



Agenda and Reports

for the meeting of

**THE COUNTY COUNCIL**

to be held on

**8 DECEMBER 2015**

County Hall  
Kingston upon Thames  
Surrey

27 November 2015

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, 8 December 2015, beginning at 10.00am, 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 9.50am. Rev Lynn Alsop, Assistant Curate of St Martin of Tours, Epsom 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 APOLOGIES FOR ABSENCE**

The Chairman to report apologies for absence.

**2 MINUTES**

To confirm the minutes of the meeting of the Council held on 13 October 2015.

(Pages 1  
- 16)

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

**3 ELECTION OF A COUNTY COUNCILLOR**

The Chief Executive formally to report the election of a new County Councillor for the Epsom West division at the By-election held on 19 November 2015.

**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 LEADER'S STATEMENT**

The Leader to make a statement.

There will be an opportunity for Members to ask questions.

(iii)

## 7 MEMBERS' QUESTION TIME

- (1) 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 Wednesday 2 December 2015).***

- (2) Cabinet Member Briefings on their portfolios

These will be circulated by email to all Members prior to the County Council meeting, together with the Members' questions and responses.

There will be an opportunity for Members to ask questions.

## 8 STATEMENTS BY MEMBERS

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

***(Note: Notice of statements must be given in writing, preferably by e-mail, to Anne Gowing in Democratic Services by 12 noon on Monday 7 December 2015).***

## 9 ORIGINAL MOTIONS

### ITEM 9(i)

**Mr Stephen Cooksey (Dorking South and the Holmwoods) to move under Standing Order 11 as follows:**

'This Council notes:

(i) the findings of the most recent Footways Network Survey, showing that a third of all the county's footways are either "functionally or structurally impaired".

(ii) that models produced by the Council's highways team show that the current low levels of capital investment in the county's footways will lead to a continued deterioration in their condition, with 40% of the county's footways expected to be "functionally or structurally impaired" by 2028.

In light of these worsening conditions, this Council requests the Cabinet to give much higher priority to the funding of footway resurfacing, re-paving and repair to improve the condition of Surrey's footway network for the benefit of pedestrians.'

**ITEM 9(ii)**

**Mr Tim Hall (Leatherhead and Fetcham East) to move under Standing Order 11 as follows:**

‘This Council warmly welcomes a new Conservative Government which is listening to the voice of Local Government and is now setting out an agenda of reforming business rates, devolving power and responding to the funding needs of adult social care.’

**ITEM 9(iii)**

**Mr Jonathan Essex (Redhill East) to move under Standing Order 11 as follows:**

**Supporting LGA Climate Local Initiative**

‘Surrey County Council takes note of the International Climate Talks currently taking place in Paris and takes this opportunity to reaffirm the importance of its leadership role in this area by committing to sign up to the Local Government Association's Climate Local initiative, and call on other Councils to do the same.’

**ITEM 9(iv)**

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

‘Council notes that when roads are surface dressed in order to prolong the life of roads by sealing them and to save money before a full resurfacing, the road surface becomes noisier for residents living nearby.’

This Council requests the Cabinet to amend its policy to take into account not just cost but also the quality of life of residents, including noise levels of different road surfaces when deciding on different types of materials and processes for surface dressing or full road resurfacing.’

**10 REPORT OF THE CABINET**

(Pages  
17 - 106)

To receive the report of the meeting of the Cabinet held on 27 October and 24 November 2015 and to agree two recommendations in respect of:

- (i) School Organisation Plan 2015/16 – 2024/25
- (ii) Revision of Procurement Standing Orders

**11 APPOINTMENT OF CHAIRMAN FOR COUNCIL OVERVIEW BOARD**

To appoint a Chairman for the Council Overview Board for the remainder of the council year.

- 12 AMENDMENT TO SURREY PAY POLICY STATEMENT 2015 - 16** (Pages 107 - 114)  
To approve the updated 2015/16 Pay Policy Statement.
- 13 CONSTITUTION UPDATE REPORT - FINANCIAL GOVERNANCE AMENDMENTS** (Pages 115 - 120)  
It is the Council's responsibility to approve changes to the Scheme of Delegation regarding non-executive functions. Amendments to executive functions are delegated to the Leader and are brought to County Council to note.  
  
This report notes changes to the Scheme of Delegation (Cabinet and Officers) relating to academy balance transfers on conversion, the management of Trust Funds and fees & charges.  
  
As a result of these changes to the scheme of delegation, Council are invited to note the amendments to the Financial Regulations.
- 14 MINUTES OF THE MEETINGS OF THE CABINET** (Pages 121 - 154)  
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 Anne Gowing in Democratic Services by 12 noon on Monday 7 December 2015.

#### **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. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that 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*

**COUNTY COUNCIL****COUNCIL MEETING - 13 OCTOBER 2015**

**MINUTES** of the meeting of the Council held at the Council Chamber, County Hall, Kingston upon Thames, Surrey KT1 2DN on 13 October 2015 commencing at 10.00 am, the Council being constituted as follows:

Sally Marks (Chairman)

\* Nick Skellett CBE (Vice-Chairman)

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

\*absent

### **58/15 APOLOGIES FOR ABSENCE [Item 1]**

Apologies for absence were received from Mrs Coleman, Mrs Curran, Mr Ellwood, Mr Furey, Mr Gray, Mr Hussain, Mr Johnson, Mrs Mountain, Mr Page, Mrs Ross-Tomlin, Mr Skellett and Mr Witham.

### **59/15 MINUTES [Item 2]**

The minutes of the meeting of the County Council held on 14 July 2015 were submitted, confirmed and signed.

### **60/15 CHAIRMAN'S ANNOUNCEMENTS [Item 3]**

The Chairman made the following announcements:

- The untimely death of Councillor Robert Watts, Leader of Spelthorne Borough Council, in a house fire last weekend. She informed Members that she had written to Councillor Mark Francis, Mayor of Spelthorne, to express her sympathies.
- That Surrey County Council had been awarded the Defence Employer Recognition Silver Award for demonstrating and communicating the Council's supportive behaviour towards the Armed Forces. She presented the award to David Munro, the Armed Forces Champion for Surrey County Council.
- The Summer Reception for volunteers - more than 50 of Surrey's unsung heroes were recognised for their work within their communities. Each volunteer was presented with a certificate and a specially commissioned voluntary medal struck at the Pobjoy Mint in Tadworth.
- The appointment of a new Lord-Lieutenant for Surrey - Mr Michael More-Molyneux of Loseley Park replaced Dame Sarah Goad, who retired after eighteen years of dedicated service.
- That, earlier this month, she had taken part in the civic procession from the Guildhall to the Holy Trinity Church, Guildford for the annual service for the Judiciary in Surrey.
- She reported on the following Royal Visits to the county, which had taken place since 1 September 2015:
  - (i) HRH Duchess Gloucester visited King Edward's School in Witley;
  - (ii) HRH Duke of Gloucester visited the Archaeological excavations at Woking Palace, McLaren Technology centre and opened the new sixth form block at Glyn School;
  - (iii) HRH Princess Royal had visited the Rural Housing Conference hosted at Loseley Park and presented two Queen's Awards for Enterprise: one for Innovation, and one for International Trade to Hallmarq Veterinary Imaging in Merrow.

- University of Surrey, had been recently awarded two University of the Year titles by the Times and the Sunday Times, achieving top spot overall and also being recognised for Student Experience.
- That the resignation of Mrs Stella Lallement as a county councillor be noted. She informed Members that a notice of vacancy has been published on the Council's website.

#### **61/15 DECLARATIONS OF INTEREST [Item 4]**

1. Mr Forster declared a non-pecuniary interest in item 9 (the motion standing in the name of Mr Robert Evans) because he works for a Member of the European Parliament.
2. Mr Essex declared a non-pecuniary interest in item 9 (the motion standing in the name of Mr Orrick) because he was a trustee of Furnistore, a reuse charity.

#### **62/15 APPROVAL OF COUNTY COUNCILLOR ABSENCE [Item 5]**

The Chairman said that the Council was requested to consider whether Mrs Clare Curran may continue to be absent from Council by reason of ill health, and on behalf of the Council, sent Members' good wishes to her.

It was:

#### **RESOLVED:**

That Mrs Clare Curran may continue to be absent from meetings by reason of her ill health until May 2016 and the Council looks forward to welcoming her back in due course.

#### **63/15 LEADER'S STATEMENT [Item 6]**

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

Members raised the following topics:

- Devolution – this was generally welcomed but the Leader was asked what opportunities would the public have to comment on the proposals and how would it be finalised before it was submitted to Government.
- That a significant amount of work would need to be undertaken to develop the governance arrangements for Devolution.
- Assurance was requested from the Leader that he would arrange for a cost benefit analysis, relating to Devolution proposals, to be undertaken, following his meeting with Greg Clark, Secretary of State for Communities and Local Government.
- Devolution should lead to increased efficiencies and value for money for residents and should be supported.

- That a £1.9m reduction of this year's youth service budget would have a detrimental effect on the provision of this service for young people.
- That Epsom had recently been named as the top town in the country for courtesy.
- A request for details of the formulation of the Devolution bid in relation to Local Enterprise Partnerships which spilled over into other counties.
- Whether the decision making process would become less transparent with Devolution.
- Could Devolution result in the County / Boroughs and Districts moving toward a unitary model for Local Government?

#### **64/15 MEMBERS' QUESTION TIME [Item 7]**

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 Robert Evans** asked the Leader of the Council whether he, or any of his colleagues, had any discussions with Surrey's Police and Crime Commissioner. The Leader referred Mr Evans to the first paragraph of his written response.

**(Q2) Mrs White** asked the Leader of the Council if he agreed that Government changes to planning laws would not help Surrey and requested that he write to the Prime Minister. She also considered that 'affordable housing' was still likely to be beyond the reach of key workers in Surrey. The Leader considered that the Government was right to encourage builders but said that he would raise the issue with the Secretary of State for Communities and Local Government at his meeting with him later in the week.

**(Q4) Mrs Watson** requested that a survey of all County Council roads be undertaken so that all county roads were included on the asset register. In the absence of the Cabinet Member for Highways, Transport and Flooding, the Leader agreed to ensure that the Cabinet Member was aware of her request.

**(Q5) Mr Kington** queried the response to the first part of his question because there was no direct link to the Ofsted reports or any search engine. The Cabinet Member for Business Services and Resident Experience reiterated (as stated in her response) that she had asked officers to review the importance of clear and accurate tagging when putting information on the website.

**(Q6)** In the absence of the Cabinet Member for Highways, Transport and Flooding, **Mr Selleck** asked the Leader of the Council why the County Council had recently received a cheque from Kier. The Leader agreed to make enquiries and to share the response with Members after the meeting.

**(Q7) Mr Essex** asked the Cabinet Member for Business Services and Resident Experience if it was possible to publish what the cost of the introduction of the National Living Wage on the Council would be and whether Central Government could be asked to provide additional funding to lessen the impact of its introduction. The Cabinet Member said that the budget figures produced in November, as part of the Medium Term Financial Plan refresh, may include an estimate and she

confirmed that the Leader of the Council continued to lobby Central Government in relation to fairer funding for Surrey.

**(Q8) Mrs White** asked the Leader of the Council if it may have been financially prudent to appoint a new temporary Cabinet Member rather than a fifth Cabinet Associate Member. The Leader referred to the Scheme of Members' Allowances and said that he was satisfied with his decision to appoint an additional Cabinet Associate Member.

**(Q9) Mr Beardsmore** expressed concern about the timescales involved for re-negotiating SITA Surrey's contract with the Allington Waste for Energy Plant in Kent. The Cabinet Member for Environment and Planning said that he had nothing to add to his written response already provided.

**(Q10) Mr Essex** asked if the answer already provided to part of his question, before the meeting, could also be circulated to Members. The Cabinet Member for Environment and Planning agreed to this request.

### **Cabinet Member Briefings on their portfolios are attached as Appendix C.**

Members made the following comments:

- The Cabinet Member for Business Services and Resident Experience was asked for her comments on the scrutiny process for Orbis at both East Sussex and Surrey County Councils and whether there would be political support for any possible difficult decisions.
- Flood Forums – a request for more information to be provided to local committees within the next three months.
- Community Recycling Centres and proposed changes to the service – a plea to 'keep it simple' in order to continue to increase recycling rates in Surrey.
- A request for information on the cost of fly tipping and how much of that cost was attributed to the County Council – it was agreed that this information would be provided outside the meeting. Also whether the numbers provided in the Cabinet Member for Environment and Planning's update included waste tipped on private land - the Cabinet Member said that those figures would be impossible to determine. However, he advised Members that the County Council would be working with landowners and other key partners to develop a fly tipping strategy.
- Enterprise M3 Growth Hub and the impact in the Guildford area – concern was expressed that little was known about Local Enterprise Partnerships (LEPs), their decision making processes and what they do. The Deputy Leader referred Members to the LEP's website and confirmed that the County Council was working with businesses and institutions so that the partnership developed and would provide support to businesses across the Enterprise M3 area.
- MIPIM UK – a request for more information on this and whether Surrey was unique in being the only Local Authority taking part at this conference.

## **65/15 STATEMENTS BY MEMBERS [Item 8]**

There were three local Member statements:

- Mr Robert Evans in relation to the bus provision in Stanwell Moor
- Mr Chris Townsend in relation to the Youth Service, Sure Start and School provision in Ashtead
- Mr Bill Barker in relation to Pigeon House Bridge, Wisley

## **66/15 ORIGINAL MOTIONS [Item 9]**

### **ITEM 9(i)**

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

Under Standing Order 12.1, Mr Robert Evans moved the motion which was:

"This Council views with sorrow the on-going migration crisis on mainland Europe and expresses its deep regret at the tragic loss of lives and deeply distressing images that have resulted.

Surrey County Council notes that the international community has failed to come up with credible policies to manage this humanitarian disaster, but recognises that the UK has a proud history of offering sanctuary to those who are fleeing from dangerous and desperate situations in other countries.

Notwithstanding the economic pressures that Surrey is facing, Council resolves to work with its eleven boroughs and districts to support initiatives to help migrants who may seek refuge in the United Kingdom, and for the County to take its fair share of refugees.

Surrey calls on the British Government to ensure adequate funding and resources are made available to all local authorities involved."

Mr Robert Evans made the following points:

- That over 4 million people were now displaced and there was no end to this crisis and that each day, approximately 5000 people were still leaving Syria.
- Huge numbers of migrants were anticipated across the European Union this year, it could be up to 1 million people.
- The refugees were not just from Syria, they were coming from many countries including Iran and Afghanistan.
- Many people were fleeing from countries where the UK had some previous involvement.
- Britain / Surrey had a proud record of helping and some Surrey Boroughs and Districts were offering support to refugees.
- Reference to previous refugees crises where people had settled in Surrey and had played a part in life in the county.
- That there were 3000 empty homes in Surrey and this resource could help alleviate housing needs.
- The importance of Surrey making a statement on this issue and that the county would be willing to work with Government and Surrey's Borough and

Districts to offer help where possible but that he had no magic solutions to this crisis.

The motion was formally seconded by Mr Hodge who thanked Mr Essex for allowing him to second this motion. He also made the following points:

- That all Members were appalled with the on-going recent migrant crisis.
- Surrey residents had responded with generosity and he believed it was right for the County Council to work with Government to help migrants.
- He was pleased that Government had committed to extend funding for Syrian refugees beyond one year and he hoped that there would be long term sustainable funding.
- The importance of working together to have a co-ordinated multi-agency approach to helping with this crisis.
- That Members and the public would receive regular updates on the County's response.
- Finally, he said that both he and the Conservative Group were happy to support this motion.

The Chairman informed Members that, as there appeared to be a general consensus that this motion would be agreed, there should only be a short debate on it and said that Mr Essex, as the original seconder of this motion, should be the only speaker. He made three points:

- The importance of being pro-active in dealing with the migrant crisis
- Reference to the detention centres near Heathrow and Gatwick and the unfair burden on the Councils in those areas
- Action was required and that he would like to see Surrey County Council joining with Kent County Council to assist them with the large number of refugee children coming to the UK.

Following Mr Essex's comments, the motion was put to the vote.

It was:

**RESOLVED (unanimously):**

That this Council views with sorrow the on-going migration crisis on mainland Europe and expresses its deep regret at the tragic loss of lives and deeply distressing images that have resulted.

Surrey County Council notes that the international community has failed to come up with credible policies to manage this humanitarian disaster, but recognises that the UK has a proud history of offering sanctuary to those who are fleeing from dangerous and desperate situations in other countries.

Notwithstanding the economic pressures that Surrey is facing, Council resolves to work with its eleven boroughs and districts to support initiatives to help migrants who may seek refuge in the United Kingdom, and for the County to take its fair share of refugees.

Surrey calls on the British Government to ensure adequate funding and resources are made available to all local authorities involved.

## ITEM 9(ii)

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

Under Standing Order 12.1, Mr John Orrick moved the motion which was:

'This Council:

### Notes:

1. that the consultation on the future of Recycling Centres ended on 30th September;
2. that the consultation sought views on four options - charging for non-household waste disposal, reducing opening hours, closing some centres for one or two days, and closing some centres altogether but failed to include an option to reject all four;
3. that consequently the consultation was flawed since its conclusion could only favour one of four unacceptable options.

### Resolves:

to recommend to the Cabinet that all four options are rejected because the implementation of any one of them would lead to a significant reduction in service, adversely affect recycling rates and increase fly-tipping.'

Mr Orrick made the following points in support of his motion:

- That, as part of the consultation process on the future of Recycling Centres, he had spoken to many local residents
- A belief that the options presented were flawed and may result in increased costs, partly due to increased fly tipping
- Currently, recycling rates were increasing but this could change if Recycling Centres opened for fewer hours and started charging for non-household waste disposal
- That many residents who had responded to the consultation had praised the Recycling Centre staff
- Introducing charges would cause some issues for staff, with residents possibly haggling over any charge being made and also that providing a credit / debit service would incur costs.

The motion was formally seconded by Mr Cooksey, who reserved his right to speak.

Mr Goodman moved an amendment, which was tabled at the meeting. This amendment was formally seconded by Mr Harmer.

The amendment was as follows (with additional words underlined and deletions crossed through):

'This Council:

Notes:

1. that the consultation on the future of Recycling Centres ended on 30 September;
2. that the consultation sought views on four options - charging for non-household waste disposal, reducing opening hours, closing some centres for one or two days, and closing some centres altogether but failed to include an option to reject all four;
3. that consequently the consultation was flawed since its conclusion could only favour one of four unacceptable options.

Resolves:

to recommend to the Cabinet that all four options ~~are rejected because the implementation of any one of them would lead to a significant reduction in service, adversely affect recycling rates and increase fly tipping.~~ plus any other options that the Cabinet considers to be relevant are considered, before arriving at its decision.

During the debate, this amendment was further amended, with the consent of Council and point 3 was deleted.

The amendment was not accepted by Mr Orrick and Mr Goodman spoke to his amendment, making the following points:

- That this consultation had followed a similar process to that used in the Transport Review earlier this year
- The consultation had received over 4500 responses
- The County Council had invested several million pounds in some of the Recycling Centres
- Officers were currently reviewing the consultation information and would compile recommendations which would be shared with the Economic Prosperity, Environment and Highways Board before going to Cabinet in November for discussion
- That there may be a need for further consultation in certain aspects of the changes, as happened in the Transport Review
- Where other authorities had introduced changes to Community Recycling Centres (CRCs), it had not resulted in an increase in fly tipping
- A Surrey wide strategy to reduce fly tipping was being worked on and would be introduced
- Surrey had excellent recycling rates at its CRCs – in 2014/15 it was 64.1% and its kerbside performance was 54%, the fifth best in England and landfill at 6%, the 6<sup>th</sup> best in England
- Finally, he said that the County Council would never be complacent about this issue, would continue to work in partnership with Boroughs and Districts and urged Members to support this amendment.

Seven Members also spoke to the amendment and made the following comments:

- Discussion of the proposals at the Economic Prosperity, Environment and Highways Board would provide Members with ample opportunity to suggest changes

- Savings targets, as set out in the Medium Term Financial Plan, needed to be met
- There was greater choice for household recycling at CRCs and the County Council should provide more investment for them
- Recycling rates had stalled
- Disposal costs for fly tipping were twice as expensive as planned recycling
- That the amendment would now include any other options that Cabinet considered relevant
- The County Council had some very good CRCs but some in the county had proved difficult to upgrade so the Council needed to commit to upgrading all its CRCs, although it was acknowledged that this could be very challenging
- There had been a long and constructive debate at the last meeting of Surrey Waste Partnership. However, concerns about possible fly tipping issues had been raised by Boroughs and Districts.
- The amendment was counter-productive and there were concerns about less recycling and the 'knock-on effect' of increased costs for Boroughs and Districts
- The reason for the consultation was to make £1.8m savings
- Some CRCs may be closed but to date there had been no indication which ones were vulnerable.

The amendment was put to the vote with 48 Members voting for and 16 Members voting against it. There was one abstention.

