREY KT1 2DN.**

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

Members:

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

Cabinet Associates:

*Mr Steve Cosser	Mrs Kay Hammond
*Mrs Clare Curran	*Mr Mike Goodman

\* = Present

**PART ONE**  
**IN PUBLIC**

**51/14 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mr Few and Mrs Hammond.

**52/14 MINUTES OF PREVIOUS MEETING: 25 FEBRUARY 2014 [Item 2]**

The minutes of the meeting held on 25 February 2014 were confirmed and signed by the Chairman.

**53/14 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**54/14 PROCEDURAL MATTERS [Item 4]**

**(a) MEMBERS' QUESTIONS [Item 4a]**

No Members' questions were received.

**55/14 PUBLIC QUESTIONS [Item 4b]**

No public questions were received.

**56/14 PETITIONS [Item 4c]**

No petitions were received.



**57/14 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

**58/14 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

Recommendations were received from the Council Overview and Scrutiny Committee in relation to the Budget Monitoring Report for January 2014. The response is attached as **Appendix 1 to these Minutes**.

**59/14 MEDIUM TERM FINANCIAL PLAN 2014 - 2019 [Item 6]**

The council set its budget envelope and council tax precept for the 2014/15 financial year at the County Council meeting on 11 February 2014. At the same time, the Council also refreshed its Corporate Strategy 2014-19. Concurrently, the Council also approved indicative budgets for the following four years, 2015/16 to 2018/19. This report now presented the detailed service revenue and capital budgets for 2014/15 and indicative budgets for the following four year period.

The Leader referred to the report and the attached Annexes:

- Annex 1 – Directorate Priorities
- Annex 2 – Detailed Service Revenue and Capital Budgets
- Annex 3 – Fees and Charges Schedules 2014/15
- Annex 4 – Leadership Risk Register
- Annex 5 – Equality Impact Assessments

He proposed that each Cabinet Member would speak on their portfolio. He said that he was satisfied with the report and pleased with the input from the select committees. He referred to the recommendations from the Communities Select Committee relating to the proposed direction of travel for Surrey Fire and Rescue, which were tabled at the meeting (**attached as Appendix 2 to these minutes**).

He also highlighted two other tabled documents: Medium Term Financial Plan (MTFP) corrections (**attached as Appendix 3 to these minutes**) and revised recommendations – to include a new recommendation (8), with subsequent recommendations renumbered, which was:

‘ That the Council will develop proposals to respond to damage to roads caused by flooding up to £10m, and that it is not the intention that this impacts on Project Horizon and also that it be noted that some funding is being made available from Central Government with any shortfall to be met by adjustments to the capital programme, and:’

Key points made by Cabinet Members / Cabinet Associate Members were as follows:

## **Adult Social Care**

- The Directorate had achieved significant savings in recent years
- There was a very stretching target of £46m for this current year and it was hoped that £31m savings would be achieved by year end
- There had been a detailed examination of the Friends, Family and Community Programme and strategies and processes were now in place to deliver savings from the programme in 2014/15 of £10m
- Reference to recommendation (6) and the requirement to re-profile the Adult Social Care savings across the 5 year period
- Note that the efficiencies risk analysis illustrates that the 'red' risks would be substantially less in 2014/15 but would increase in 2015/16

## **Children, Schools and Families**

- The proposed budget for 2014/15 is £334m, an overall increase of £9m
- There were planned savings of £9.1m for 2014/15
- The Directorate had established a Public Value programme to research and identify efficiency savings
- Strengthening preventative work was crucial to making Directorate savings
- The funding for the Special Education High Needs Block had not included growth to meet increased demand
- Explanation of the reduction to the Dedicated Schools Grant

## **Customers and Communities**

- Budget pressures of £6m over this five year planning period
- Surrey Fire and Rescue were continuing to implement the Public Service Plan on a planned basis and this service had planned savings and income generation of £6.3m over the five year period
- The Cabinet Member for Community Services thanked the Communities Select Committee for their support re. the direction of travel for Surrey Fire and Rescue and endorsed the formation of a Member Reference Group. She also confirmed that robust plans would be in place for consultation with stakeholders and residents on the revision of the Public Safety Plan
- A reference to the reductions to the Members' Allocation Funding and the Community Improvements Fund
- The Activity Information page lists the wide range of services within this Directorate