Therefore the amendment was carried and became the substantive motion.

Two Members spoke on the substantive motion before it was put to the vote with 50 Members voting for it. 15 Members voted against it and there was 1 abstention.

Therefore, it was:

**RESOLVED:**

'This Council:

Notes:

1. that the consultation on the future of Recycling Centres ended on 30 September;
2. that the consultation sought views on four options - charging for non-household waste disposal, reducing opening hours, closing some centres for one or two days, and closing some centres altogether but failed to include an option to reject all four;

Resolves:

to recommend to the Cabinet that all four options plus any other options that the Cabinet considers to be relevant are considered, before arriving at its decision.

### **ITEM 9(iii)**

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

Under Standing Order 12.1, Mr Will Forster moved the motion which was:

'This Council notes with significant concern the most recently released road injury statistics for 2014 showing that:

- (i) The number of people killed or seriously injured on Surrey's roads increased by 23% from 2013 (up from 599 to 735) – the third worst performance of any police force area across England and Wales.
- (ii) The number of casualties on Surrey's roads has increased in 2014 compared with 2013 as follows:
  - Total road casualties increased by 3.5% from 5,223 to 5,408.
  - Fatal injuries more than doubled (111% increase) from 18 to 38.
  - Serious injuries increased by 20% from 581 to 697 - the highest number since at least 2005.
  - The number of children injured on Surrey's roads grew by 14% from 305 to 348.
  - The number of car occupants killed or seriously injured (KSIs) increased by 36% to 268 - the highest figure since 2008.
  - Cyclists KSIs increased for the sixth consecutive year by 14.5% to 166.
  - Pedestrians KSIs remained at 98 for a second year running - the highest number since at least 2005.
  - Motorcyclists KSIs increased by 32% to 185 to reach the highest recorded numbers since at least 2005.

In the light of Surrey's adverse and worsening road safety record, this Council requests the Cabinet to give a much higher priority to improving road safety including more funding for services such as Drive SMART, road safety outside schools and highway improvements, and establish a Road Safety Task Group in order to reduce the numbers of people killed and seriously injured on Surrey's roads.'

The motion was formally seconded by Mr Beardsmore.

Mr Forster made the following points:

- Highlighted the statistics, as detailed in the motion
- The increase in the number of children injured on Surrey's roads
- That many residents had contacted him since he had submitted this motion
- Surrey County Council was not doing enough to improve road safety on its roads
- The increased number of road casualties in 2014, in the South East
- Proposal of a Road Safety Task Group to enable a step change to reduce the number of people killed or seriously injured in Surrey
- Promotion of cycling and walking was important and therefore he considered that this motion was good for safety, health and the environment.

Mrs Hammond moved an amendment, which was tabled at the meeting. This amendment was formally seconded by Mr Harmer.

The amendment was as follows (with additional words underlined and deletions crossed through):

'This Council notes with significant concern the most recently released road injury statistics for 2014 showing that:

(i) The number of people killed or seriously injured on Surrey's roads increased by 23% from 2013 (up from 599 to 735) – the third worst performance of any police force area across England and Wales.

(ii) The number of casualties on Surrey's roads has increased in 2014 compared with 2013 as follows:

- Total road casualties increased by 3.5% from 5,223 to 5,408.
- Fatal injuries more than doubled (111% increase) from 18 to 38.
- Serious injuries increased by 20% from 581 to 697 - the highest number since at least 2005.
- The number of children injured on Surrey's roads grew by 14% from 305 to 348.
- The number of car occupants killed or seriously injured (KSIs) increased by 36% to 268 - the highest figure since 2008.
- Cyclists KSIs increased for the sixth consecutive year by 14.5% to 166.
- Pedestrians KSIs remained at 98 for a second year running - the highest number since at least 2005.
- Motorcyclists KSIs increased by 32% to 185 to reach the highest recorded numbers since at least 2005.

~~In the light of Surrey's adverse and worsening road safety record, this Council requests the Cabinet to give a much higher priority to improving road safety including more funding for services such as Drive SMART, road safety outside schools and highway improvements, and establish a Road Safety Task Group~~

(iii) Though acknowledging the need to place 2014 data into the context of long term improvement.

This Council requests that the Drive Smart Board consider the 2014 data alongside the previous years' data and any other National information available, including the current 2015 data, in order to make recommendations to the Economic Prosperity, Environment and Highways Board as to how best to promote road safety in a holistic way, in order to reduce the numbers of people killed and seriously injured on Surrey's roads.'

The amendment was not accepted by Mr Forster and therefore Mrs Hammond spoke to her amendment, making the following points:

- That there had also been increases in casualties in other counties, although she acknowledged that every fatality or serious injury was a tragedy
- Uncertainty why there had been a comparatively large increase in the number of fatal / serious collisions in Surrey in 2014

- Analysis undertaken by the Department for Transport suggested a number of contributing factors including: (i) the effect of adverse weather, (ii) general increase in cycling participation especially in Surrey, following the success of the Olympic cycle races, (iii) random fluctuations in road safety statistics from year to year
- Emerging data was suggesting that the number of road casualties in 2015 would be much less than in 2014 but this still left no room for complacency
- Continued need to support road safety campaigns such as Safe Drive Stay Alive
- The Drive Smart Board had already considered the casualty data and commissioned and funded a media and publicity campaign on cycling safety.

Ten Members also spoke to the amendment and made the following comments:

- The necessity of reviewing safe routes to schools, including lower speed limits at school crossing points
- Congestion and its impact on Surrey's roads
- Obesity
- Drivers' use of Surrey's roads – there should be zero tolerance to going through red lights and speeding
- Footpaths should be regularly cleared to enable safer walking routes
- Elimination of inconsiderate parking outside schools
- Promotion of the safety campaigns, including wide dissemination of Drive Smart videos, particularly for young drivers
- Enforcement and the lack of officers to do it
- Many of these issues were matters for local committees
- Difficulty of recruiting school crossing patrol staff
- Drive Smart Board was not a decision making body, the responsibility for Road Safety sat with the Cabinet and the Council should be giving road safety a higher priority and not relying on the Drive Smart Board
- Signage encouraged slower driving
- A need to look at the statistics over the last 20 years, which showed a dramatic improvement, rather than just one year's data
- Utilising the Economic Prosperity, Environment and Highways Board to consider how best to promote road safety was a better option than establishing a Road Safety Task Group.

The amendment was put to the vote with 46 Members voting for and 18 Members voting against it. There was one abstention.

Therefore the amendment was carried and became the substantive motion.

Three Members spoke on the substantive motion before it was put to the vote with 46 Members voting for it. 16 Members voted against it and there were 2 abstentions.

Therefore, it was:

**RESOLVED:**

This Council notes with significant concern the most recently released road injury statistics for 2014 showing that:

- (i) The number of people killed or seriously injured on Surrey's roads increased by

23% from 2013 (up from 599 to 735) – the third worst performance of any police force area across England and Wales.

(ii) The number of casualties on Surrey's roads has increased in 2014 compared with 2013 as follows:

- Total road casualties increased by 3.5% from 5,223 to 5,408.
- Fatal injuries more than doubled (111% increase) from 18 to 38.
- Serious injuries increased by 20% from 581 to 697 - the highest number since at least 2005.
- The number of children injured on Surrey's roads grew by 14% from 305 to 348.
- The number of car occupants killed or seriously injured (KSIs) increased by 36% to 268 - the highest figure since 2008.
- Cyclists KSIs increased for the sixth consecutive year by 14.5% to 166.
- Pedestrians KSIs remained at 98 for a second year running - the highest number since at least 2005.
- Motorcyclists KSIs increased by 32% to 185 to reach the highest recorded numbers since at least 2005.

(iii) Though acknowledging the need to place 2014 data into the context of long term improvement.

This Council requests that the Drive Smart Board consider the 2014 data alongside the previous years' data and any other National information available, including the current 2015 data, in order to make recommendations to the Economic Prosperity, Environment and Highways Board as to how best to promote road safety in a holistic way, in order to reduce the numbers of people killed and seriously injured on Surrey's roads.

## **67/15 REPORT OF THE CABINET [Item 10]**

The Leader presented the Report of the Cabinet meetings held on 29 July and 22 September 2015. Members had an opportunity to comment on the report.

### **Reports for Information / Discussion**

The following reports were received and noted:

- Annual Report of the Shareholder Board
- Quarterly report on decisions taken under Special Urgency Arrangements: 1 July – 30 September 2015

### **RESOLVED:**

That the report of the meetings of the Cabinet held on 29 July and 22 September 2015 be adopted.

**68/15 APPOINTMENT OF A VICE-CHAIRMAN OF EDUCATION AND SKILLS SCRUTINY BOARD [Item 11]**

**Vice-Chairman of Education and Skills Scrutiny Board**

It was:

**RESOLVED:**

That Mrs Moseley be appointed as Vice-Chairman on the Education and Skills Scrutiny Board for the remainder of the council year 2015/16.

**69/15 PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE [Item 12]**

Mr Hodge, as Chairman of the People, Performance and Development Committee introduced the committee's report.

**RESOLVED:**

That the Constitution be amended to institute a formalised arrangement for the appointment of senior managers to the Orbis Joint Partnership, where Surrey County Council is the authority paying for the post, to allow a Member of East Sussex County Council to sit on and participate in the Appointments Sub-Committee as a co-opted Member without the ability to exercise voting rights.

**70/15 AMENDMENT TO SURREY PAY POLICY STATEMENT 2015 - 2016 [Item 13]**

This item was withdrawn and will be brought back to the next County Council meeting in December.

**71/15 CONSTITUTION UPDATE REPORT [Item 14]**

This report sought Council's approval for changes to the Scheme of Delegation relating to a change in name for the Surrey Pension Fund Board (now to be known as the Surrey Pension Fund Committee). Also, in line with Article 6.04 it also formally reported the appointment of a new Cabinet Associate.

Mrs Watson wished it to be noted that she was opposed to an additional Cabinet Associate post because she considered Cabinet Associates were an unnecessary, additional expense to the Authority.

**RESOLVED:**

1. That the changes to the Constitution regarding the name change of the Surrey Pension Fund Committee (formerly known as the Surrey Pension Fund Board) be approved.
2. That the appointment of a new Cabinet Associate by the Leader of the Council be noted.

**72/15 MINUTES OF THE MEETINGS OF THE CABINET [Item 15]**

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: 12.50pm]

---

**Chairman**

*County Council Meeting – 8 December 2015*

## REPORT OF THE CABINET

The Cabinet met on 27 October and 24 November 2015.

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 27 October 2015 meeting are included within the agenda at item 14. The minutes of the 24 November 2015 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 (Monday 7 December 2015).

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.

<b>RECOMMENDATIONS ON POLICY FRAMEWORK DOCUMENTS</b>
--

*24 November 2015*

### **A SCHOOL ORGANISATION PLAN**

1. The Cabinet at its meeting on 24 November 2015 considered the report on the School Organisation Plan 2015/16 – 2024/25. The recommendations and reasons for recommendations considered by Cabinet are attached at Appendix 1. The report submitted to Cabinet together with the School Organisation Plan is attached as Appendix 2.

#### **2. The Cabinet RECOMMENDS:**

That the School Organisation Plan 2015/16 – 2024/25 be approved.

*27 October 2015*

### **B REVISION OF PROCUREMENT STANDING ORDERS**

1. The Procurement Standing Orders (PSOs) sets out how the Council governs spending by officers on goods, works and services. The PSOs need revision to take account of recent changes in the law, and to update them to ensure they reflect best practice and Council priorities, including partnership working.

2. These Procurement Standing Orders have four main purposes:

- To secure **value for money** through appropriate market competition for contracts, so that the Council offers best value for services to Surrey residents.
- To be **transparent** to Surrey's residents about how the County Council spend their money.

- To make sure that the Council spends its public money **legally and fairly**, and to **protect** it from undue criticism or allegation of wrongdoing.
- To support **sustainability** and social value objectives, and the Council's public sector equality duty.

3. They have been updated to take account of:

- new Public Contract Regulations 2015
- best practice updates for lower value contracts from Lord Young recommendations aiming to making it easier for small and local businesses to tender for contracts
- the Local Government Transparency Code on publication of data
- closer alignment of procurement practices to support effective collaboration and partnership working, including extension of the existing partnership with East Sussex County Council, whilst still respecting the sovereignty of individual Council requirements
- improvements to purchasing processes intended to speed up transactions and ensure proper compliance
- improvements to strengthen contract management and management of contract variations and extensions
- updates to reflect best practice around electronic invoicing.

**Xx The Cabinet RECOMMENDS:**

That the proposed changes to Procurement Standing Orders, as set out in Appendix 3, be approved.

<b>REPORTS FOR INFORMATION / DISCUSSION</b>
---

*27 October 2015*

**A ORBIS THREE YEAR BUSINESS PLAN**

1. On 15 April 2015, East Sussex and Surrey County Councils established a transformative public sector partnership, 'Orbis', with the vision to deliver a fully integrated and compelling business service offer to the public sector.
2. It was imperative that business services for both East Sussex and Surrey County Councils were delivered in a way which enabled front line services to respond to the needs of residents quickly and seamlessly. Both Councils also needed to realise efficiencies which could be used to protect the services residents value the most and Orbis provides the platform for this through increased economies of scale and pooled expertise.
3. Orbis has a unique aspiration to grow beyond the two founding partners of East Sussex County Council and Surrey County Council, to become one of the largest shared services providers of its kind. With the two founding partners, Orbis has a combined budget of £65m and employs 1400 staff. There has already been a positive reception from peers, and other county, city and district councils have begun to engage and shown an interest in joining the partnership.

4. Following Cabinet approval in February 2015 to establish the partnership, detailed work has been undertaken at Cabinet's request to produce a three-year business plan for the partnership, this was endorsed by the Orbis Joint Committee on 28 September 2015.
5. In order to achieve full projected benefits, Cabinet's endorsement and sign-off of the next level of investment was required. This investment was necessary to realise the full benefits of Orbis, including improved business services for customers, and therefore residents.
7. **The Cabinet AGREED:**
  1. That the Orbis business plan, approved by the Orbis Joint Committee on 28 September 2015, and the roadmap for the integration of services, as described in the plan, within the Cabinet report, be noted.
  2. That the one off investment (SCC share £4.7m) required to deliver the benefits (SCC share £5.6m recurring) through off-setting of investments against benefits in the Medium Term Financial Plan (MTFP) (2016-21) be approved in principle.
  3. That the Surrey County Council share of the initial investment in the programme team up to 2017/18 be approved and IT costs for 2015/16 which is £862,000, be funded from the 'Invest to Save' fund initially, where investment precedes benefits, otherwise to be off-set against benefits.

**Mr David Hodge  
Leader of the Council  
27 November 2015**

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

**A. SCHOOL ORGANISATION PLAN**

That the School Organisation Plan 2015/16 – 2024/25 be approved.

**Reasons for Recommendations**

The School Organisation Plan is a key document used by schools and education stakeholders in considering long term plans. It is necessary to review the Plan to ensure that the best and most up to date information is published for use in this planning process.

-

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 24 NOVEMBER 2015**

**REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS,  
SKILLS AND EDUCATIONAL ACHIEVEMENT**

**LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE**

**SUBJECT: SCHOOL ORGANISATION PLAN**



**SUMMARY OF ISSUE:**

The Cabinet is asked to consider the Surrey School Organisation Plan 2015/16 - 2024/25 for publication.

The School Organisation Plan sets out the policies and principles underpinning school organisation in Surrey. It highlights the likely demand for school places projected over a 10 year period, and set out any potential changes in school organisation that may be required in order to meet the statutory duty to provide sufficient places.

**RECOMMENDATIONS:**

That the School Organisation Plan 2015/16 - 2024/25 is approved for recommendation to Council to determine its publication.

**REASON FOR RECOMMENDATIONS:**

The School Organisation Plan is a key document used by schools and education stakeholders in considering long term plans. It is necessary to review the Plan to ensure that the best and most up to date information is published for use in this planning process.

**DETAILS:**

1. The county council has a statutory responsibility to provide a sufficient number of school places to meet the needs of its residents. The council must monitor future demand and decide on the appropriate change to school organisation where necessary in order to meet this statutory responsibility.
2. The Surrey School Organisation Plan for 2015/16- 2024/25 sets out the policies and principles that underpin school organisation in Surrey. It also highlights the likely demand for school places over the next 10 years and sets out likely school organisation changes that may be required in order to provide a sufficient number of places.

**The current position in Surrey**

3. The current context in Surrey remains one of a rising primary school population across Surrey, but a decrease in the birth rate in 2013 and 2014 will see this population become steadier in future years. The sharp increase in primary cohorts is now also starting to impact on the secondary sector, as these children begin to transition into secondary schools.

4. The county council has established a capital programme to expand school places across the county in line with demand. The current five year programme, 2015 - 2020, will provide an additional 13,000 school places. The focus of this programme will see a shift from primary places to secondary places during the period.
5. The council is currently commissioning a Surrey Infrastructure Framework as the basis of a longer term strategy with district and borough councils, and this should provide more clarity to support infrastructure contributions from developers. Clearly any longer term strategy will be subject to significant change.

### **School Organisation Plan in summary**

6. After a foreword from the Director of Children's Services, the first four chapters of the plan discuss the regulations and principles which underpin the planning of future provision in Surrey. The first chapter introduces the purpose of the plan in relation to the council's core function of providing sufficient school places, and places the plan within the context of other strategies for young people in the county.
7. The second chapter briefly sets out the Government regulations, policies and guidance which underpin school organisation, describing the legislative framework through which changes in school organisation are achieved.
8. Chapter three provides detail on the process of school commissioning in Surrey, emphasising 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. The chapter goes on to outline the principles adhered to in Surrey when making changes to school organisation and the process by which school age population forecasts are produced.
9. An overview of the current situation in the county in terms of demographics and school population is given in the fourth chapter. This chapter also establishes the current pattern of educational provision in the county, including details on the county's state funded schools and identifying county wide trends in births and housing.
10. The plan goes on to provide individual chapters discussing educational provision in each of Surrey's boroughs and districts. Recent birth data and trends are set out, with primary and secondary provision then being separately discussed. Projections for primary and secondary places are shown in graphs, and the implications of these are detailed. Schools where additional places have been provided since 2013 are identified, although requirements for additional provision are usually only discussed in broad terms since in most instances formal proposals have not been made. That being said, where formal proposals have already been ratified, specific school details are provided.

### **Borough and district summaries**

11. **Elmbridge** - births in Elmbridge peaked in 2010/11 and have since fluctuated at a similar level. 2014 saw the first significant drop in births across the borough, however the level of housing and inward migration means that it is likely that demand for school places will remain steady, with pockets of exceptionally high demand being maintained. The chapter shows that a significant number of temporary bulge classes and permanent expansions have been commissioned in the area to meet the sustained primary demand and a free school providing primary and secondary places has been opened. The

sharp increase experienced in primary cohorts has now begun to impact on the secondary sector, where an additional form of entry has already been provided and 3 additional forms will be provided by 2019, with a further six forms required in the long term.

12. **Epsom & Ewell** - births in Epsom & Ewell peaked in 2011/12, but have decreased marginally since. In the primary sector, additional forms of entry have been provided largely to cater for demand generated by additional housing in the north of the borough. In addition, a major organisational change is anticipated in Ewell by 2017. After a period of decline, secondary demand in the borough is recovering and additional secondary places are likely to be needed from 2019.
13. **Guildford** - births in Guildford peaked in 2011/12, followed by a small decrease which has now reached a plateau. Additional primary places have been provided in Guildford each year since 2009 and as a result there now appear to be sufficient places to meet anticipated demand going forward. School re-organisation is however being considered in the outlying rural villages to determine how best to meet the demand of these areas. In the secondary sector, housing and the increase in primary cohorts mean that up to three additional forms of entry will be required in the town centre by 2017.
14. **Mole Valley** - births in Mole Valley peaked earlier than other boroughs and districts in 2009/10 and have since decreased marginally year on year. Forecasts indicate that there will be sufficient places in the district overall, but this masks considerable variation: to the south there is spare capacity which is forecast to continue. However, in the north, there has been a greater pressure on places and additional places have been provided in the Ashted and Leatherhead areas. Similarly, whilst there is an overall surplus of secondary places at a district level, a shortage of places is forecast in the Dorking town area, with an additional two forms of entry being required by 2018.
15. **Reigate & Banstead** - births in Reigate & Banstead peaked in 2010/11 and have since fluctuated. However, demand has remained steady, particularly in the central Reigate and Redhill area, and additional places have been provided each year, with a new school being opened in 2012. Another new school was opened in 2014 to the south of the borough in Horley as the result of housing development and pressure on places in this area is largely dependent upon the rate of house building. The sharp increase in primary cohorts is now being felt in the secondary sector, and temporary bulge classes are being provided in both 2015 and 2016. The DfE has recently approved the opening of a new secondary free school in the Reigate and Redhill area to provide an additional six forms of entry to meet demand.
16. **Runnymede** - births in Runnymede peaked in 2011/12 before dipping and rising again in 2013. In the primary sector, demand is forecast to fluctuate before reaching a plateau by 2020. A number of additional places have been commissioned in the area, and there is a requirement for an additional form of entry in the Chertsey or Addlestone area moving forward. In the secondary sector, there is a clear shortage of places as the increased primary cohorts move into secondary schools. As the result, the DfE have approved a new free school in the area, which is due to open in 2017. Additional places in the Catholic secondary sector will also be required by 2020, to accommodate increased cohorts moving forward from Catholic primary schools.
17. **Spelthorne** - births in Spelthorne peaked in 2012/13, but marginally fell in 2014. This pattern of fluctuation has been evident since the early 2000s, and is

reflected in the demand for primary school places in the borough. There have been a number of temporary bulge classes provided since 2013 to meet demand. It is likely that future demand will not be uniform across the borough, and there will be a need for an additional two forms of entry at Reception. Secondary provision in the area will be adequate until 2018, but may potentially require an additional two forms of entry by 2022.

18. **Surrey Heath** - Surrey Heath was the first borough to experience a peak in the birth rate in 2007/08. Births then decreased year on year, reaching a plateau in recent years. In the primary sector, additional places have been provided at two schools in the borough: Connaught Junior and Bisley CE Primary School. The former was as the result of equalising an existing deficiency between infant and junior places in a largely rural area, and the latter as the result of cross border demand from Woking borough and the Pirbright military camp. Any future school organisation change will be as the result of housing development, such as the redevelopment of the barracks at Deepcut. In the secondary sector, there are currently surplus places that have challenged the efficient running of schools in the area, but the level of surplus is reducing and additional provision may be required to accommodate the peak demand coming forward from the primary sector in 2019.
19. **Tandridge** - births in Tandridge peaked in 2011/12 and have since decreased marginally year on year. In the primary sector, an overall surplus of places masks some local variance and additional places have been provided in some areas. Secondary school provision is located towards the north of the district and, due to the close proximity to the county border, has significant subscription from out of county applicants. A small shortage of places is expected by 2018 and it is likely that up to two forms of entry may be required.
20. **Waverley** - births in Waverley have fluctuated, peaking in 2011/12 before decreasing year on year. The rural nature of the majority of the borough does mean that pupil populations fluctuate significantly more than in urban areas, and a number of temporary bulge classes have been provided to accommodate demand. Forecasts show that this pattern of peaks and troughs is set to continue until reaching a steadier state from 2019. In the secondary sector, a surplus capacity at borough level masks the exceptional demand that is generated in the more urban area of Farnham, where two additional forms of entry are required for 2016 with the potential requirement for another form of entry by 2018.
21. **Woking** - the birth rate in Woking rose steadily to a peak in 2011/12, before seeing a decrease of over 200 births in 2013. However, demand is likely to remain steady in the borough due to the level of housing and inward migration. At primary level, a number of additional places have been provided, and it is likely that temporary bulge provision will be required to accommodate the peak primary cohort in 2016. In the secondary sector, a new secondary free school was opened in the borough in September 2015 to provide an additional four forms of entry. An additional four forms of entry are also being provided at existing secondary schools in order to meet demand, including that arising from an increase in Catholic primary school places.

#### **CONSULTATION:**

22. The School Organisation Plan is not subject to statutory consultation. Once authorised for publication, the plan will be widely distributed to education stakeholder groups and organisations, including schools, Local Planning Authorities and Dioceses. It is considered to be a helpful tool to aid future

planning at a school level. The plan will also be published on the Surrey County Council website for public viewing.

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

23. The statutory duty to ensure that there are sufficient school places for all applicants within Surrey is held by the county council. An understanding of the school estate and how school organisation changes relate to demographic changes is vital to performing this duty.

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

24. The School Organisation Plan underpins the school basic need planned capital programme and determines the level of additional school places required across the County. The plan is the business driver for the required capital investment which forms part of the Medium Term Financial Plan (MTFP). The current capital budget for school basic need in the 2015-20 MTFP is £285m.

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

25. The plan outlines the business requirement for additional school places over the next 10 years. The Department for Education (DfE) currently provides some capital grant funding for additional school places and the council has been successful in securing additional funding. However, the grant funding will not cover the total cost of the school basic need capital programme and there is a requirement for the council to fund the shortfall..
26. Individual proposals for expanding schools are 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**

27. This is a key document in ensuring that Surrey County Council is able to comply with its duty to ensure that sufficient school places are available in the area. Section 13 of the Education Act 1996 places a general duty on the Council to secure that efficient primary and secondary education is available to meet the needs of the population in its area. In doing so, the Council is required to contribute to the spiritual, moral, mental and physical development of the community. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools for providing primary and secondary education are available in its area. There is a legal duty on the Council therefore to secure the availability of efficient education in its area and sufficient schools to enable this.

#### **Equalities and Diversity**

28. There are no direct equalities implications arising from the School Organisation Plan. However, the provision of a sufficient number of school places which are open to all applicants will support the council's commitment to equality and diversity.

**Corporate Parenting/Looked After Children implications**

29. This is a key document 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**

30. The council has a duty to promote and improve educational outcomes for all children, particularly those who are vulnerable or disadvantaged. The School Organisation Plan is an important piece of evidence used to plan the appropriate number of school places, so by aiding the council in fulfilling this duty.

**WHAT HAPPENS NEXT:**

31. If approved by Cabinet, and subsequently by Council, the School Organisation Plan will be published on the Surrey County Council website and distributed widely to all stakeholders including Surrey schools, district and borough councils and local Diocesan boards.
32. The School Organisation Plan is reviewed periodically to allow for the incorporation of new and updated information, usually following an annual timescale.

---

**Contact Officer:**

Sarah Jeffery, Assistant School Commissioning Officer, Tel: 020 541 7409

**Sources/background papers:**

School Organisation Plan 2015/16 - 2024/25

---

# School Organisation Plan

School places in Surrey  
2015/16 - 2024/25



**SURREY**  
December 2015

## Contents

<b>Foreword from the Director of Children's Services</b>	<b>3</b>
<b>Introduction and the purpose of this plan</b>	<b>4</b>
<b>Government Regulations, Guidance and Policies</b>	<b>5</b>
<b>The process of School Commissioning</b>	<b>6</b>
<b>The current position in Surrey</b>	<b>10</b>
<b>Elmbridge</b>	<b>15</b>
<b>Epsom &amp; Ewell</b>	<b>19</b>
<b>Guildford</b>	<b>23</b>
<b>Mole Valley</b>	<b>27</b>
<b>Reigate &amp; Banstead</b>	<b>31</b>
<b>Runnymede</b>	<b>35</b>
<b>Spelthorne</b>	<b>38</b>
<b>Surrey Heath</b>	<b>41</b>
<b>Tandridge</b>	<b>44</b>
<b>Waverley</b>	<b>47</b>
<b>Woking</b>	<b>51</b>

## Foreword from the Director of Children's Services

The publication of the School Organisation Plan (SOP) is an important milestone in Surrey County Council's school planning activities. Whilst no longer a statutory document, the County Council continues to highlight its influence in setting out the policies and principles underpinning school organisation in Surrey. It forecasts the supply and demand for school places over the next decade and highlights the areas this will impact in the county and our plans to manage this.

Surrey has seen a sharp rise in the number of births within the county over the last decade. Whilst the pace of this growth in births has now receded, it still leaves a rising number of children who will require entry to primary and secondary school in the foreseeable future. This increase in pupil population has created a clear and demonstrable continuing basic need for additional school places.

In the primary sector the County Council has responded to this need with an unprecedented programme of school expansion, with very few areas of the county unaffected. In the last five years, approximately 13,000 additional school places have been provided, predominantly in the primary sector. This significant investment programme has come with considerable strain on the County Council's finances and on the school community. We thank the Surrey family of schools for their professional and helpful response to this issue.

During this challenging period the County Council has always maintained its statutory duty of offering all residents a school place, and has been successful in continuing to meet parental preference. For September 2015, Surrey County Council was able to offer a place at a preferred school to 95.6% of reception applicants, 95.5% of junior applicants and 94.7% of secondary applicants.

Reflecting the increase in the primary sector, growth in the secondary school population will be the major focus of work and investment over the next five years. Surrey County Council is well placed to understand and meet this need in a sustainable manner. We will work closely with our district and borough councils to ensure that appropriate contributions from developers are received to meet the future education infrastructure demands of additional housing. We will also continue to work with the Department for Education for a fairer funding settlement from central government.

Given the size and diverse nature of Surrey, changes in pupil population will not be uniform throughout the county and whilst there will be areas of acute demand, the council will also be working with schools facing different challenges associated with falling rolls and a transient population. It is important to note the specific pressures that this can put on school leadership and organisation. Surrey County Council has a reputation for being active in its school planning, and this plan signals an intention to maintain that approach as part of a commitment to continuing to raise standards.

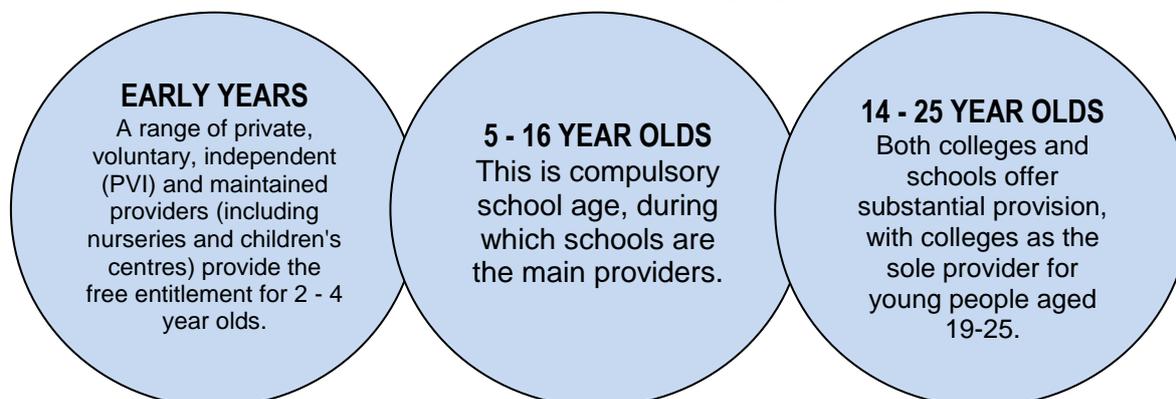
**Julie Fisher**  
**Deputy Chief Executive**



## Introduction and the purpose of this plan

Surrey County Council has a statutory duty to ensure that there are enough school places in the county to meet demand. The council must therefore plan, organise and commission places for all state-funded schools in Surrey so that high standards are maintained, diverse school communities created and fluctuating pupil numbers are managed efficiently.

Education in Surrey can be divided into three overlapping, age-determined phases:



The purpose of this document is to understand the projected need and demand for future school places for 4 - 16 year olds in Surrey. Information relating to the statutory provision of Early Years education and 14 - 19 education are covered in other documents which can be found on the Surrey County Council website.

The demand for school places changes over time - this document is considered to be 'live' and, as such, will require regular updates. It sets out where the council currently thinks there will be a need to provide more school places and if there may be a need to provide fewer places over the next ten years. Increases in demand can lead to the creation of a new school or the expansion of schools, whereas decreases in demand can lead to a reduction in school provision.

Predicting school demand is a complex task. Where children go to school involves a range of different and often conflicting factors, and as a result planning for school places is based on probabilities, not certainties. This means that while projections may be made from robust calculations, they do not offer any guarantees.

It is important to be as open and transparent as possible when considering school organisation decisions. We strive to communicate effectively with schools and school communities about the school place pressures in their area. However, the council must also endeavour to manage expectations regarding school organisation proposals that are less certain. This document does not seek to set out all the actions the council intends to take in the future, but rather to provide an overview of issues that may arise in Surrey. Generally speaking, the council will only name particular schools in this document when there is sufficient assurance that a proposal will be implemented or where this has already taken place. There may be occasions when longer term planning is required or information is shared regarding future school organisation issues.

In order to explain the complex task of school commissioning, this document provides a brief outline on:

- Government regulations, guidance and policies
- The process of school commissioning
- The current position in Surrey

These are followed by more in-depth information on each borough or district, presented in area based chapters.



## Government Regulations, Guidance and Policies

### Duties to provide for students aged 5-16

The law requires that a child is in receipt of an education and provision is made for that education from the first term they begin as a five year old to the end of the academic year in which their sixteenth birthday falls, either at a school or otherwise. Some parents will choose to educate their children independently, either at independent schools, via parental provision or otherwise, whereas others will send their children to maintained schools inside or outside of Surrey. Some children are educated in special schools or non-school forms of special education because of their special educational needs. Surrey County Council offers a school place to any resident applicant between 5 and 16 years old, whether they end up accepting the school place or not.

### Duties to provide for students aged 14-19

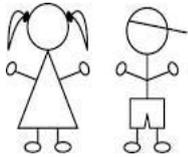
The Apprenticeships, Skills, Children and Learning Act 2009 places Local Authorities as the lead strategic commissioners of 14-19 education and training. Surrey County Council therefore has a duty to ensure that sufficient and appropriate education and training opportunities are accessible to this age group. Details of Surrey's 14-19 policy can be found on the public website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) in the 14-19 Education and Training section.

### Legislation

The main legislation governing school organisational changes is found in sections 7 - 32 of the Education and Inspections Act 2006, as amended by the Education Act 2011. In addition, the Schools Organisation Maintained Schools Guidance for proposers and decision makers dated January 2014, issued by the Department of Education (DFE), accompanies new School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013, which came into force on 28 January 2014.

In changing or increasing provision, the council is required in certain circumstances to seek and consider bids from external providers including trusts and other educational organisations. The council values diversity in its school provision. Within our guidelines, individual cases will always be judged on their merits. Church dioceses have long supported voluntary aided schools in Surrey. Government legislation dictates that any new schools must be either an Academy or a Free School, so the county council welcomes approaches from appropriate bodies proposing sponsorship arrangements for new or reorganised schools or academies.

Under Surrey County Council's scheme of delegation, decisions relating to school organisation within the remit of the council are delegated to the Cabinet Member for Schools, Skills and Educational Achievement, except in the case of opening or closing schools, where the Leader of the Council makes the final decision. The Cabinet Member for Schools, Skills and Educational Achievement is advised by the Strategic Director for Children's Services.



## The Process of School Commissioning

### Primary Planning

#### Provision for children aged 4 – 11 at primary, infant and junior schools

In considering changes to provision or the creation of new provision in the primary sector, the council will plan on the following principles:

- Published Admissions Numbers (PANs) for primary schools will not normally be less than 30 or greater than 180, and will normally be multiples of 30 or 15.
- The council will avoid arrangements that involve large admission intakes outside the common admission points at Reception and Year 3.
- The council prefers to provide all through primary schools, rather than separate infant and junior schools, to provide continuity between Key Stages 1 and 2.
- However, the council will have to regard existing local arrangements where these are clearly beneficial to education, such as to maintain a feeder link between an infant and a junior school, or reducing transport needs in rural areas.
- The council will seek to strengthen existing links between feeder schools if the opportunity arises
- At present, all primary school provision is co-educational, and the council anticipates that future arrangements will conform to this pattern.
- The council will seek to maintain smaller schools where the quality of provision is high and where the school offers value for money.
- The council will consider arrangements that allow for the management of small local schools within a single institutional framework (a federation) under a single governing body and one head teacher.

### Secondary Planning

#### Provision for children aged 11 – 16 at secondary schools

In considering changes to provision or the creation of new provision in the secondary phase the council will plan on the following principles:

- PANs for secondary schools will not normally be less than 150 or greater than 360, and will normally be multiples of 30.
- The majority of current Surrey secondary provision is co-educational and the council expects any new provision to conform to this pattern. This is because the creation of a single sex school in isolation gives rise to gender inequalities in the provision of school places.

### Special Educational Needs Planning

In planning provision for children with Special Educational Needs and Disability (SEND) the council will be guided by the following principles:

- The council will ensure that provision is available for Surrey children and young people aged between 2 and 25 years who have an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs (SEN). Access to specialist provision will also be made available for pre-school children without an EHCP, where this is necessary.
- The council aims to increase the inclusion of children with SEND into mainstream settings, with appropriate support. To this end, the council will give priority to organisational changes that specifically promote this aim and develop its specialist provision, so that as many pupils as possible, both those with SEND and also the mainstream cohort, receive the educational benefits of inclusion and as few pupils as

possible with an EHCP or a SSEN are placed at non maintained and independent special schools.

- Future planning of provision will be influenced by the objectives outlined in the forthcoming SEND Strategy.

### **Pupil Referral Unit Planning**

- The council will provide Pupil Referral Units (PRU) and other services/provisions for children temporarily unable to attend mainstream school due to temporary or permanent exclusion, attendance, behaviour or other needs.
- PRUs will not be used as long-term substitutes for mainstream or special schools. In general, the function of PRUs will be to provide short-term provision. However, for some children in Years 10 or 11, PRUs will provide support from the point of admission to the conclusion of Key Stage 4.

### **What factors do we consider in making school organisational changes?**

A variety of factors may lead to the council making proposals for changes in school provision (these would apply to nursery and college provision too). As the list below indicates, the supply and demand of school places is only one of the factors that the council will consider, other factors include:

- Changes in the population and/or the continuing demand for places in an area
- Opportunities to make positive educational developments
- Opportunities to regularise local arrangements to accord with general Surrey arrangements
- The quality of education provided by the school according to recent performance data and Ofsted inspections.
- The objective results and data for the institution in question in relation to public examinations or national tests
- The comparison of these results to those of other local and/or other similar schools
- The value that the school can be shown to be adding to the educational achievement of pupils
- The popularity of the school with local residents and wider user groups
- Parental preference for the school
- The prospects for the school of remaining or becoming viable in terms of admission numbers
- Indicators that the institution has a good understanding of the challenges it faces and the ability and determination to tackle these challenges
- Indicators as to whether the institution is able to make a sound educational offer within its allocated budget
- The feasibility of physical capacity of the school site
- Compliance with planning regulations
- Financial feasibility
- Maintaining or enhancing the diversity of provision

Proposals to change nursery, school or college organisation will be designed to ensure that the interests of existing pupils, students and service-users are protected and advanced. The council will not, however, refuse to take action necessary to the long-term interests of Surrey residents because this causes short-term difficulties or disruption.

Schools operate most efficiently and effectively when full or nearly full. To this end the council seeks to keep the number of vacant places (those that are surplus to requirements) to a minimum. The Audit Commission recommends that there should be approximately a 5% surplus of places in an area to allow flexibility in responding to parental preference and to account for unexpected changes in pupil numbers (i.e. such as pupils moving into the area). Where the surplus is higher than this, normally the council will seek to take action to lower this number. However, there may be certain circumstances where a higher number of surplus places are accepted.

### **Working with schools and other local authorities**

The council wishes to work closely with all schools in Surrey irrespective of their school status. This includes maintained, voluntary aided/controlled, foundation, free schools and academies. The council has built and maintains a strong professional relationship with all the current Surrey free schools and academies and places at these schools are taken into account within strategic planning to ensure a sufficiency of school places.

There is a good track record of schools working together in Surrey to address the needs of all children in an area. Almost all Surrey schools are part of a cross phase local confederation, in addition to the twelve '14-19' Learning Networks which comprise all secondary schools. These voluntary collaborative partnerships have developed strong local models for improving outcomes through shared continued professional development, joint working groups and strategic planning. As well as the above there are a number of different models of leadership and partnerships that exist at a school level (amalgamation, federation, partnership etc.). School organisation issues rarely affect schools in isolation; therefore school partnerships are important to understanding the impact school organisation decisions may have on education in an area.

In planning the provision of school places, the council will take account of demands from residents of other local authority areas and vice versa. This information is shared with other local authorities and will increase or decrease the estimates of demand within the county according to where these pressures occur geographically.

### **How do we forecast the demand for school places?**

The council works with schools and governing bodies to address supply and demand issues in the shorter and longer term. Early Years projections and 14-19 education are planned through a different process, and the relevant documents can be found on the Surrey County Council website under the appropriate sections.

Surrey covers a large area and so in order to carry out pupil forecasts effectively the county must be split up into different 'planning areas'. Any decisions on changes to school provision such as the expansion or contraction of schools are taken within the context of these planning areas. In Surrey, there are both primary and secondary planning areas, and you can find more details of these in the individual borough and district reports.

Primary planning areas are typically made up of between three and eight schools and vary in size depending on the rural or urban nature of the area. Where possible, primary planning areas are made up of complete electoral wards, however sometimes the geography of an area or the historical patterns of schooling means a planning area could span more than one or only part of a ward. School place planning does not take into account district or borough boundaries, and there are occasions where one planning area may cover parts of two different boroughs or districts.

Usually, a number of primary planning areas are grouped together to form a single secondary planning area, although in some areas geography dictates the need for multiple secondary planning areas, such as in Tandridge or Waverley.