## **Environment and Infrastructure**

- The substantial budget pressures and growth for this Directorate
- Many local bus services were subsidised by the County Council and these contract savings, planned for 2013/14 have not been delivered
- The Highways Service 'Project Horizon' had been very successful
- The flooding problems and repairs to roads
- Work was on-going with Borough / District colleagues to put together a joint contract to deal with waste disposal / recycling

- A new method of road re-surfacing was being trialled and could lead to further efficiencies in Highways

### **Business Services**

- Savings of £6.3m to be delivered from this Directorate over the five year period and partnership working would drive benefits from economies of scale
- Additional strategic investment in IMT of £2m in 2014/15 and £1m per annum thereafter
- Continued drive towards 60% procurement contracts being awarded to Surrey businesses

### **Chief Executives**

- On-going pressures of £1.5m over the five year planning period
- Increased cost due to both the number and complexity of child protection cases within Legal Services
- Roll out of superfast Broadband continues

### **Central Income and Expenditure**

- Gross Expenditure under this Budget has been reduced by a net amount of £3.5m
- The risk contingency budget would be reduced in 2014/15 to £5m and be removed thereafter
- The cost of auto-enrolment of employees to the Pension Fund had been less than originally estimated. However, the Pension Review completed in 2013/14 would result in increased employer contributions from 2014/15 onwards
- Also, the change to single tier state pension, to be introduced in April 2016, would cost the Council an estimated £6m per year

### **Public Health**

- It had been a good first year
- A preventative programme was critical to help residents stay healthy

### **Other key points:**

- The promotion of economic growth and the Council's desire to award contracts to Surrey traders and businesses
- The number of apprenticeships created
- The importance of partnership working
- The Broadband programme would complete this year. Also, the Council had recently appointed a Chief Digital Officer
- The Council would be spending £105m in 2014/15 on creating additional school places

## **Equality Impact Assessments (EIAs)**

### **1. Adult Social Care**

The majority of the savings proposals were 'continuations' and therefore had existing EIAs which were on-going. However, there were two new savings requiring EIAs: (i) Family, Friends and Community Support – details set out within the Annex,  
(ii) Savings from Traded Activity – the EIA to be undertaken as part of the detailed project planning by August 2014.

### **2. Business Services**

There was one new EIA – Implementation of a Managed Print Service. Mitigating actions were set out within the Annex. However, the Cabinet Member confirmed that the Council would provide paper copies when required.

### **3. Chief Executives**

There were two new EIAs: (i) One Team Communications Review – to realise savings on communications across the Council, (ii) Disbanding the Council's Legacy Team.

### **4. Children, Schools and Families**

There were three new savings proposals identified for this Directorate. Only one would require an EIA, as the service realignment would not be implemented until 2015/16, the EIA would be undertaken at a later stage, as the project develops.

### **5. Customers and Communities**

There are twenty seven initiatives to deliver budget savings and seven have identified as needing EIAs at this stage, one of which is the reduction in the Members' Local Allowance and the Community Improvement Fund. Potential impacts and mitigation that have been identified are set out within the Annex.

### **6. Environment and Infrastructure**

Four new savings proposals have been identified but only one is at an advance stage for an EIA to be undertaken – the savings for the Network Management Information Centre. Two further proposals relating to Central Support and Transport Policy were expected to have potential equalities implications relating to staffing changes and EIAs would be completed at the appropriate time. Savings re. the Transport Review are not planned until 2015/16, the proposals are due to be considered by the Cabinet in June 2014 and an EIA will be presented with the report.

Finally the Leader of the Council drew the debate to a close by highlighting the two very severe periods of flooding that Surrey had faced recently, which had impacted on residents and businesses and caused very serious damage to Surrey's Highways. He said that by including an additional recommendation, the Cabinet was confirming that £10m would be made

available to ensure necessary repairs were carried out urgently and that the Council was pledging that this would not impact on the £100m Project Horizon plans.

**RESOLVED (as amended):**

1. That the proposals for Directorates' contributions to deliver the Corporate Strategy 2014-19, as set out in Annex 1 of the submitted report, be approved.
2. That the detailed service revenue and capital budgets for the years 2014/15 and indicative budgets for 2015-19, including amendments resulting from the Final Local Government Financial Settlement and other Government funding changes announced after the 2014/15 budget was approved in February 2014, as set out in Annex 2 of the submitted report, be approved.
3. That the publication of the service revenue and capital budgets as the 2014-19 Medium Term Financial Plan be approved.
4. That the fees & charges approved under delegated powers be endorsed and other fee and charge proposals, as set out in Annex 3 of the submitted report, be approved.
5. That the work underway to secure the savings allocated to Adults Social Care in each year of the MTFP period, as set out in paragraph 9 of the submitted report, be noted.
6. That the requirement to re-profile the Adult Social Care savings across the period, as set out in paragraph 9 of the submitted report, be noted and the use of unused provisions and reserves to support that requirement be approved:
  - the reduction of the council's potential loss on its investment in two Icelandic banks, leads to a reduction in the required reserve of £1.0m (paragraph 12 of the submitted report)
  - the settling of the council's Mutual Municipal Insurance liability in late February 2014 leads to the release of £3.3m from the Insurance Reserve (paragraph 13 of the submitted report)
  - the use of £5.4m from the Budget Equalisation Reserve (paragraph 14 of the submitted report)
  - the use of £4.3m from the Economic Downturn Reserve (paragraph 14 of the submitted report)
7. That a report be received in July 2014 on the detailed savings programme following a further review by the Chief Executive and Chief Financial Officer.
8. That the Council will develop proposals to respond to damage to roads caused by flooding up to £10m, and that it is not the intention that this impacts on Project Horizon and also that it be noted that some funding

is being made available from Central Government with any shortfall to be met by adjustments to the capital programme, and:

9. That a report be received in July 2014 on the impact of the severe weather on services work programmes and the council's revenue and capital budgets.
10. That the Leadership Risk Register, as set out in Annex 4 of the submitted report, be noted.
11. That the Equality Impact Assessment of the savings proposals within the Directorate and service budgets, as set out in Annex 5 of the submitted report, be noted

### **Reasons for Decisions:**

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

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

## **60/14 MONTHLY BUDGET MONITORING REPORT [Item 7]**

The Leader of the Council presented the Council's financial position at the end of period 11(February) of the 2013/14 financial year, and referred to the Council's financial strategy of four key drivers which ensured sound governance in managing the finances and providing value for money.

### **(1) Keep any additional call on the council taxpayer to a minimum**

- That there had been a £4.3m improvement on the revenue forecast since January. The forecast was for a £6.4m underspend. The improvement would have been greater but for the additional costs faced in tackling the flooding.
- This was the fourth consecutive year that the Council had a small underspend or a balanced budget, demonstrating the tight financial management by budget holders across the Council.
- In keeping with the Council's multi-year approach to financial management, services would submit requests to a future Cabinet meeting to carry forward underspent funds to complete projects in 2014/15 that are not finished by 31 March 2014.

### **(2) Continuously drive the efficiency agenda**

- At the end of February, services were making good progress in delivering efficiencies and forecast achieving over £62m on-going savings for the full year against a stretch target of £68m identified savings.
- Services had identified and delivered other underspends to cover the shortfall.

**(3) Develop a funding strategy to reduce the Council's reliance on council tax and government grant income**

- That reducing reliance on government grants and council tax was key to balancing the budgets over the longer term and the Revolving Infrastructure and Investment Fund had a significant part to play in this. By year end it was forecast that over £40m would have been invested in the Fund this year and a net income of £700,000 generated by year end.

**(4) Continue to maximise our investment in Surrey**

- The council's capital programme not only improved and maintained service delivery and it was also a way of investing in Surrey and generating income for the council. This year the forecast was to invest £226.7m against the budget of £225m.
- Finally, he said that, in addition to the council's £61m capital investment in assets, £166m would be invested in front line service delivery from improving roads to the creation of more school places. However, with any large capital project there will be some delays with planning issues and archaeological finds.

Other Cabinet Members were invited to highlight the key points and issues from their portfolios, as set out in the Annex to the report.