Birth data underpins all forecasts. Birth data is collected by the Office for National Statistics (ONS) by electoral ward. Alongside birth data, the council also collects data on pupil movement trends from the School Census and examines pupil movement between schools; in and out of the county, and between educational stages i.e. transferring from primary to secondary school. These trends are combined with birth and housing data in specialist demographic forecasting software called 'Edge-ucate', which creates pupil projections or forecasts. These pupil projections allow the council to commission adequate educational provision to ensure that every Surrey child who requires a school place is offered one.

Although school place demand is based on planning areas, there is no direct link between the number of children living in a particular planning area and the number of school places located there. This is because, when it comes to applying for a school place, parents/carers are under no obligation to apply for their nearest maintained school, and could instead express a preference for a school outside of their town, borough/district or county, or choose independent schooling for their child. The council strives to meet parental preference where possible, and analysing historic pupil movement trends enables the planning of school places to take preference patterns in an area into consideration. Surrey County Council's planning is effective in this regard and for September 2015, the council was able to offer a place at a preferred school to 95.6% of reception applicants, 95.5% of junior applicants and 94.7% of secondary applicants. Pupil movement trends also allow the council to understand whether there is a significant export or import in the area.

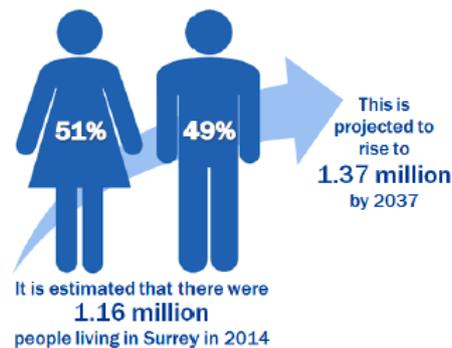
This document largely focuses on the 'intake' years – Reception year for infant and primary schools; Year 3 for junior schools and Year 7 for secondary schools. These are the most recently admitted year groups, and so the first that will show the effects of a change in birth rate and the best reflection of current parental attitudes to schools. Therefore pupil projections or forecasts are based on how many children are predicted to require a school place in these 'intake' year groups in a given area. This number is then evaluated against the number of school places in the relevant year group in that planning area and action is then required if the demand significantly outstrips the supply (or vice versa).

## The current position in Surrey

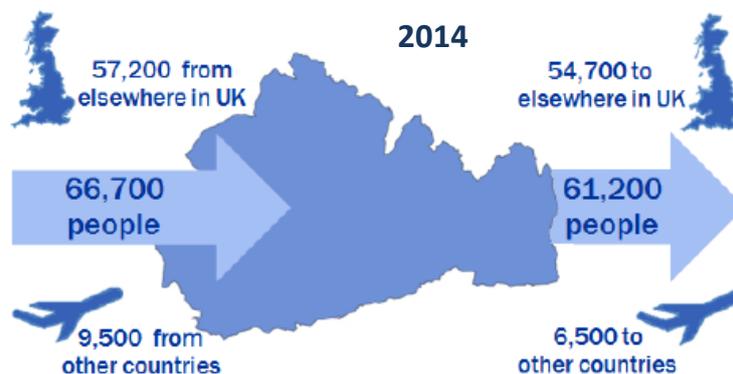
### Surrey's population

Surrey is the most densely populated shire county in England. The population density is 655 per sq km, compared with a South East average of 425 and a UK average of only 246.

Surrey's population has increased every year since 1987. In the 2011 census, there were 1.13 million people living in Surrey, an increase of 7% from the 2001 census. The population in Surrey is estimated to continue to grow to 2037.



The fastest growing borough in terms of overall population is Elmbridge, followed by Woking. This upward trend can largely be explained by the birth rate and net inward migration, as Surrey is a net importer of people, as illustrated below:



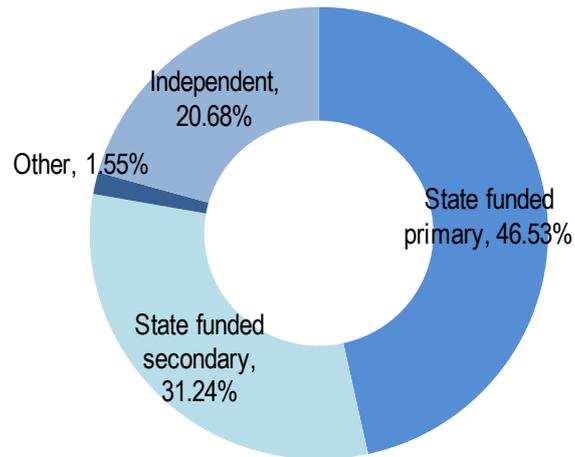
Only 34% of Surrey's land is urban, yet 83% of the population live there. The council's approach to school planning must therefore adapt to support small and isolated populations in the more rural areas, as well as the more concentrated populations in town centre locations.

Surrey is made up of diverse rural and urban communities, including minority ethnic communities. Data from the 2011 census indicates that 83% of Surrey's population identify themselves as being White British. The remaining 17% is made up of people from minority ethnic communities as follows:

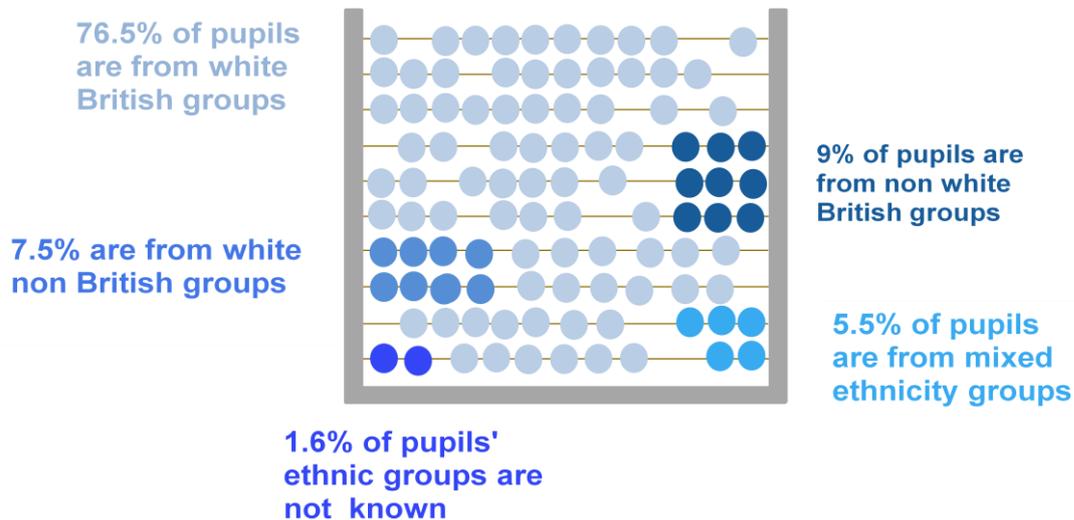


## Surrey's school population

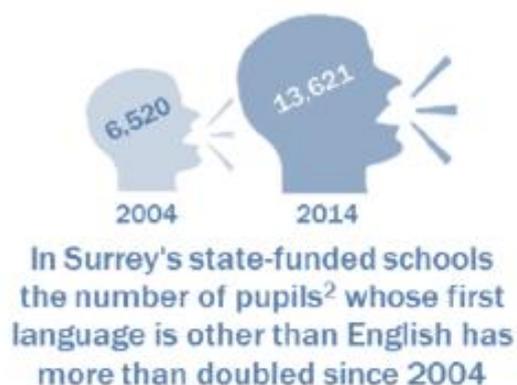
In January 2015, Surrey's school population was made up of:



Data collected from schools in January 2015 showed that the ethnic makeup of Surrey's state-funded school community is as follows:



In total, 197 languages other than English are spoken by children and young people in the county's schools. In Surrey state-funded primary schools approximately 12% of pupils have English as an additional language and there are 8% of students in secondary education for whom English is not their first language.



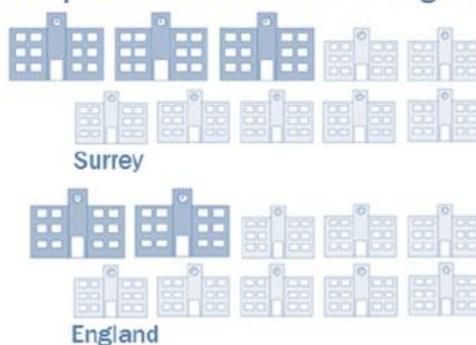
<sup>2</sup> Includes pupils of compulsory school age and above from state-funded primary and secondary schools, excludes unclassified pupils for whom the information was refused or not obtained.

On 1 October 2015, there were the following state-funded schools in Surrey:

	Community	Voluntary Controlled	Voluntary Aided	Foundation	Academy	Trust	Free	Total
Nursery	4							4
Infant	46	9	24	2	5	1	1	88
Primary	65	11	47	7	37	2		169
Junior	18	3	11	3	9			44
All through			1				1	2
Secondary	9		9	3	31		1	53
PRU	10							10
Special	20				3			23
<b>Total</b>	<b>172</b>	<b>23</b>	<b>92</b>	<b>15</b>	<b>85</b>	<b>3</b>	<b>3</b>	<b>393</b>

There are also 31 sixth forms in schools, six sixth form colleges and four general further education colleges. In addition, there are also 110 independent schools in the county, which provide education for just over 20% of Surrey's school age population.

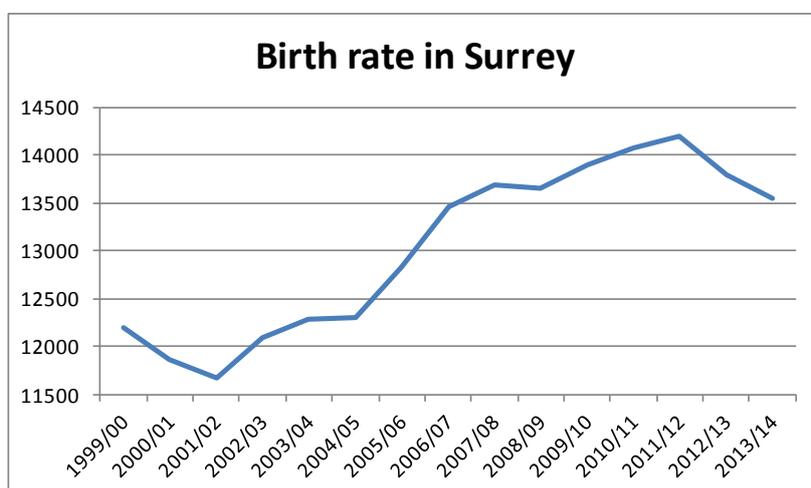
In 2013, 3 out of 10 schools<sup>5</sup> in Surrey were full or exceeded school capacity compared to 2 out of 10 in England



<sup>5</sup> Includes community, foundation, voluntary, middle schools as deemed (primary or secondary) and academies. Excludes special schools.

## Surrey Births

Births in Surrey fell significantly from the academic year 1997/98 to reach a low point of 11,671 in 2001/02. This was followed by significant increases, reaching a peak across the county of 14,191 births in the 2011/12 academic year - an increase of just under 22% in a decade. The largest percentage increases in births during this time period were in Elmbridge, Reigate & Banstead, Guildford and Woking.



In both the 2012/13 and 2013/14 academic years, the birth rate decreased significantly in Surrey for the first time since 2001. Indeed, the ONS identified the 2013 calendar year births as having the largest nationwide decrease since 1975 and in Surrey, most boroughs or districts saw a fall in the number of births.

Despite the decline of birth rates in 2013 and 2014, ONS offers no guarantee that this is a general trend for future years. There is some caution as to whether this is the start of a decreasing trend, or whether these two years are simply outliers. Based on ONS population estimates and projected fertility rates, births are projected to follow a trend of increase overall but at a shallower rate than first anticipated. As such, we would expect most areas of Surrey to at least maintain the current level of demand.

In the short term in Surrey, the birth rate will mean the number of children requiring school places will continue to increase sharply until 2016/2017, when the peak in birth rate will see the largest cohort of children beginning education.

### Surrey housing

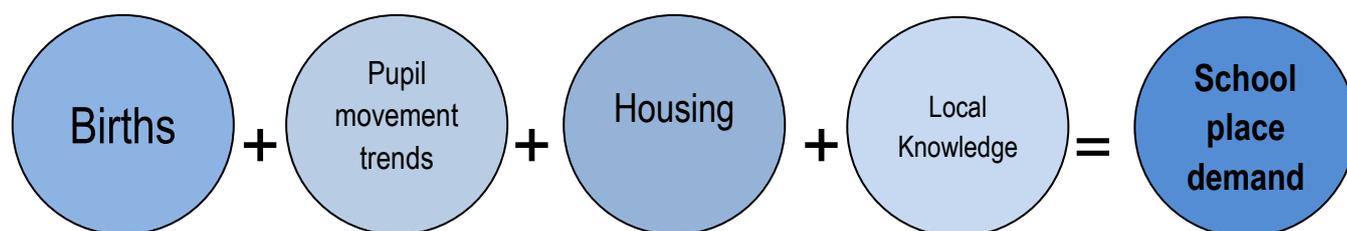
New housing developments will result in an increase in the number of pupils that need a place at Surrey schools. The effects are twofold: families that move into new houses in Surrey are likely to enrol their children in a local Surrey school. This will result in a short term increase in the number of pupils on roll in Surrey schools across all year groups. Secondly, a study of the pupil yield from new houses, commissioned by Surrey County Council in 2014, has shown that new houses are more likely to produce children between the ages of 0-4 as couples move into the area to start or increase their family. This will result in an increase in pupils entering Reception year in future years.

When projecting pupil numbers, completions data (e.g. when houses are sold) is used for historic data and housing permissions and housing trajectories (e.g. actual and forecast planning permissions for new housing developments) are used for making forecasts.



Approximately 47,000 new homes are currently planned in Surrey by 2030. Regional plans and government policies seek to increase the level of housing that the county should provide and this shapes the school planning challenges that the council now faces, as demand for housing puts pressure on all services and public infrastructure – particularly schools. There are also associated environmental challenges to be considered when trying to meet this pressure.

## Understanding the forecasts for school places in your area



By using information on births, housing, pupil movement trends and local knowledge it is possible to forecast the need for school places in Surrey in the future. However, forecasts are not certainties - they are estimates, and the information in this plan is subject to change and update. As a result, we cannot offer any guarantees.

Demand patterns are not uniform, and overall numbers sometimes mask the school place needs of individual areas. Projected spare capacity in a borough/district does not mean that all the schools will be able to meet demand in the area – there may be a surplus of places at Year 4 for example, but there may be a deficit of places in the Reception year. In this case, additional provision will still be needed to ensure that there are enough places for children starting school. Furthermore, if there is an oversupply in one area but an under supply in another (the north vs. the south, for example) additional provision may still be required in one particular town or area even though numbers for the borough/district as a whole indicate that there is adequate capacity.

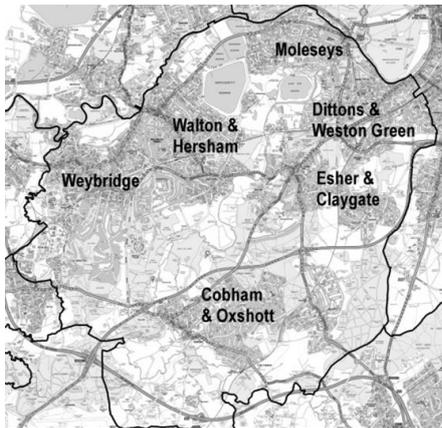
The following sections of this document describe the current pupil numbers and school place numbers in each of the eleven boroughs and districts in Surrey. They also set out forecasts for how it is thought pupil numbers will change alongside the general changes in school organisation and the PANs that will be needed to meet the changing pupil population. Further information about schools in Surrey, parental preferences and the allocation of school places in 2014 and 2015 can be found on the Surrey website at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) in the 'Admissions Arrangements and Outcomes' section.

When looking at the projections in each of the subsequent chapters it is important to understand that these forecasts are not statements of fact. It is also important to note that whilst the council will seek to meet parental preferences, projections are primarily concerned with the number of available school places in a given area. It may be the case that there are some schools in an area that are consistently oversubscribed against parental preferences, giving the impression that there is a shortage of school places in this area when this is not the case overall as other schools have capacity. The principal factor is the number of school places in an area compared to the number of children that are seeking to start school and it is this which the council seeks to predict and to respond.

# Elmbridge

## Schools in Elmbridge

There are 28 primary phase schools in Elmbridge, nine of which have nursery provision. There are four secondary schools, three with sixth forms. The Cobham Free School is an all through school offering both primary and secondary places, eventually up to sixth form. Post-16 provision is also provided by Esher Sixth Form College, and on the Weybridge campus of Brooklands College.



One secondary school has a specialist centre supporting pupils with hearing impairment. There is also a Special School providing education for children with severe learning and development difficulties and a secondary short-stay Pupil Referral Unit (PRU) situated in Hersham.

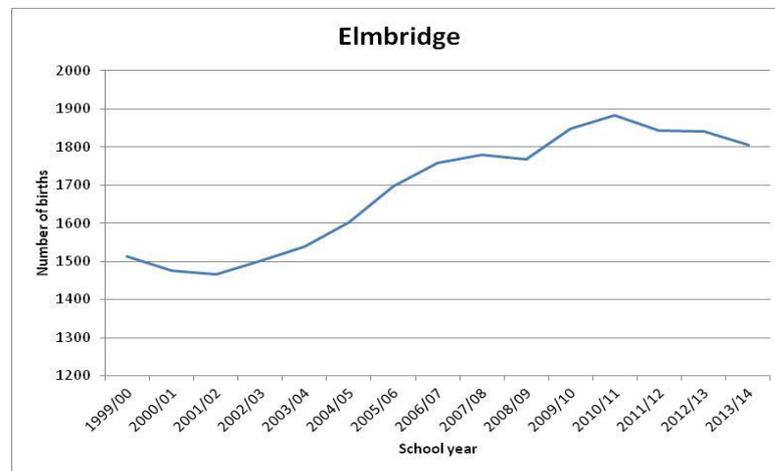
Elmbridge is made up of six individual primary planning areas as identified in the map to the left. Each primary phase school is allocated to one of these planning areas.

Elmbridge is a single secondary planning area. This means that demand for secondary places is estimated

across the whole borough.

## Births in Elmbridge

The graph below shows the number of births in Elmbridge each academic year.



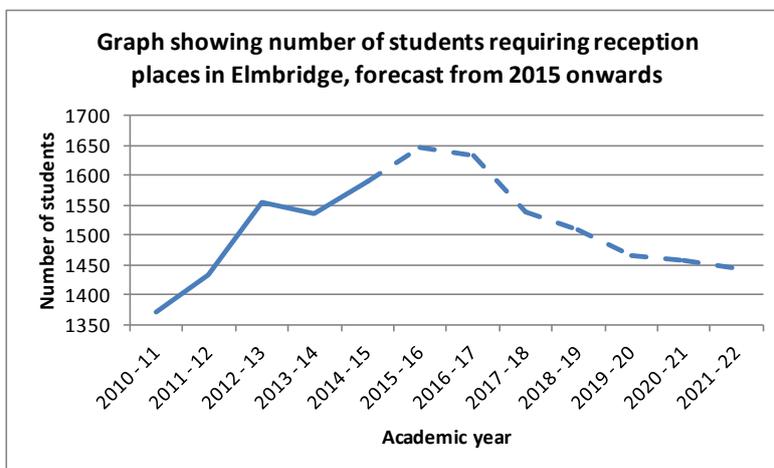
Data provided by the Office for National Statistics shows that births in Elmbridge steadily increased from 2000/01, peaking at 1883 during the 2010/11 academic year. In this period, the birth rate rose by 27%. Demand had remained steady from 2010, however 2014 saw a drop in the number of births to below 1800 for the first time since 2008/09. There is some caution as to whether this is the start of a decreasing trend in the borough.

## PRIMARY

The need for primary school places depends on the local child population. An increase in the pupil population in Elmbridge has led to rising demand for school places and a continuously increasing number of children starting primary and secondary schools in Elmbridge in the foreseeable future. It should be noted that this increase is unlikely to be evenly spread

across the borough. Therefore some of the areas in Elmbridge will experience more pressure for school places than others.

The graph shows the number of pupils who started school in Elmbridge in the academic years 2010 - 2014. It then estimates the number of pupils that will require a Reception place in a primary school in Elmbridge between 2015 and 2021.



On the basis of the known increase in birth rate, and projected housing completions, the rising number of children entering primary schools in Elmbridge is set to continue but with demand being sustained at a lower level than the peak cohort of 2015.

Looking at the severity of demand in recent years, the birth rates alone do not entirely reflect the rate of increase in applications received in 2012 - 2015. It is likely that these increases are also partly due to inward migration and pupils yielded from additional housing in the borough. The volume of housing development agreed in the borough in forthcoming years could therefore have a significant impact on the level of demand for school places.