**RESOLVED:**

- (1) That the forecast revenue budget for 2013/14 to underspend by £6.4m, as set out in Annex 1, paragraph 1 of the submitted report be noted.
- (2) That the forecast ongoing efficiencies and service reductions achieved by year end is £62.1m, as set out in Annex 1, paragraph 85, be noted.
- (3) That the forecast capital expenditure and investment of £226.7m against a budget of £225.0m, as set out in Annex 1, paragraphs 90 to 96, be noted.
- (4) That a virement of £0.9m from Schools & Learning's central risk budget to Services for Young People to meet the cost of learning difficulty and disability (LLDD) placements in 2013/14, as set out in Annex 1, paragraph 22 be approved.

**Reasons for Decisions:**

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

**61/14 SURREY BETTER CARE FUND [Item 8]**

The Cabinet Member for Public Health and the Health and Wellbeing Board drew Members attention to the final draft of the Surrey Better Care Fund Return and the revised recommendations, which were tabled at the meeting.

In his introduction, he referred to the funding of the Better Care Fund and said that the County Council was working with Surrey's six Clinical Commissioning Groups to co-design a service which would improve outcomes for people through better integrated care and support. This would be achieved by shifting resources from acute services into preventative services in primary care, community health and social care.

He also said that the Surrey Better Care Fund return had to be agreed between the County Council and Surrey's six Clinical Commissioning Groups, signed-off by the Surrey Health & Wellbeing Board and submitted to NHS England by 4 April 2014.

**RESOLVED (as amended):**

- (1) That the final draft of the Surrey Better Care Fund return on behalf of the County Council be noted. The return will proceed to the Surrey Health & Wellbeing Board for sign off and submission to NHS England by 4 April 2014 deadline.
- (2) That the Assistant Chief Executive and Interim Strategic Director Adult Social Care, in consultation with the Leader of the Council and the Cabinet Member for Public Health and Health & Wellbeing Board be delegated, to agree any amendments to the Surrey Better Care Fund return prior to submission.

**Reasons for Decisions:**

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

**62/14 PROPOSED EXPANSION OF ST JOHN THE BAPTIST CATHOLIC SECONDARY SCHOOL [Item 9]**

The Cabinet Member for Assets and Regeneration Programmes confirmed that Surrey County Council was undertaking the biggest School Investment Programme that the County had known and would be investing about £330m over the next five years. He said that this project was to expand the St John the Baptist Catholic Secondary School by two forms of entry to meet the demand coming through the primary sector and considered that the 'One team' approach, with colleagues from Property and Education working together was the way forward.

The Cabinet Member for Schools and Learning said that managing building projects at secondary schools was more complex and very different to primary school expansion which was why the expansion of this school would be in two phases. It was also on a very restricted site.

Two Catholic primary schools in the area had recently completed expansions approved by Cabinet. St Dunstan's and The Marist Schools were direct feeder schools to St John the Baptist, which without expansion would be



unable to meet the future demand for catholic secondary school places in the Borough.

The school only had one small gymnasium and no sports hall. Phase 1 would provide a new sports hall and Multi-Use Games Area (MUGA), as well as three additional classrooms, 2 studio spaces, a small office and changing rooms, as a result of converting the existing gym. The capacity of the school would be increased from 900 to 1200 places.

She said that St John the Baptist school was an outstanding school, pupils achieved excellent results there and she commended the recommendations to Cabinet.

#### **RESOLVED:**

- (1) A completed expansion of St John the Baptist Catholic Secondary School by two forms of entry in 2018, which would create an additional 400 places (including additional 6<sup>th</sup> form provision) be approved.
- (2) Delivery of the scheme in two phases be approved - Phase 1 to be delivered by September 2015 which would provide 3 additional classrooms, 2 studio spaces, office accommodation, changing rooms (as a result of converting the existing gymnasium) a new sports hall and Multi Use Games Area (MUGA).
- (3) Subject to a detailed curriculum analysis, Phase 2 to be delivered by 2018 which would comprise 12 additional classrooms to be provided through a mixture of new build and remodelling of existing spaces and additional 6<sup>th</sup> form rooms. Improved services and an allowance for fixtures and fittings will also be provided as part of the project. These approvals are subject to the detailed financial information for the school as set out in Part 2 of this agenda (item 14).