### What have we done?

In the last two years, the following projects have been commissioned to meet demand with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Manby Lodge Infant School	2013	Bulge class	60	90
Hurst Park Primary School	2013	Bulge class	30	60
Hinchley Wood Primary School	2013	Bulge class	60	90
Claygate Primary School	2013	Bulge class	60	90
St James CE Primary School (Yr 3)	2013	Bulge class	60	30
Thames Ditton Junior School	2013	Bulge class	90	120
Oatlands Infant School	2014	Bulge class	90	120
Long Ditton St Mary's Junior School	2014	Permanent	45	60
Long Ditton Infant School	2014	Bulge class	60	90
Hurst Park Primary School	2014	Bulge class	30	60
Burhill Primary School	2014	Bulge class	90	120
Grovelands Primary School	2014	Bulge class	60	90
Hinchley Wood Primary School	2014	Bulge class	60	90
St Andrews CE Primary School (Yr3)	2014	Bulge class	60	90
Hurst Park Primary School	2015	Permanent	30	60
St Alban's Catholic Primary School	2015	Permanent	30	60
Ashley CE Primary School	2015	Bulge class	60	90
Bell Farm Primary School	2015	Bulge class	90	120
Cleves Junior School	2015	Bulge class	150	180
Hinchley Wood Primary School	2015	Bulge class	60	90

St Andrews CE Primary School	2015	Bulge class	52	90
St Andrews CE Primary School (Yr 3)	2015	Bulge class	60	90
Thames Ditton Infant School	2015	Bulge class	90	120
Thames Ditton Junior School	2015	Bulge class	90	120
Walton Oak Primary School	2015	Bulge class	60	90
Manby Lodge Infant School	2015	Permanent	60	90

### What are we doing?

There were 1,791 on time primary applications for a Reception place in Elmbridge schools for September 2015 and this demand is likely to remain for September 2016. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the rising demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Cranmere Primary School	2016	Permanent	60	90
Hinchley Wood Primary School	2016	Permanent	60	90
Ashley Primary	2016	Permanent	60	90
Cleves Junior School	2017	Permanent	150	180

### How accurate were our primary numbers?

We measure the accuracy of our forecasts by comparing the number of Reception pupils that were on roll in Reception at Elmbridge primary schools in the October school census with the number that was forecast in the previous year.

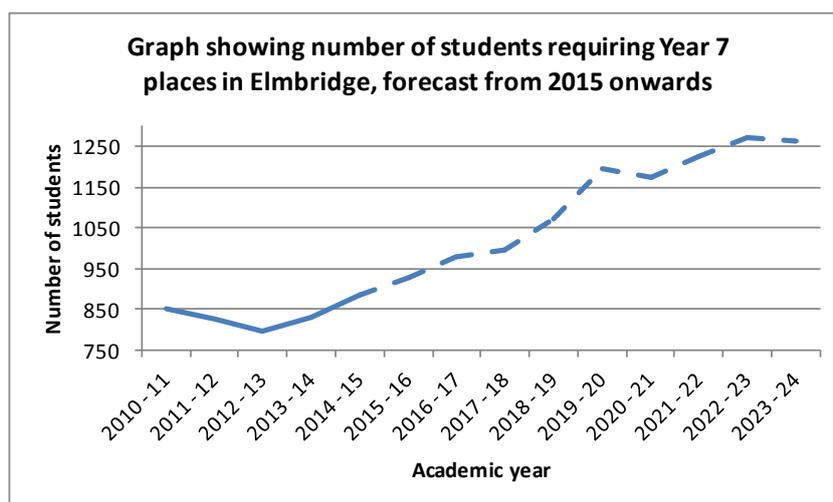
In previous years the demand in Elmbridge had been underestimated. However pupil movement into the borough and application trends from recent years are now taken into account in the forecasting methodology. It remains difficult to predict exceptional demand that is generated by unquantifiable factors like inward migration. The forecasts are based on historic trends so where a school organisation change has occurred in an area, such as a school being expanded or a temporary 'bulge' class provided, new trends must be considered.

For 2014 it was forecast that there would be 1,535 pupils on roll at Elmbridge schools in Reception year. However the school census in October 2014 showed that there were actually 1,572 pupils on roll, giving an under-estimation in the forecasts of 2%. Despite this, an adequate number of school places were provided by the commissioning of bulge classes and permanent expansions to ensure that all Surrey children who applied for a school place were offered one.

## SECONDARY

*The need for secondary school places is based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factor in the historic patterns of pupils taking up secondary places, plus those joining Elmbridge secondary schools from outside the local area. Typically in Elmbridge, a small number of students from neighbouring local authorities joined the children from the local primary schools at the start of secondary education, and whilst remaining small, this number has increased in recent years.*

The following graph estimates the number of pupils that will require a secondary school place in Elmbridge from 2015 – 2021.



This is based on the current primary cohorts, the historic trends of pupils moving from primary to secondary education and is combined with projected housing completions. The number of young people entering secondary education is expected to reflect the sharp increase seen in the corresponding primary cohorts over the last decade.

### What have we done?

Year 7 numbers are now on an upward trend and are predicted to continue to increase for a further seven years.

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Esher C of E High School	2015	Permanent	210	240

Currently there is only just sufficient capacity in Year 7 in Elmbridge and the council is monitoring the situation closely in order to ensure that a sufficient number of secondary places are provided to meet the demand up to the end of the forecast period. To date the following projects have been commissioned to meet demand:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Rydens Enterprise School	by 2019	Permanent	210	300

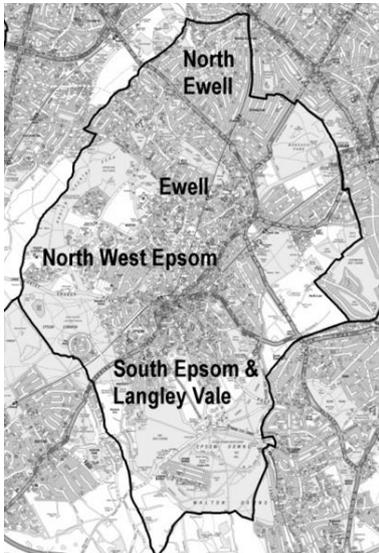
Furthermore, a need has been identified for up to an additional 6FE in secondary places to be provided in Elmbridge, to cater for the increase cohorts moving through the primary sector. Alongside potential free school providers, the County Council is working with local secondary schools to agree a clear strategy as to how additional places can be provided, which will be shared with stakeholders and residents in due course.

### How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of Year 7 pupils that were on roll at Elmbridge secondary schools in the October school census, with the number that was forecast in the previous year. In September 2014, the number of Year 7 starting secondary education in Elmbridge schools was under-estimated in the forecasts by 5%. However, additional places were offered in existing schools so that all Surrey children who applied for a school place were offered one.

# Epsom & Ewell

## Schools in Epsom & Ewell



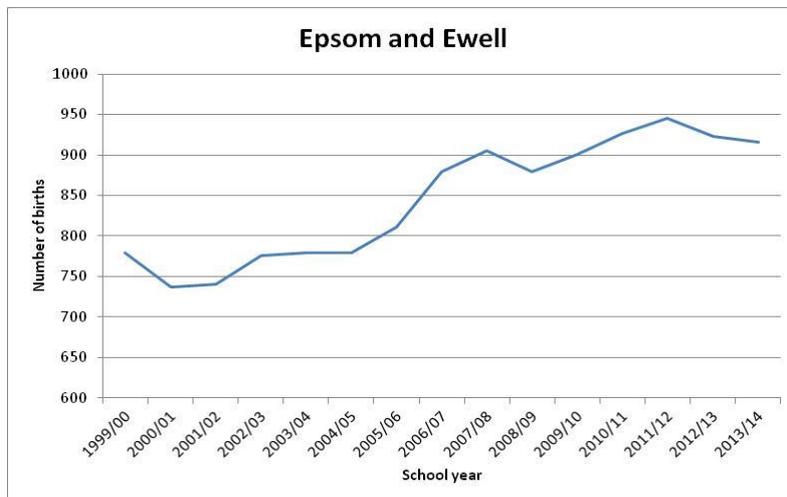
There are 19 primary phase schools in Epsom & Ewell, six of which have nursery provision. There are four secondary schools, all with post-16 provision. North East Surrey College of Technology (NESCOT) also provides sixth form provision to the surrounding area. There is a secondary short-stay Pupil Referral Unit (PRU) in the borough.

Three primary and secondary schools host specialist centres that support students with special educational needs within a mainstream environment. There is also a Special School providing education for pupils with complex social communication needs.

Epsom & Ewell is made up of four primary planning areas as identified on the map. Each primary phase school is allocated to one of these planning areas. Epsom & Ewell forms a single secondary planning area. This means that demand for secondary places is estimated across the borough.

## Births in Epsom & Ewell

The graph below shows the number of births in Epsom & Ewell each academic year.

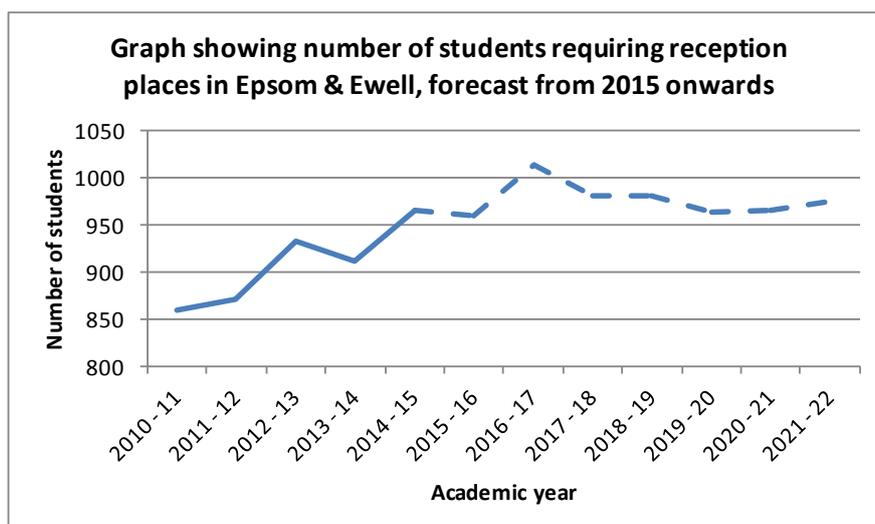


Data provided by the Office for National Statistics shows that births in Epsom & Ewell reached a low point in 2000/01 before then fluctuating and increasing steadily to 2007/08. There was a small dip in 2008/09 followed by a sharp and steady increase to a peak of 945 in the academic year of 2011/12. Since that time births in the borough have reached a plateau.

## PRIMARY

The need for primary school places depends on the local child population. An increase in the pupil population in Epsom & Ewell has led to an increase in demand for school places. This demand will peak in 2016/17, in correlation with the peak in the birth rate five years previously, and remain steady at this level mirroring the plateau in births. It should be noted that this demand is unlikely to be evenly spread across the borough and therefore some areas will experience more pressure for school places than others.

The graph below shows the number of pupils starting school in Epsom & Ewell in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a Reception place in a primary school in Epsom & Ewell between 2015 and 2021.



On the basis of the known birth rate and projected housing completions the number of children entering primary is set to plateau, but at a higher level than perhaps previously thought. As demographic demand plateaus the volume of housing development agreed in the borough in forthcoming years, and its subsequent yield of additional children, could therefore have a significant impact on the level of demand for school places.

### What have we done?

The following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Epsom Primary School	2013	Bulge class	60	90
Ewell Grove Infant School	2013	Bulge class	70	90
West Ewell Infant School	2013	Permanent	90	120
Epsom Primary School	2014	Bulge class	60	90
St Martin's CE Infant School	2014	Permanent	60	90
St Martin's CE Junior School	2014	Bulge class	60	90
The Vale Primary School	2014	Bulge class	30	60
Danetree Junior School	2015	Bulge class	128	150
Epsom Primary School	2015	Bulge class	60	90
Stamford Green Primary School	2015	Permanent	60	90

### What are we doing?

There were 1004 on time primary applications for a Reception place in Epsom & Ewell in 2015 and this demand is likely to increase in September 2016. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Ewell Grove Infant School	2017	Expansion to primary	70 (3 year groups)	60 (7 year groups)
West Ewell Infant School	2017	Expansion to primary	120 (3 year groups)	60 (7 year groups)
Danetree Junior School	2017	Expansion to primary	128 (4 year groups)	120 (7 year groups)
St Martin's CE Junior School	2017	Permanent	60	90

## How accurate were our primary numbers?

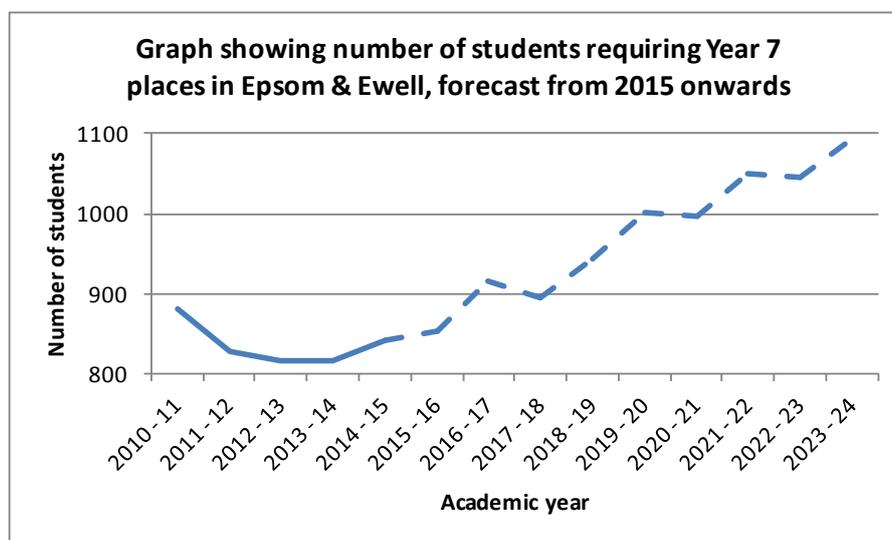
In Epsom & Ewell there were 50 more children on roll in Reception classes in the October 2014 census than forecast in the previous year. This was an under estimate of 5%. Despite this, all Surrey children who applied for a school place were offered one.

The forecasts are based on historic trends, so where a school organisation change has occurred in an area, such as a school being expanded or a temporary 'bulge' class provided, these trends can be affected, thus reducing their accuracy. The organisational changes planned for 2015-2017 are also likely to affect forecasts in Ewell so this area will be monitored closely.

Where historic patterns of demand for school places fluctuate, as they have done in Epsom & Ewell, this can increase the likelihood of under or over-estimation in forecasts. Forecasts are always tempered using local knowledge to enable places to be commissioned when demand exceeds supply. This has increased the number of temporary classes in comparison to permanent expansions.

## SECONDARY

The need for secondary school places is based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factor in the historic patterns of children joining secondary schools from outside the local area. Epsom & Ewell is a net importer of secondary age pupils, because more pupils attend secondary schools in the borough than there are on roll at the borough's primary schools. The graph below estimates the number of pupils who will require a secondary school place in Epsom & Ewell from 2015-2021.



According to the numbers on roll the number of pupils entering Year 7 declined to a low point in 2012/13. 2014/15 saw the beginning of what is expected to be an overall rising trend for the forthcoming decade as the larger cohorts from primary schools transfer into the secondary sector.

## What have we done and what are we doing?

Additional provision will be needed from 2018, with potentially 2 forms of entry required by 2022. Discussions have taken place with local schools to determine the most appropriate way to provide these required places and it is likely that Epsom and Ewell High School will expand to meet the demand.

### How accurate were our secondary numbers?

It was forecast that there would be 844 pupils requiring a Year 7 place in the borough in September 2014. The October 2014 census shows that there were 837 students on roll at Epsom & Ewell schools. This indicates an over-estimation of 1%. The fraction of Year 6 pupils that transferred to secondary schools in September 2014 was slightly lower than the previous years, which will impact on the forecasts going forward and so will continue to be monitored.

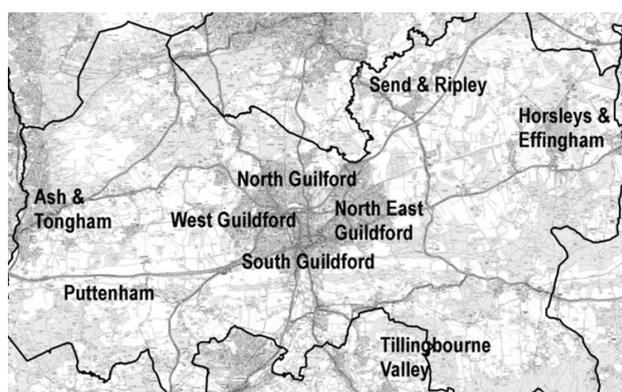
# Guildford

## Schools in Guildford

There are 38 primary phase schools in the Borough of Guildford, four of which have nursery provision. There are seven secondary schools, six with post-16 provision. Guildford College also provides sixth form provision to the local and surrounding area. There are three short-stay Pupil Referral Units (PRUs) situated in Guildford.

A number of primary and secondary schools host specialist centres that support students with a range of special educational needs within a mainstream environment. There are three special schools - one catering for children with severe learning and development difficulties, one for pupils with learning and additional needs and the last for students with social, emotional and mental health needs.

Guildford is made up of 10 individual primary planning areas as identified in the map on the right. Each primary phase school is allocated to one of these planning areas.



Guildford Borough covers a large geographic area and so is split into two secondary planning areas shown on the map below. Secondary planning areas are used to forecast secondary pupil numbers.

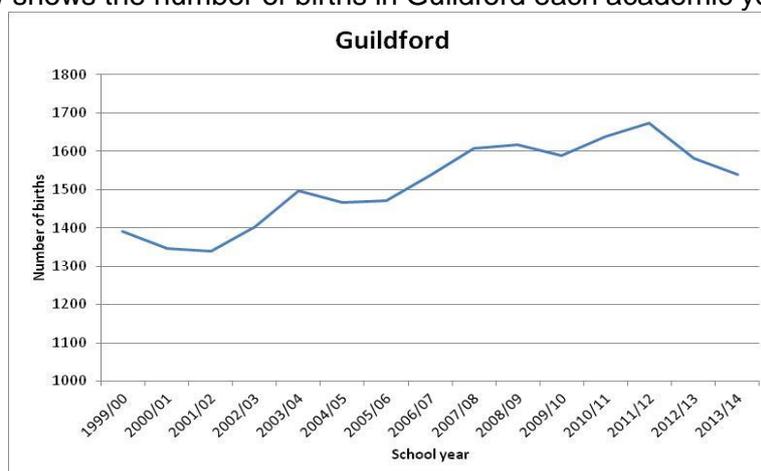


Planning areas are 'border-blind' so do not take into account the borough border, but are formed by the location of the schools. There are three Guildford schools which are considered in school place planning areas outside of their home borough: St Mary's CE Primary Shackleford is considered in the Godalming planning area (Waverley); Pirbright Primary School is considered in the Knaphill planning area (Woking) and Ash Manor Secondary School is considered in the Farnham and Ash

secondary planning area (Waverley). In return, there are two schools located outside of the borough which are considered in Guildford school place planning areas: Bramley CE Infant School and Wonersh and Shamley Green Primary School (both Waverley schools) are considered in the Tillingbourne Valley planning area.

## Births in Guildford

The graph below shows the number of births in Guildford each academic year:



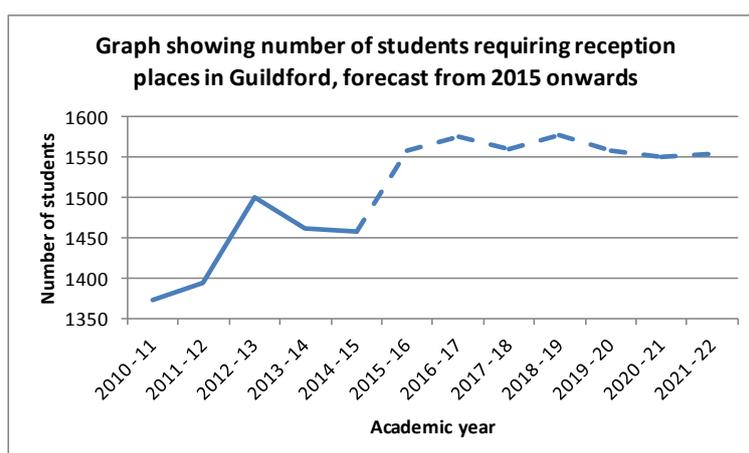
Data provided by the Office for National Statistics shows that births in Guildford have fluctuated for some years. Births in the borough reached a low point in 2001/02, and then fluctuated in the 1,400s for a number of years, before spiking in 2007/08. This fluctuating trend continued with a dip in 2009 followed by a peak of 1,674 in 2011/12. Since then, births have reached a plateau in the mid 1,500s.

## PRIMARY

The need for primary school places depends on the local child population. The increase in pupil population in Guildford, as described above, leads to an increase in demand for school places. It should be noted that this increase is unlikely to be evenly spread across the borough. Therefore some of the areas in Guildford will experience more pressure on school places than others.