#### **Reasons for Decisions:**

The Local Authority has a statutory duty to ensure there are sufficient school places in the County. Woking is an area where the demand for school places has increased significantly. St John the Baptist is an Ofsted rated 'outstanding' secondary school and has been oversubscribed even at existing levels of demand for many years. With the recent expansions at St Dunstan's and the Marist Catholic Primary schools, which are both direct feeders to St John the Baptist, there is a very strong case to expand the school.

It is recommended to divide the project into two phases. The site is restricted and completing the project in two phases will minimise disruption to the operation of the school and the early delivery of Phase 1 will release existing accommodation for conversion under Phase 2 of the expansion. This will address the existing deficiency in sports facilities at the school as early as possible and avoids inflationary costs in later years.

#### **63/14 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 10]**

The Cabinet Member for Transport, Highways and the Environment clarified the decision that he had taken on 12 March 2014 in relation to a Speed Limit Review on A217 Reigate Road, Hookwood. He said that the decision had been to clarify the start and finish of the reduction from 50mph to 40mph, from a point 255m north of the northern kerb line of Horse Hill, southwards and south eastwards to a point 2m north of the boundary between the properties known as 'Maynel' and 'Hamilton', Reigate Road.

#### **RESOLVED:**

That the decisions taken by Cabinet Members since the last meeting, as set out in Annex 1 of the submitted report, be noted.

#### **Reasons for Decisions:**

To inform the Cabinet of decisions taken by Cabinet Members under delegated authority.

#### **64/14 SE BUSINESS SERVICES COMMERCIAL OPPORTUNITY [Item 11]**

The Cabinet Member for Business Services introduced the report and said that Surrey County Council, as with other public sector bodies, was faced with delivering services to the public in the context of reduced funding. One option was to realise alternative sources of revenue through commercial activities.

SE Business Services had recently been selected as the preferred bidder for the provision of Fire Services to a commercial customer. In common with standard commercial practice this opportunity was covered by a legally binding Non-Disclosure Agreement and therefore, the detail of this opportunity would be covered in Part 2 (item 13).

#### **RESOLVED:**

That S.E. Business Services Ltd (a wholly owned company of the county council) provides Fire Services under a commercial contract arrangement be endorsed.

#### **Reasons for Decisions:**

The reasons were:

- The securing of an alternative source of income for the benefit of Surrey residents and the wider community.
- This opportunity demonstrates the County Council's intent and ability, through SE Business Services, to secure alternative commercial sources of revenue.
- The opportunity provides a sound platform for future Business Development and the pursuit of other value adding opportunities.

- The opportunity provides an excellent practical learning experience for development of commercial capabilities within a public service ethos. Placing Surrey County Council at the forefront of Public Service thinking.

#### **65/14 EXCLUSION OF THE PUBLIC [Item 12]**

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

PART TWO – IN PRIVATE

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

#### **66/14 FIRE SERVICE COMMERCIAL OPPORTUNITY [Item 13]**

This was the Part 2 report, relating to item 11.

The Monitoring Officer was invited to speak and drew Cabinet's attention to the Risk Management and Implications section of the report which set out mitigating actions for identified risks.

#### **RESOLVED:**

That S.E. Business Services Ltd (a wholly owned company of the county council) be endorsed to provide Fire Contingency Services to the company named in the submitted report, under a commercial contract.

#### **Reasons for Decisions:**

The provision of the services under contract would secure an alternative source of income for the benefit of Surrey residents and provide a sound platform for future business development and the pursuit of other value adding opportunities.

#### **67/14 PROPOSED EXPANSION OF ST JOHN THE BAPTIST CATHOLIC SECONDARY SCHOOL [Item 14]**

The Part 1 report set out the rationale for the proposal and the key issues for consideration. This Part 2 report set out the financial case including the expected costs of the proposal.

#### **RESOLVED:**

- (1) That a total budget for the expansion scheme, as set out in the Medium Term Financial Plan 2014-2019 inclusive of fees, inflation and all other associated costs be approved.