The number of school places across Guildford as a whole is currently very tight. The spare places that exist tend to be concentrated in schools in some of the rural areas, with a shortage of primary places in the Guildford Town area. Pressure on places will be increased by new housing, either through planning applications or through determination of the Guildford Local Plan which is yet to be adopted by the Borough Council.

The graph below shows the number of pupils starting school in Guildford in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Guildford between 2015 and 2021.



On the basis of the known increase in birth rate and projected housing completions, the number of children entering primary is set to fluctuate over forthcoming years, with spikes of demand being seen in 2016 and 2018, before dropping to a plateau around the 1,550s by 2020.

### What have we done?

The following projects have been commissioned to meet demand since 2013, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Burpham Foundation Primary School	2013	Permanent	30	60
Onslow Infant School	2013	Bulge class	60	90
Queen Eleanor's CE Junior School	2013	Bulge class	60	90
St Joseph's RC Primary School	2013	Permanent	60	90
Stoughton Infant School	2013	Bulge class	60	90
Tillingbourne Junior School	2013	Bulge class	90	120
Stoughton Infant School	2014	Bulge class	60	90
Wonersh & Shamley Green Primary	2013	Expansion to primary	30 (3 year groups)	30 (7 year groups)

Onslow Infant School	2014	Permanent	60	90
Queen Eleanor's CE Junior School	2014	Permanent	60	90
Stoughton Infant School	2014	Bulge class	60	90
Merrow CE Infant School	2015	Bulge class	60	90
Northmead Junior School	2015	Bulge class	90	120
Queen Eleanor's CE Junior School	2015	Bulge class	90	120
Stoughton Infant School	2015	Permanent	60	90

### What are we doing?

There were 1,517 on time primary applications for a reception place in Guildford in 2015, and this demand is likely to increase in some areas. Following meetings with Head Teachers and Chairs of Governors the following project has been commissioned to meet the demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Worplesdon Primary School (junior intake)	2016	Permanent	60	90

Additional housing created by the Guildford Local Plan will increase the requirement for primary places. The number of extra forms of entry due to new housing will depend upon the developments that are agreed. School commissioning officers are exploring options for expansion or new provision in the area, which involves co-ordination with local schools as well as local planning officers and housing developers.

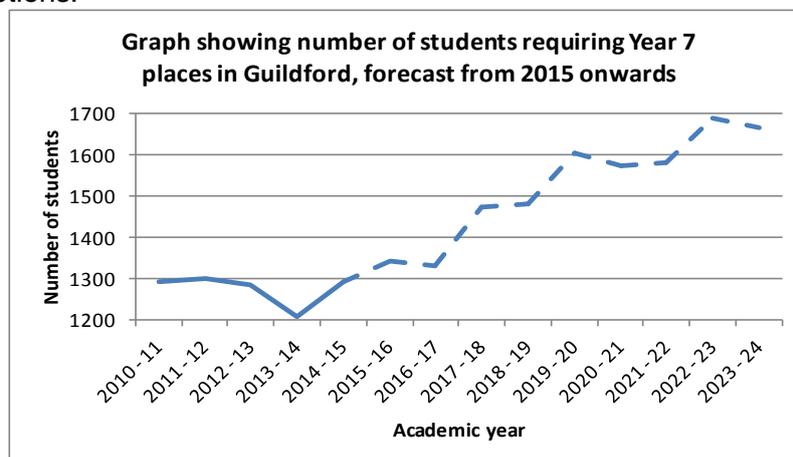
### How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2014 it was forecast that 1,434 children would require a reception place, in comparison to the 1,451 pupils who were then on roll at Guildford schools in the October 2014 census. This indicates an under-estimation of 1%, and the provision of bulge classes ensured that all Surrey children who applied for a school place were offered one.

## SECONDARY

The need for secondary school places is also based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factor in the historic patterns of children joining secondary schools from outside the local area. Typically in Guildford, a number of children from outside the local area join the children from the local primary schools at the start of secondary education.

The graph below indicates the forecasted number of pupils that will require a Year 7 place in a secondary school in Guildford between 2015 and 2022. This is based on historic trends of children moving from primary to secondary education and is combined with projected housing completions.



The number of children entering secondary education is set to continue increasing over the next 10 years. However, it is likely to see a period of fluctuation, reflecting the trend of increase that has been seen in the primary sector over the last 10 years.

Ash is located in Guildford borough but for the purposes of school place planning is considered with Farnham town due to its close proximity. A significant number of applications for schools in Ash also come from pupils who are resident in Hampshire. This trend pattern is accounted for in the forecast. There are a number of housing developments that are proposed or have already received permission in the Ash area. Although there is currently some capacity in secondary phase, demand is reviewed regularly to determine if additional places are required,

The increase in places shown in the graph stems from the Effingham and Guildford Town planning areas. This increase is driven by a combination of birth rates, inward migration and housing developments that have been granted planning permission.

### What have we done?

In the past there have been an adequate number of places within the borough to accommodate all students, so there has been no action required to provide additional places. However, the increase in primary cohorts will now begin to impact on the secondary sector and will continue to do so in forthcoming years.

### What are we doing?

Following discussions with Head Teachers and Chair of Governors, the following projects have been commissioned to meet the demand for secondary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Up to an additional 3FE in Guildford Town	2017	Permanent		+80

In addition, the Government has approved a new university technical college (UTC) in Guildford, specialising in computer science and engineering. Opening in September 2017, this provision for 14-18 year olds will initially admit up to 60 students in to Year 10 and up to 100 students in to Year 12. Although this may alleviate some of the school place pressure on Guildford Town, it is likely to draw students from a wider geographical area, with a small number transferring from each secondary school within a 10 to 15 mile radius.

With further additional provision needing to be considered, discussions are taking place with local schools to determine the most appropriate way to provide these required places.

Additional housing created by the Guildford Local Plan will increase the requirement for secondary places. The number of extra forms of entry due to new housing will depend upon the developments that are agreed. School Commissioning Officers are exploring options for expansion or new provision in the area, which involves co-ordination with local schools as well as local planning officers and housing developers.

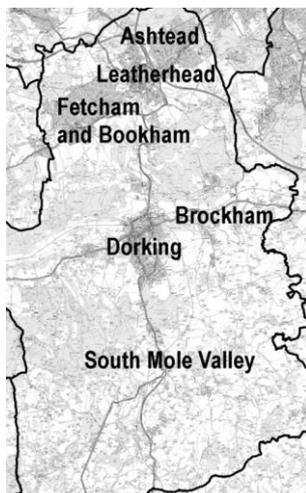
### How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. It was forecast that 1,434 pupils would require year 7 places in secondary schools in Guildford borough in 2014 and there were subsequently 1,451 pupils on roll in October 2014, which is a difference of only approximately 1%. However, additional places were offered in existing schools so that all Surrey children who applied for a school place were offered one.

# Mole Valley

## Schools in Mole Valley

There are 24 primary age schools in Mole Valley, two of which have nursery provision. There are four secondary schools, all with post-16 provision. Sixth form provision to the local and surrounding area is mainly provided by East Surrey and Reigate colleges in the adjacent borough. There are no short-stay Pupil Referral Units (PRUs) in the district, but there are three Special schools - one catering for children with severe learning and development difficulties, one for pupils with learning and additional needs and the last for students with social, emotional and mental health needs.



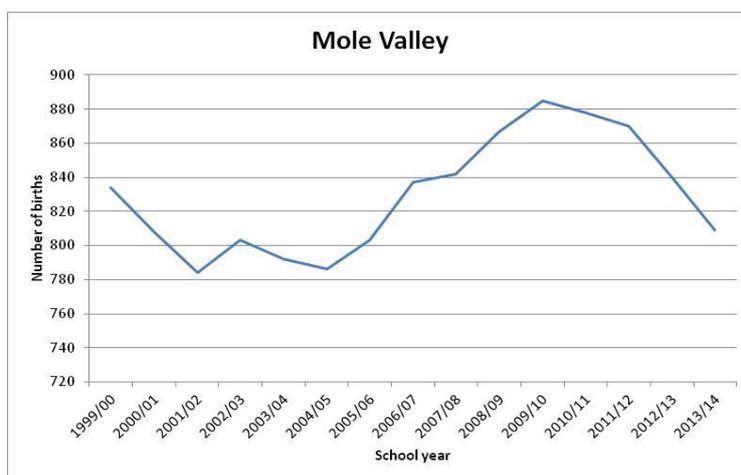
Mole Valley is made up of 6 individual primary planning areas as identified in the map to the left. Each primary age school is allocated to one of these planning areas.

Given its geographical nature, Mole Valley is split into two secondary planning areas shown in the map to the right. This means that the need for secondary places is estimated for the north of the district (Leatherhead) as well as in the centre/south (Dorking) rather than across the district as a whole.



## Births in Mole Valley

The graph below shows the number of births in Mole Valley each academic year.

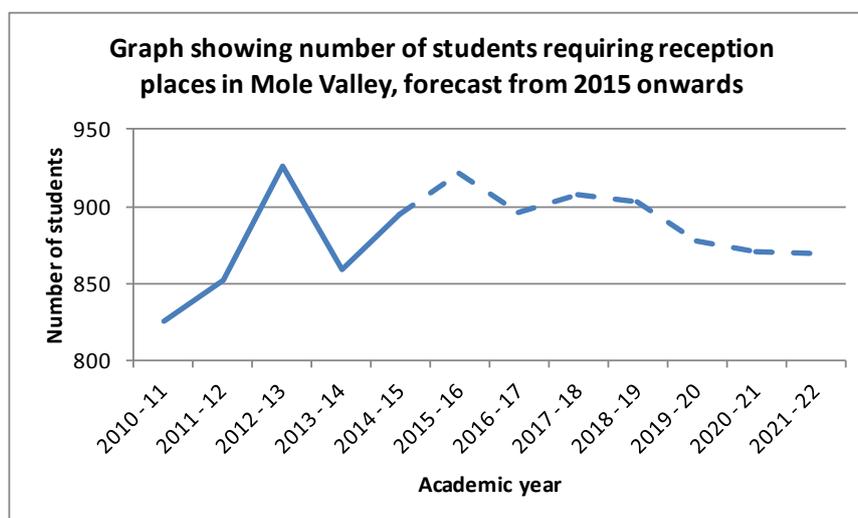


Data provided by the Office for National Statistics shows that births in Mole Valley reached a low point in 2001/02. Until 2005/06, the birth rate fluctuated at around 800, before increasing sharply to a peak in 2009/10. Since then, the district has seen a small decline in births each year, reaching 809 in the 2013/14 academic year.

## PRIMARY

The need for primary school places depends on the local child population. Any increases in pupil population in Mole Valley will lead to an increase in demand for school places.

The graph below shows the number of pupils starting school in Mole Valley in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Mole Valley between 2015 and 2021.



The forecasts indicate there will be sufficient places in Mole Valley for the foreseeable future. However, this masks considerable variation across the district as demand is not uniform and largely reflects the differing urban and rural nature of the district. To the south, there is considerable spare capacity and this is forecast to continue. On the other hand, to the north of the district in the Ashted and Leatherhead planning areas, pressure in places is much greater and there has been the need for additional places to be provided.

We are conscious that the district council is undertaking a review that could impact on future housing across the area that would inevitably lead to an increase in future demand on school places. We will continue to work with the district council to identify how future demand would be met through increases in provision. In addition, neighbouring authorities may come forward with plans that will impact upon provision in this area and we continue to monitor this position closely.

### What have we done?

The following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
St Peter's Catholic Primary School	2014	Bulge class	30	60
The Greville Primary School (Reception)	2014	Bulge class	30	60
St Peter's Catholic Primary School	2015	Permanent	30	60
The Greville Primary School (Reception)	2015	Permanent	30	60

### What are we doing?

There were 917 on time primary applications for a reception place in Mole Valley in 2015. With additional provision needing to be considered from 2017/18, discussions are taking place with local schools to determine the appropriate pupil place strategy, moving forward.

### How accurate were our primary numbers?

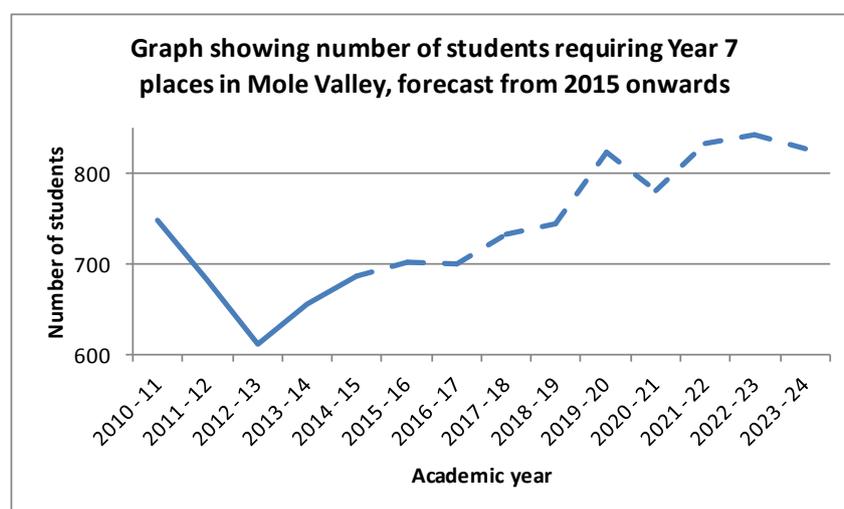
It is useful to understand how accurate the forecasts are year on year. In 2014, it was forecast that there would be 846 children on roll at Mole Valley schools in Reception year. The school census from October 2014 showed that there were actually 892 children on roll,

giving an under estimation of 6%. This is mainly due to exceptional demand to the north of the district, and adequate provision in this area was provided through bulge classes to ensure that all Surrey children who applied for a school place were offered one.

## SECONDARY

The need for secondary school places is also based on the local population of secondary age children. The forecasts incorporate the number of children in local primary schools and factor in the historic patterns of children taking up secondary places. There is a Catholic secondary school located in north Mole Valley, which tends to have a wider geographical intake of children, so forecasts also take into account children joining secondary schools from outside of the local area. However, overall there are usually fewer pupils starting secondary schools in Mole Valley than there are in the last year of primary schools in the district.

The graph below estimates the number of pupils that will require a secondary school place in Mole Valley from 2015 - 2021.



This includes information regarding planned housing completions and predicted housing trajectories in the district, which could yield additional children who require school places.

### What have we done and what are we doing?

In the past there have been an adequate numbers of places within the borough to accommodate all students, so there has been no action to provide additional places. However, the increase in applications in the primary sector has now begun to impact on the secondary sector.

As with primary, an overall surplus in secondary capacity masks the specific pressures that are felt within the more urban areas of Mole Valley. Secondary places are tight in the Dorking area and, after a dip in numbers, a shortage is projected. Although there is also pressure in the Leatherhead area, this is lower than it otherwise may be, as a number of residents in this area historically apply for secondary school places in the adjacent Effingham area of Guildford borough. Therefore, demand patterns and potential changes in that borough as their local plan comes forward will need to be monitored to ensure a sufficiency of school places.

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Additional 2FE in Dorking Area	2018	Permanent	N/A	+60

### How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of year 7 pupils that were allocated a place in Mole Valley secondary schools in 2014 with the number that was forecast in previous year. It was forecast that 663 pupils would require year 7 places in September 2014 and there were 690 pupils on roll in October 2014. Therefore, there was an under-estimation of 4%. Despite this, there was adequate capacity in the secondary sector to ensure that all Surrey children who applied for a school place were offered one.

# Reigate & Banstead

## Schools in Reigate & Banstead

There are 32 primary age schools in Reigate & Banstead, eight of which have nursery provision. There are six secondary schools, three with post-16 provision. The surrounding area is served by East Surrey College and Reigate College located in the Reigate and Redhill areas. There are three Special schools - one catering for children with severe learning and development difficulties, one for pupils with learning and additional needs and the last for students with social, emotional and mental health needs. There are three short stay Pupil Referral Units (PRUs) in the borough.



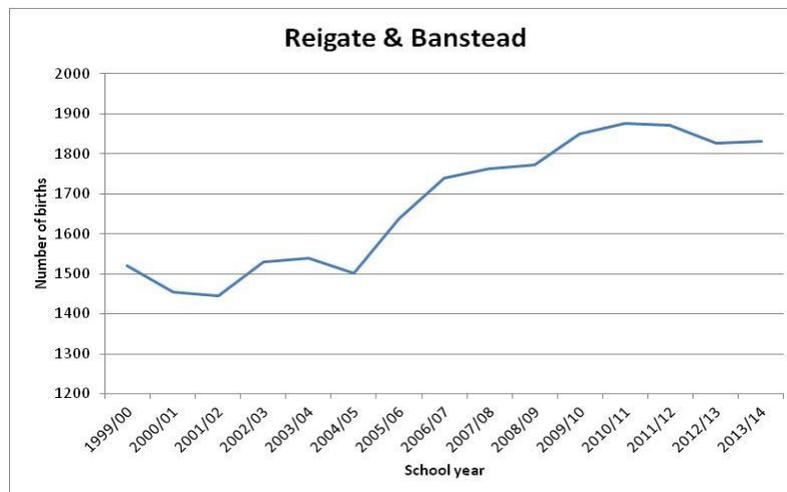
Reigate & Banstead is made up of seven individual primary planning areas, as identified on the map on the left. Each primary age school is allocated to one of these planning areas.

Reigate & Banstead is split into three secondary planning areas, which match the areas into which the Borough Council divides the borough. This means that demand for secondary places is estimated separately for the three areas shown to the right.



## Births in Reigate & Banstead

The graph below shows the number of births in Reigate & Banstead each academic year.



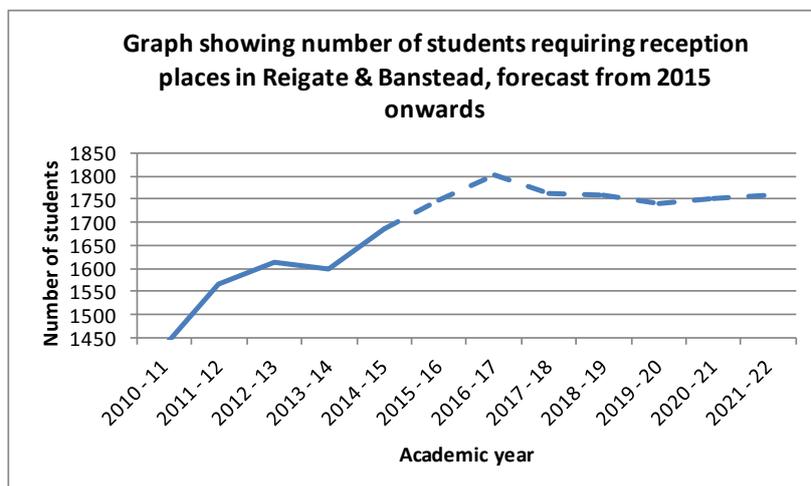
Figures provided by the Office for National Statistics show that the number of births in Reigate & Banstead has seen a sustained period of increase since a low point in 2001/02. After fluctuating to 2004/05, there was a sharp spike in births to a peak of 1,877 in 2010/11. In 2011/12 the birth rate reached a plateau, before dropping marginally to a further plateau in 2012/13 and 2013/14.

## PRIMARY

The need for primary school places depends on the local child population. Consequently, the increase in pupil population in Reigate & Banstead described above leads to an increase in demand for school places. It should be noted that this increase is unlikely to be evenly spread across the borough, for example, the outlying areas of Banstead and Horley have not seen as sharp an increase as the town areas of Reigate and Redhill. Also, rising figures are not solely attributable to an increasing birth rate and additional demand is also being

generated from inward migration and a higher pupil yield resulting from additional housing. Some areas of the borough where the birth rate has not increased so dramatically, such as Horley, are seeing pressure on places from additional housing developments and inward migration into these developments. These factors can be more difficult to track and evaluate.

The graph below shows the number of pupils starting school in Reigate & Banstead in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Reigate & Banstead between 2015 and 2021.



Reigate & Banstead is experiencing a significant increase in the demand for school places reflecting both acute rises in birth rate and increased house building and migration within the area. However, some small areas of surplus are masked by the exceptional increases in the more central town areas. The Banstead and Woodmansterne area is now forecast to have a small surplus of places in the immediate future, although increased demand for places from residents of Netherne-on-the-Hill may reduce this. The Tadworth, Walton-on-the-Hill and Preston area is similarly expected to have a reducing surplus of places to 2021.

The central areas of Redhill, Merstham, Earlswood and Salfords are expected to experience the most pressure for places, with significant shortfalls of provision in the area. Given the urban nature of the area, and the close proximity of schools, increased demand in one planning area is likely to overflow easily into adjacent areas. The situation in the Horley area is dependent upon the rate of house building, which is monitored very closely.