- (2) That the delivery of the scheme would be in two phases. Phase 1 to be delivered by September 2015 would provide 3 additional classrooms, 2 studio spaces, a small office, changing rooms (as a result of converting the existing gymnasium), a new sports hall and MUGA (Multi Use Games Area) at a total cost as set out in the submitted report.
- (3) Phase 2 to be delivered by 2018. This will include 12 additional classrooms provided through a mixture of new build and remodelling of existing spaces and additional 6<sup>th</sup> form rooms and includes improved services and fixtures and fittings. The remaining budget, as detailed in the submitted report will be allocated for Phase 2 to complete the expansion of the school by the due date.
- (4) That a letter of agreement be signed between the County Council and the Governing Body of St John the Baptist, setting out the roles and responsibilities of both parties in relation to the funding and management of the scheme prior to the commencement of any works.

**Reasons for Decisions:**

As set out in the part 1 report (item 9).

**68/14 PROPERTY TRANSACTIONS [Item 15]**

The Cabinet Member for Assets and Regeneration Programmes requested that Cabinet authorised the acquisition of the freehold interest of retail and office premises in Staines for potential conversion of part to key worker housing accommodation.

**RESOLVED:**

- (1) That the freehold interest of retail and office premises in Staines upon Thames for a purchase price, together with ancillary costs of purchase (stamp duty, legal costs and surveyor's fees), as set out in the submitted report, be approved.
- (2) That Property Services reviews the opportunity for the conversion or redevelopment of the upper floor offices to residential use for key worker accommodation, and upon the formulation of a final business case, the final decision be delegated to the Strategic Director for Business Services in consultation with the Cabinet Member for Assets and Regeneration Programmes, the Cabinet Member for Business Services and the Leader of the Council.

**Reasons for Decisions:**

To purchase the property and undertake a conversion of the upper floors to residential use to provide key worker housing in the heart of Staines upon Thames town centre.

**69/14 PUBLICITY FOR PART 2 ITEMS [Item 16]**

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

[Meeting closed at 3.40pm]

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**Chairman**

**CABINET RESPONSE TO COUNCIL OVERVIEW AND SCRUTINY COMMITTEE**

**BUDGET MONITORING REPORT FOR JANUARY 2014  
(considered by COSC on 5 March 2014)**

**SCRUTINY COMMITTEE RECOMMENDATIONS:**

- (a) That, as a matter of urgency, the Cabinet considers how the Council will fund the cost of repairs required as a result of the recent flooding in the County, including the option to approve additional capital borrowing in 2014/2015, with the interest payments arising from the loan in 2014/2015 and future years to be met from within the Directorate's revenue budget.
- (b) That the Cabinet accelerate the Family, Friends and Community Support programme from April 2014 to increase capacity using an Invest to Save bid to review open cases.
- (c) That the effectiveness of voluntary sector grants be reviewed to ensure, where appropriate, these align with and support the objectives of the Family, Friends and Community Support programme.
- (d) That initiatives which have the potential to increase value for money be discussed with providers.
- (e) That efforts to recruit and retain qualified staff to unfilled social worker posts be redoubled.

**RESPONSE**

- (a) The report on MTFP 2014-19 includes at recommendation 8 that Cabinet:  
*"receives a report in July 2014 on the impact of the severe weather on services work programmes and the council's revenue and capital budgets"*

The budget monitoring report for February 2014 also provides an update on the Council's responses to the recent flooding.

- (b) As reported in paragraph 18 of the budget monitoring report, Cabinet notes that the Chief Executive and Chief Finance Officer have begun careful consideration and challenge of the Adult Social Care budget. The initial proposed updates are included in the cabinet paper on the Medium Term Financial Plan.

Cabinet would welcome bids from the service, supported by robust business cases, for invest to save money.

Finally, Cabinet supports COSC's recommended actions, proposed in (c), (d) and (e) for the Adult Social Care directorate to take forward.