### What have we done?

The following projects have been commissioned to meet demand:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Earlswood Infant School	2012	Permanent	90	120
Meath Green Infant School	2013	Permanent	70	90
Lime Tree Primary School	2013	New school opened	N/A	60
Reigate Priory Junior School	2013	Bulge class	150	180
Lime Tree Primary School	2013	Bulge class	60	90
Langshott Primary School	2014	Expansion to primary	60 (3 year groups)	60 (7 year groups)
Trinity Oaks Primary School	2014	New school opened	N/A	30
Warren Mead Junior School	2014	Permanent	70	80
Dover's Green Infant School	2014	Bulge class	56	90
Earlswood Junior School	2014	Permanent	90	120
Lime Tree Primary School	2014	Bulge class	60	90
St John's Primary School	2014	Bulge class	30	60
Holmesdale Infant School	2014	Permanent	90	120

Wray Common Primary	2015	Bulge class	60	90
Reigate Priory Junior School	2015	Bulge class	150	180
Dover's Green Infant School	2015	Bulge class	56	90
Horley Infant School	2015	Bulge class	90	120
Merstham Primary School	2015	Bulge class	30	60

### What are we doing?

There were 1,736 on time primary applications for a reception place in Reigate & Banstead in 2015, and this demand is likely to increase for 2016 and 2017. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the rising demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
St Joseph's RC Primary	2016	Permanent	60	90
Dover's Green Infant School	2016	Permanent	60	90
Reigate Parish Infant School	2016	Expansion to primary	60 (3 year groups)	60 (7 year groups)

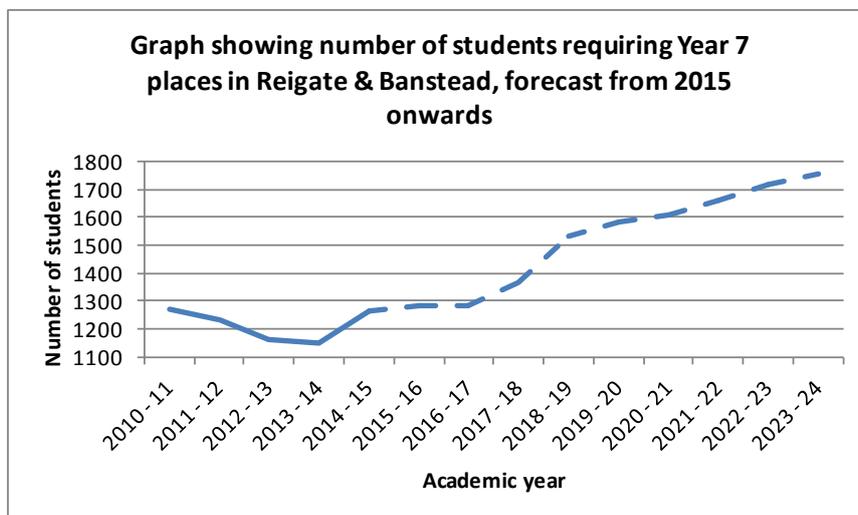
### How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In previous years, the demand in Reigate & Banstead had been underestimated by around 4.5%. This underestimate was largely due to exceptional demand in the Redhill and Horley areas. The level of exceptional demand in these areas has continued and adequate provision in this area was provided through bulge classes to ensure that all Surrey children who applied for a school place were offered one. The forecasts are based on historic trends, so are being monitored very closely for this area to ensure they continue to take into account the exceptional level of demand which is being experienced.

## SECONDARY

Estimations of the future need for secondary places are based on the local population of secondary aged children. The forecasts incorporate the numbers of children in local primary schools and factor in the historical patterns of children taking up secondary places. In recent years, the number of children transferring from primary provision in the borough to secondary provision has fallen, indicating that some pupils are moving out of the borough or are taking up places in the independent sector for secondary provision.

The graph below estimates the number of pupils that will require a secondary school place in Reigate & Banstead from 2015 – 2021.



## What have we done and what are we doing?

In the past there have been an adequate numbers of places within the borough to accommodate all students, so there has been no action to provide additional places. However, the pressure on secondary places is expected to sharply increase to reflect the sharp increase in numbers already experienced in the primary sector.

The County Council has been working with secondary schools in the borough to identify how additional places can be provided in Reigate & Banstead. It is likely that provision will be managed on a year on year basis until 2017. From 2017 and beyond, significant additional provision will be required and this will be met (in part) by a new free school in the borough. Expansion possibilities are also being discussed with existing secondary schools to assist in catering for this increased demand, and residents and stakeholders will be subject to a full consultation process with residents and stakeholders in due course.

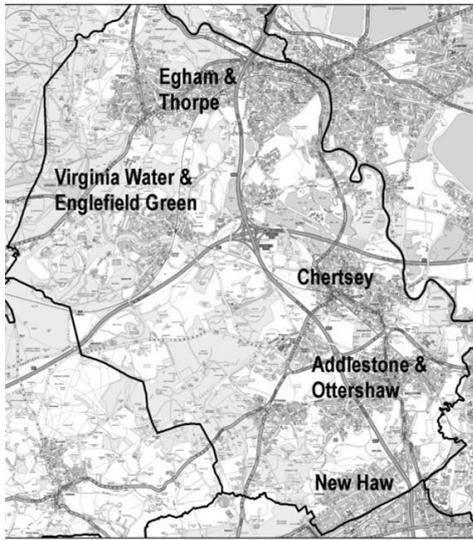
Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
St Bede's Secondary School	2015	Bulge class	270	300
Additional 1FE in Banstead Area	2018	Permanent	N/A	+30
Additional 9FE in Reigate & Redhill Area	2017/18	Permanent	N/A	+270
Additional 2FE in Horley Area	2018	Permanent	N/A	+60

## How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2014, the number of Year 7 pupils forecast to require a school place in the borough was 1,294, whereas the number on roll at Reigate & Banstead secondary schools in October 2014 was 1,272. This shows an over-estimation of 2%.

# Runnymede

## Schools in Runnymede



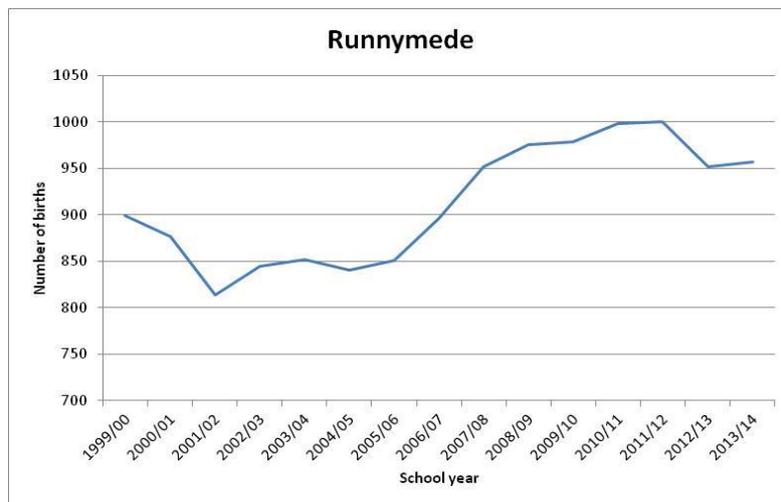
There are 23 primary age schools in Runnymede, four of which have nursery provision. There are four secondary schools, two with post-16 provision. Strodes Sixth Form college is located in the north of the borough. Post-16 students in the south of the borough are served by Brooklands College at the Weybridge Campus in the neighbouring borough of Elmbridge.

There are no short stay Pupil Referral Units in the borough, but there is one special school catering for pupils with learning and additional needs.

Runnymede is made up of five individual primary planning areas as identified in the map. Each primary age school is allocated to one of these planning areas. Runnymede is a single secondary planning area. This means that demand for secondary places is estimated across the whole borough.

## Births in Runnymede

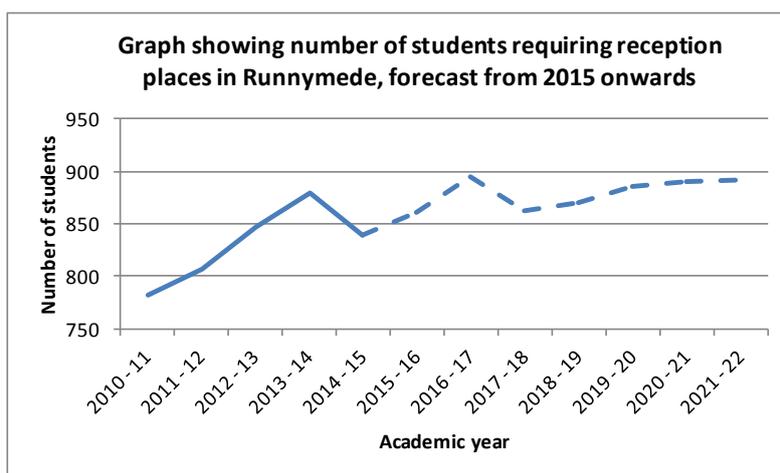
The graph below shows the number of birth in Runnymede each academic year



Figures provided by the Office for National Statistics show that births in Runnymede have fluctuated for some years. Births rose from a low point of 814 in 2001/02, and reached a peak of 1000 in 2011/12. In between this there was a steady increase, with fluctuation in some years. There was a sharp decline in 2012/13, but Runnymede was one of the few Surrey boroughs or districts that saw a rise in births in 2013/14.

## PRIMARY

The following graph shows the number of pupils starting school in Runnymede in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Runnymede between 2015 and 2021.



Demand is forecast to fluctuate in forthcoming years, in 2016/17 echoing the peak in the birth rate of five years previously. After this, the forecast demand appears to decrease slightly and then plateau, mirroring the trend established in births.

### What have we done?

The following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
The Hythe Primary School	2014	Bulge class	30	60
St Ann's Heath Junior School	2014	Bulge class	64	90
The Hythe Primary School	2015	Permanent	30	60
St Ann's Heath Junior School	2015	Permanent	64	90
Lyne and Longcross Infant School	2015	Expansion to primary	30 (3 year groups)	30 (7 year groups)

### What are we doing?

There were 830 applications who expressed a first preference for a reception place in Runnymede in 2014 and demand is likely to increase to September 2016 as the borough reaches its peak.

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Additional 1FE in Chertsey or Addlestone area	TBC	Permanent	N/A	+30

### How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of reception pupils that were allocated a place in Runnymede in 2014 with the number that was forecast in the previous year.

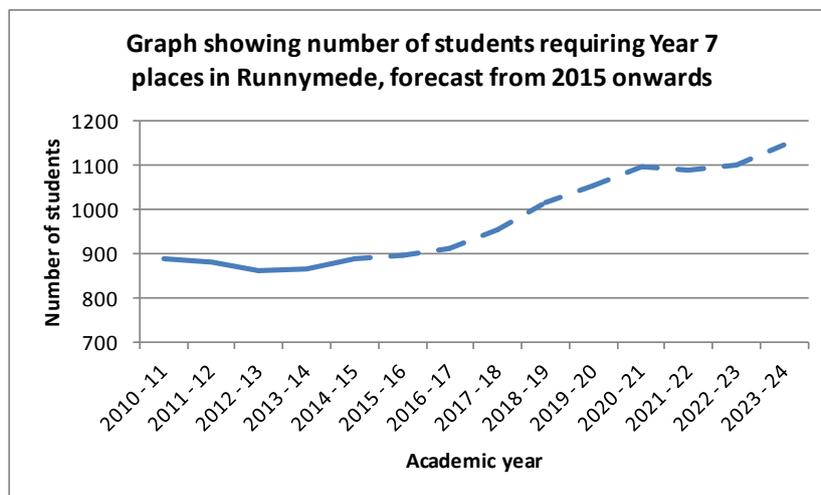
In 2014, it was forecast that there would be 861 children requiring a place in the Reception year. However, in the school census of October 2014, there were 827 children on roll at Runnymede primary schools, which shows an over-estimation of 4%.

## SECONDARY

The need for secondary school places is also based on the local population of secondary age children. The forecasts incorporate the number of children in local primary schools and factor in the historic patterns of children taking up secondary places. There is a Catholic secondary school located in the borough, which tends to have a wider geographical intake of

children from feeder schools in the Elmbridge deanery, so forecasts also take into account children joining secondary schools from outside of the local area.

The following graph estimates the number of pupils that will require a secondary school place in Runnymede from 2015 – 2021.



The number of secondary aged children is forecast to steadily increase in line with the increases already seen in the primary sector. It is anticipated that demand will first peak in 2020/21 to reflect the 2013/14 spike in primary cohorts, before tailing off and spiking again in 2023 to accommodate the 2016/17 peak from the primary sector.

### What have we done, and what are we doing?

In the past there has been an adequate number of places within the borough to accommodate all students, so there has been no action to provide additional places. However, the increase in applications in the primary sector has now begun to impact on the secondary sector and will continue to do so in forthcoming years.

Alongside potential free school providers, the county council has been working with secondary schools in the North West of Surrey to identify how additional places can be provided in Runnymede. The following projects have been commissioned, either by the council or by the Department for Education:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Runnymede Free School	2017	New free school	N/A	180
Salesian School*	2017	Permanent expansion	230	TBC*

\*ongoing feasibility work in progress to establish level of expansion achievable.

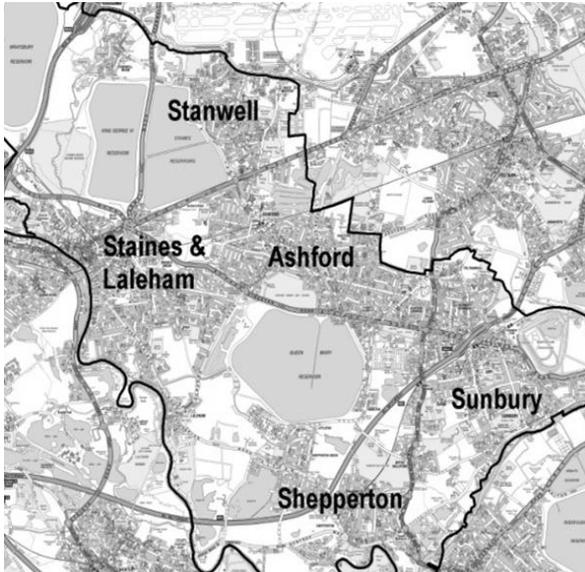
### How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of year 7 pupils that were on roll in Runnymede secondary schools in October 2014 with the number that was forecast in the previous year.

It was forecast that 943 children would require a Year 7 place in Runnymede secondary schools. However, the October 2014 school census showed that there were 899 on roll in Year 7 at Runnymede secondary schools, showing an over estimation of 4%.

# Spelthorne

## Schools in Spelthorne



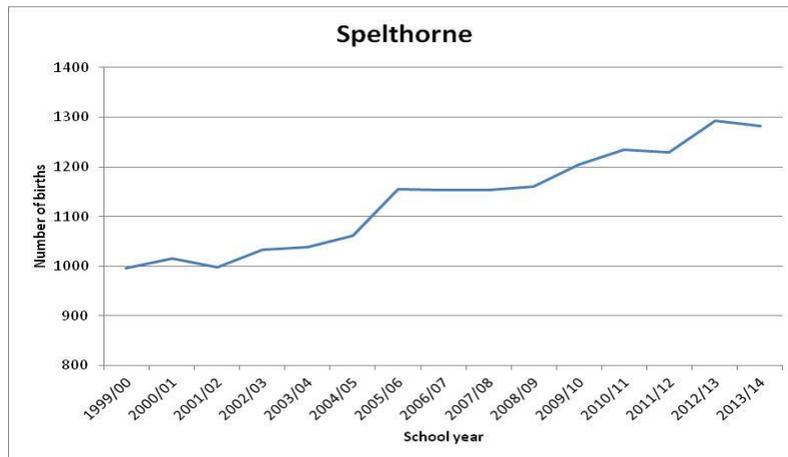
There are 22 primary phase schools in Spelthorne, seven of which have nursery provision. There are six secondary schools, two with post-16 provision. Brooklands College has a campus in Ashford that serves the local area.

There is one special school catering for pupils with severe learning and development difficulties. There are three short-stay Pupil Referral Units (PRUs) in the borough.

Spelthorne is made up of five individual primary planning areas as identified in the map. Each primary phase school is allocated to one of these planning areas. Spelthorne is a single secondary planning area. This means that demand for secondary places is estimated across the whole Borough.

## Births in Spelthorne

The graph below shows the number of births in Spelthorne each academic year.

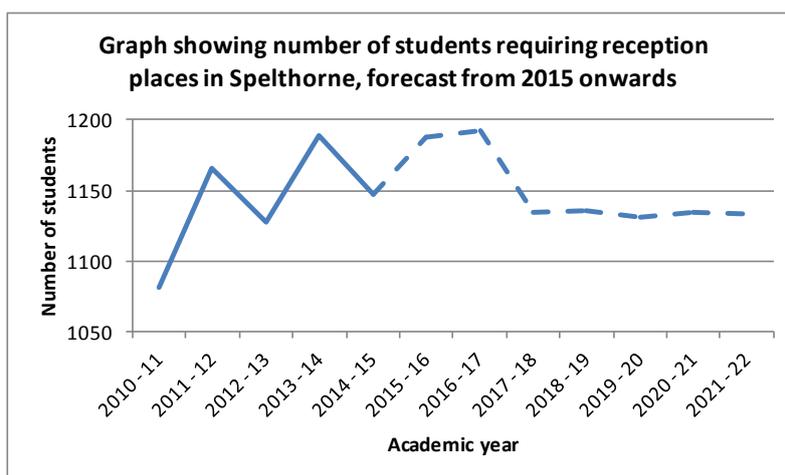


Data provided by the Office for National Statistics shows that births in Spelthorne have fluctuated for some years, reaching a low point in 2001. Since that time births have increased year on year. In the calendar year of 2013 where births fell overall in Surrey, Spelthorne was one of the only boroughs to see a large increase in its birth numbers, peaking at 1327. However the number of births subsequently fell slightly in 2014.

## PRIMARY

The need for primary school places depends on the local child population. The increase in pupil population in Spelthorne, as described above, has led to an increase in demand for school places in some areas. However, demand is not solely attributable to an increasing birth rate; inward migration from the London boroughs and additional yield from housing developments are also factors and so, some areas in Spelthorne have experienced more pressure for school places than others.

The following graph shows the number of pupils starting school in Spelthorne in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a Reception place in a primary school in Spelthorne between 2015 and 2021.



On the basis of the known increase in birth rate, and projected housing completions, the number of children entering primary schools is set to peak in 2016 and then reach a plateau.

### What have we done?

The following projects have been commissioned to meet demand with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Saxon Primary School	2013	Bulge class	30	60
Spelthorne Primary School	2013	Bulge class	60	90
Town Farm Primary School	2013	Bulge class	60	90
Stanwell Fields Primary School	2013	Bulge class	60	90
Spelthorne Primary School	2014	Permanent	60	90
Saxon Primary School	2014	Bulge class	30	60
Springfield Primary School	2014	Bulge class	30	60
Ashford Park Primary School	2015	Permanent	60	90
Saxon Primary School	2015	Bulge class	30	60
Springfield Primary School	2015	Bulge class	30	60

### What are we doing?

The future need for additional places will not be uniform across the borough. For example, it is anticipated that there will be small shortfalls in Sunbury and in the Staines and Laleham area, whilst the Shepperton area is forecast to have a few spare places over the immediate planning period. Following meetings in with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the anticipated demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Springfield Primary School	2017	Permanent expansion	30	60
Saxon Primary School	2017	Permanent expansion	30	60
Hawkedale Infant School	2017	Expansion to primary	30 (3 year groups)	30 (7 year groups)

### How accurate were our primary numbers?

The accuracy of forecasts is reviewed by comparing the number of reception pupils that were allocated a place in Spelthorne in 2014 with the number that was forecast in the previous year.

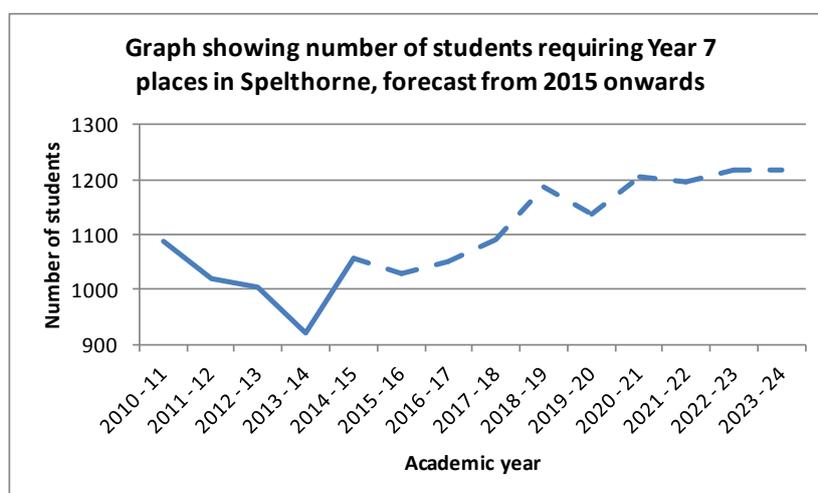
The 2014 forecasts showed an increase in the demand profile for Spelthorne. In 2014 it was forecast that 1129 children would require a Reception place, whereas in the October 2014 school census there were 1145 children on roll in Reception year in Spelthorne primary

schools. This is an under estimate of 1%, however adequate provision in this area was provided through bulge classes to ensure that all Surrey children who applied for a school place were offered one.