**David Hodge  
Leader of the Council  
25 March 2014**

**COMMUNITIES SELECT COMMITTEE**

**Item under consideration: PROPOSED DIRECTION OF TRAVEL FOR  
THE SURREY FIRE AND RESCUE SERVICE, IN  
LINE WITH THE PROPOSED MTFP 2014-19**

**Date Considered: THURSDAY 20 MARCH 2014**

- 1 Further to discussions at a Communities Select Committee budget workshop on 20 February 2014 and a further Fire Service workshop on Monday 17 March 2014, the Communities Select Committee discussed the draft Medium Term Financial Plan (MTFP) and direction of travel for the Surrey Fire and Rescue Service (SFRS) at its meeting on Thursday 20 March.
- 2 During these discussions, SFRS have presented on the case for change within SFRS in the context of changes in demand and demographics, environmental changes, different ways of working and budget pressures. This is not an exclusive list.
- 3 On the basis of these discussions, the Committee voted 8 to 2 in favour of the below recommendation, which the Committee asks the Cabinet to consider alongside the MTFP 2014-19 which is being presented to Cabinet for approval on Tuesday 25 March 2014.

**Recommendation:**

The Communities Select Committee recommends:

- a) That the proposed direction of travel for the Surrey Fire and Rescue Service, in line with the proposed MTFP 2014-19, be supported.

The Member Reference Group being formed to act as a sounding board for the revision of the Surrey Fire and Rescue Services Public Safety Plan (which will detail the changes required for the service), will closely scrutinise the development of this plan and report back to the Communities Select Committee as required.

- b) That the Surrey Fire and Rescue Service, supported by its County Council colleagues, ensure that robust plans are in place for consultation with stakeholders and residents on the revision of the Public Safety Plan.

**DENISE SALIAGOPOULOS**  
**Chairman of the Communities Select Committee**

**MEDIUM TERM FINANCIAL PLAN 2014-19**

**Corrections**

1. In paragraph 21 of the main report, Table 3 should read Table 5.
2. In Annex 2, Medium Term Financial Plan 2014-19, the overall income & expenditure revenue budget should show income from joint working for 2018/19 of -£19,285,000.

Below is a revised version of the complete table (Income and Expenditure Revenue Budget).

	2013/14 £000s	2014/15 £000s	2015/16 £000s	2016/17 £000s	2017/18 £000s	2018/19 £000s
<b>Income:</b>						
Council Tax (incl collection fund)	(550,420)	(571,343)	(578,083)	(592,517)	(607,297)	(622,469)
Business Rates income	(43,863)	(44,464)	(47,223)	(48,917)	(50,834)	(52,871)
UK Government grants	(922,339)	(858,334)	(851,585)	(856,012)	(856,334)	(859,733)
Other bodies grants	(17,923)	(21,727)	(21,751)	(21,776)	(21,800)	(21,826)
Fees & charges	(83,932)	(90,422)	(92,869)	(95,888)	(99,351)	(102,952)
Property income	(6,364)	(6,554)	(6,697)	(6,919)	(7,070)	(7,224)
Income from investments	(578)	(522)	(450)	(344)	(5,235)	(5,193)
Joint working income	(21,026)	(19,371)	(19,484)	(19,126)	(19,380)	(19,285)
Reimbursement & recovery of costs	(17,256)	(13,124)	(13,633)	(14,348)	(14,659)	(14,809)
Other income	(147,079)	(151,720)	(154,884)	(158,706)	(167,494)	(171,289)
<b>Total income</b>	<b>(1,663,702)</b>	<b>(1,625,861)</b>	<b>(1,631,775)</b>	<b>(1,656,150)</b>	<b>(1,681,959)</b>	<b>(1,706,362)</b>
<b>Expenditure:</b>						
Employment	312,732	311,747	308,891	309,880	312,337	315,112
Running Costs	176,872	181,788	166,781	174,763	178,258	181,411
Contracts & Care Packages	638,226	652,461	653,154	665,741	685,228	703,684
Capital financing costs	36,981	37,537	41,863	44,680	45,051	45,069
Non pay	852,079	871,785	861,798	885,184	908,537	930,164
School expenditure	521,855	468,246	461,086	461,086	461,086	461,086
<b>Total expenditure</b>	<b>1,686,667</b>	<b>1,651,778</b>	<b>1,631,775</b>	<b>1,656,150</b>	<b>1,681,959</b>	<b>1,706,362</b>
<b>Net budget supported by reserves</b>	<b>22,965</b>	<b>25,917</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>