## SECONDARY

The need for secondary school places is based on the local population of secondary age children. The forecasts incorporate the number of children in local primary schools and factor in the historic patterns of pupils taking up secondary places. There is a Catholic secondary school located in the borough which tends to have a wider geographical intake of children from out of the county so forecasts also take into account children joining secondary schools from outside of both the borough and county.

The graph below estimates the number of pupils that will require a secondary school place in Spelthorne from 2015 – 2021.



### What have we done, and what are we doing?

In the past there has been an adequate number of places within the borough to accommodate all students so there has been no action to provide additional places. However, the increase in applications in the primary sector has now begun to impact on the secondary sector and will continue to do so in future years.

Additional provision will be needed from 2018, with potentially 2 forms of entry required by 2022, and discussions are taking place with local schools to determine the most appropriate way to provide these required places.

### How accurate were our secondary numbers?

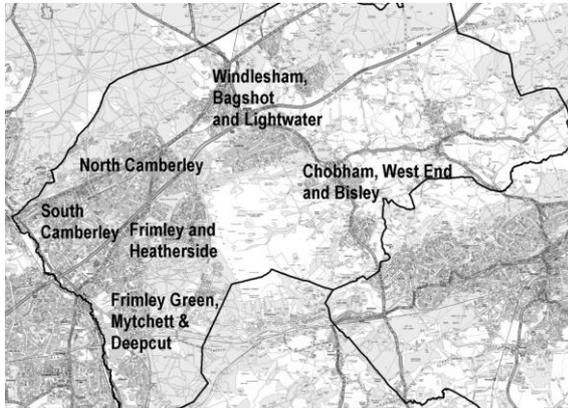
This is measured by comparing the number of year 7 pupils that were allocated a place in Spelthorne secondary schools in 2014 with the number that was forecast in the previous year.

In 2014, it was forecast that there would be 1049 children requiring a place in Year 7 in the borough. However, in the October 2014 school census, there were 1060 students on roll in Year 7 at Spelthorne secondary schools. This was an under estimation of only 1%. Despite this, there was adequate capacity in the secondary sector to ensure that all Surrey children who applied for a school place were offered one.

# Surrey Heath

## Schools in Surrey Heath

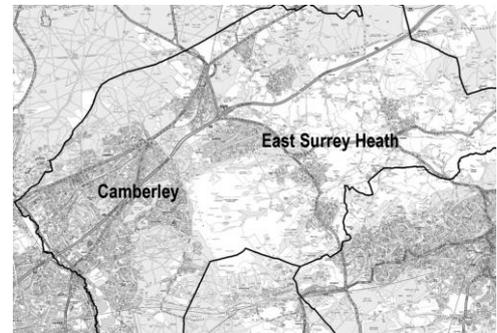
There are 27 primary age schools in Surrey Heath, five of which have nursery provision. There are four secondary schools, three of which have post-16 provision. There is no college provision in the borough.



There are three special schools - one for pupils with social, emotional and mental health needs, one for children with severe learning and development difficulties and one for students with learning and additional needs. There are no short-stay Pupil Referral Units (PRUs) in the borough.

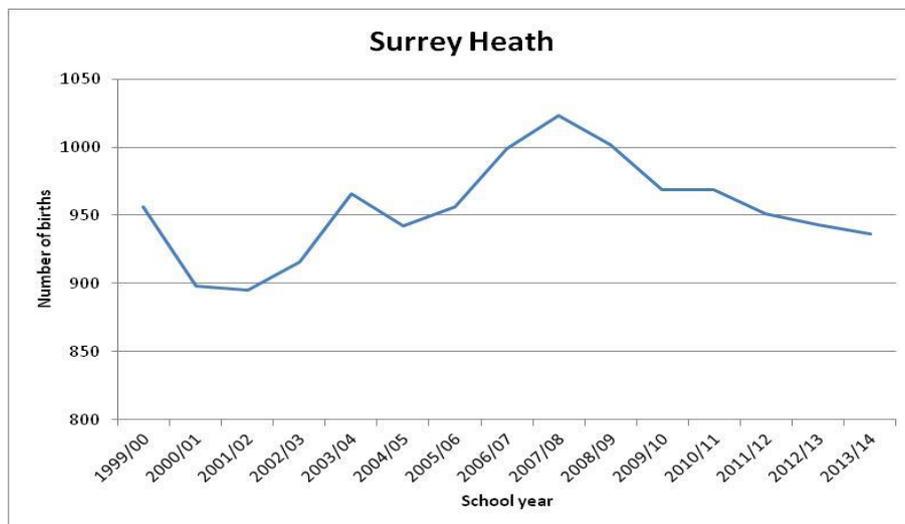
Surrey Heath is made up of six individual primary planning areas as identified in the map to the left. Each primary age school is allocated to one of these planning areas.

Surrey Heath is split into two secondary planning areas shown in the map to the right. Forecasts are made for Gordon's School in the east of the borough separately from the remaining secondary schools in the west of the borough in Camberley/Frimley.



## Births in Surrey Heath

The graph below shows the number of births in Surrey Heath each academic year.

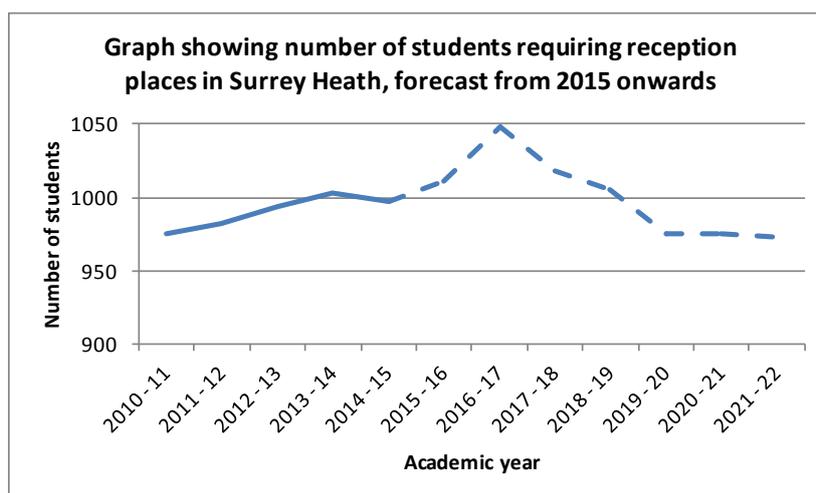


Figures provided by the Office for National Statistics show that births in Surrey Heath reached a low point in 2001/02. Since then, births have fluctuated following a rise then fall trend, before peaking in 2007/08 - earlier than all other boroughs and districts in Surrey. From 2008 onwards, births have decreased, reaching a plateau from 2011 onwards at around or just below 950.

## PRIMARY

The need for primary school places depends on the local child population. Any increase in pupil population in Surrey Heath, as described above, leads to an increase in demand for school places. It should be noted that this increase is unlikely to be evenly spread across the borough and some primary areas in Surrey Heath will experience more pressure for school places than others.

The graph below shows the number of pupils starting school in Surrey Heath in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Surrey Heath between 2015 and 2021.



On the basis of the known increase in birth rate and projected housing completions, the number of children entering primary is set to peak in 2015, before declining and reaching a plateau. From 2015 onwards, any increases in demand will be dependent on the volume of housing developments that is agreed by the borough council.

### What have we done?

The following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Connaught Junior School	2014	Bulge class	90	120
Bisley CE Primary School	2015	Permanent	45	60
Connaught Junior School	2015	Permanent	90	120

### What are we doing?

Currently, Surrey Heath has a small surplus of primary places and has reached its peak of primary cohorts earlier than other boroughs or districts in Surrey. However, there is likely to be a shortage of places when and if large housing developments, such as in Deepcut, are completed. A new 2FE primary school (420 places) will be planned as part of the redevelopment of Princess Royal Barracks but the timing of its opening will depend on the pace with which the proposed housing comes forward.

Historically there tends to be an overflow of school applications between Surrey Heath and its neighbouring Hampshire schools, and so developments in neighbouring authorities are monitored closely for any impact that these may have on the borough.

Any school organisation changes that are planned in the borough are primarily to rectify historical imbalances between infant and junior provision, or to equalise a school's PAN into

infant class size groups. The latter applies to South Camberley Primary School, where the PAN will be increased from 110 to 120 in September 2016.

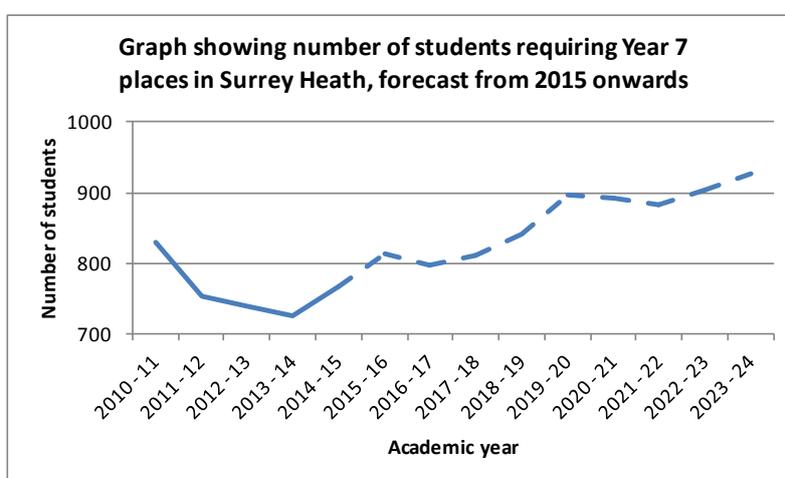
### How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of reception pupils that were allocated a place in Surrey Heath in 2014 with the number that was forecast in the previous year. In 2014 it was forecast that there would be 974 children requiring a Reception year place in September 2014. However, in the October 2014 school census, there were 988 reception children on roll at Surrey Heath primary schools. This was an under estimation of 1%, but there was adequate capacity in existing schools to ensure that all Surrey children who applied for a school place were offered one.

## SECONDARY

The need for secondary school places is also based on the local population of secondary age children. The forecasts incorporate the number of children in local primary schools and factor in the historic patterns of children taking up secondary places. Over the last three years, only 87% of the cohorts from Surrey Heath primary schools have attended Surrey Heath secondary schools. This suggests that a number of pupils are either choosing independent provision or attending secondary schools out of the borough. It is worth noting that, although there is a Catholic primary school in the borough, children preferring a Catholic secondary education will attend Catholic secondary schools in either Woking or Waverley, as there is no Catholic secondary school in Surrey Heath.

The graph below estimates the number of pupils that will require a secondary school place in Surrey Heath from 2015 – 2021.



### What have we done, and what are we doing?

It is anticipated that there will be a shortage of places by the peak in secondary demand in 2019, and discussions will need to take place with local secondary schools to determine the most appropriate way to provide these required places.

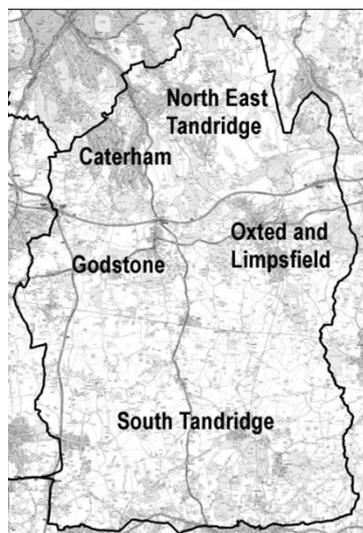
### How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of year 7 pupils that were allocated a place in Surrey Heath secondary schools in 2014 with the number that was forecast in the previous year.

In 2014, the number on roll in Year 7 at Surrey Heath secondary schools was 773, compared to the number of 778 which has been forecast. This was an under estimation of less than 1%.

# Tandridge

## Schools in Tandridge



There are 25 primary age schools in Tandridge, seven of which have nursery provision. There are three secondary schools in the district, two with post-16 provision and there is no college provision.

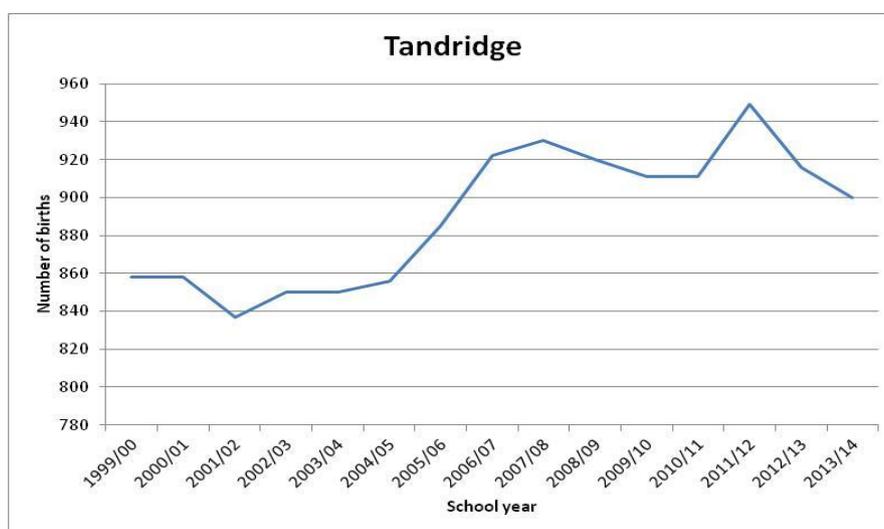
There are three special schools in the district - two for pupils with communication and interaction needs, and the other for students with severe learning and development needs. There are no short-stay Pupil Referral Units (PRUs) in the district.

Tandridge is made up of five individual primary planning areas as identified in the map to the left. Each primary age school is allocated to one of these planning areas.

Tandridge is a single secondary planning area. This means that demand for secondary places is estimated across the whole district.

## Births in Tandridge

The graph below shows the number of births in Tandridge each academic year.

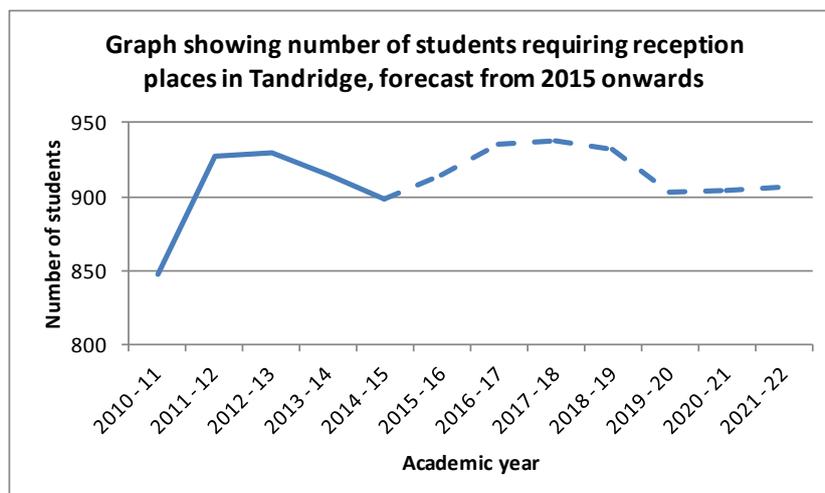


Data provided by the Office for National Statistics shows that births in Tandridge reached a low point in 2001/02. Since then, the borough has seen a small but steady increase in births, with spikes in 2007/08 and 2011/12 before plateauing once again.

## PRIMARY

The need for primary school places depends on the local child population. Any increase in pupil population in Tandridge, as described above, leads to an increase in demand for school places. Whilst the rise in births is relatively modest compared to other boroughs and districts in Surrey, it is not spread evenly across the district and therefore some areas in Tandridge may experience more or less pressure for school places than others. This is not solely attributable to an increasing birth rate as additional demand is also being generated from inward migration and additional housing.

The graph below shows the number of pupils starting school in Tandridge in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Tandridge between 2015 and 2021.



### What have we done, and what are we doing?

The following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Hillcroft Primary School	2013	Bulge class	45	60
St Francis Catholic Primary School	2013	Bulge class	36	60
St Francis Catholic Primary School	2014	Bulge class	36	60
Downs Way School	2015	Bulge class	45	60
St Francis Catholic Primary School	2015	Permanent	36	60

Whilst there are expected to be spare places in Tandridge as a whole, this disguises the pressure on places locally. There are small shortages for places in Oxted, Limpsfield and Godstone areas. This situation remains under constant review and provisional discussions are taking place with schools to determine the appropriate strategy moving forward.

### How accurate were our primary numbers?

It is useful to understand how accurate the forecasts have been and this is done by comparing the number of reception pupils that were allocated a place in Tandridge in 2014 with the number that was forecast in the previous year.

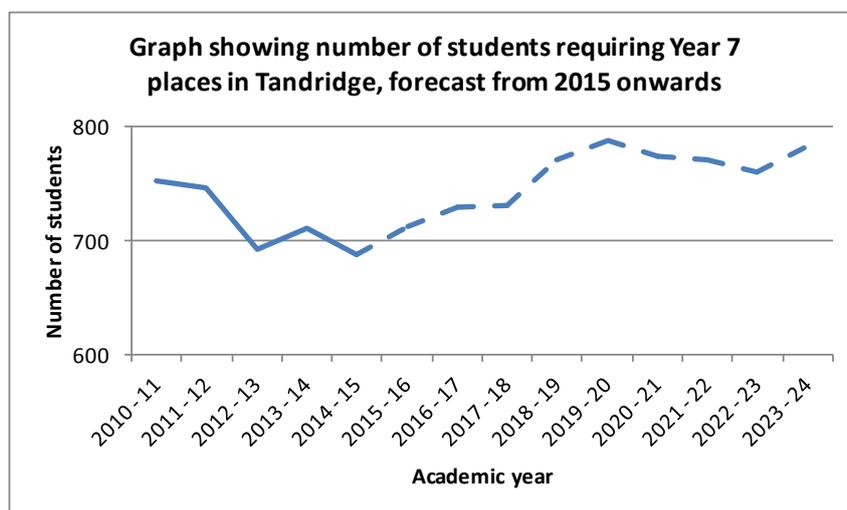
It was forecast that there would be 906 children requiring a Reception year place in 2014. Compared to the number of 897 who were on roll in the October 2014 school census, this is an over estimation of 1%.

## SECONDARY

The need for secondary school places is based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factor in the historic patterns of children joining secondary schools from outside the local area. On average, historically around 90% of the district's Year 6 cohorts have transferred to secondary schools in the district. The remaining 10% of children choose to pursue independent secondary schooling, or apply to schools outside of the borough. However, overall, the district is a net importer of students from outside of the county. This means that

there are more children from outside of Surrey attending Tandridge secondary schools than there are Tandridge children attending out of county secondary schools. This is largely because the location of schools near to the county boundary means that catchment areas include parts of the neighbouring London Borough of Croydon.

The graph below estimates the number of pupils who will require a secondary school place in Tandridge from 2015-2021.



### What have we done, and what are we doing?

Secondary provision is located towards the northern half of the district. In the shorter term, whilst schools in the borough are oversubscribed, it should be noted that this includes significant subscription from adjoining authorities for whose applicants Surrey is not obliged to provide a place if applicants do not meet the admissions criteria. Therefore, overall it is expected that current provision will be sufficient to meet demand. Admissions in the recent past have exceeded the total Published Admissions Numbers (PAN) and numbers are expected to once again rise from a low in 2014, with a small shortage of places by 2018.

With additional provision needing to be considered from 2018, discussions are taking place with local schools to determine the most appropriate way to provide these required places. In outline, the following provision is required:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Additional 1-2FE in Tandridge	2018	Permanent	N/A	+60

### How accurate were our secondary numbers?

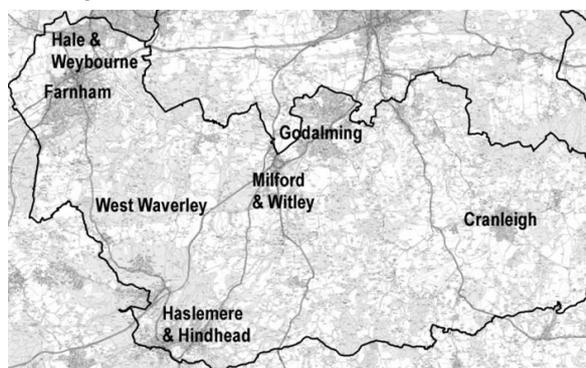
It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of year 7 pupils that were allocated a place in Tandridge secondary schools in 2014 with the number that was forecast in the previous year.

It was forecast that 699 Year 7 places would be required for September 2014. However, in October 2014, the school census showed that there were 683 Year 7 pupils on roll at Tandridge secondary schools. This meant that there was an over estimation of 2%.

# Waverley

## Schools in Waverley

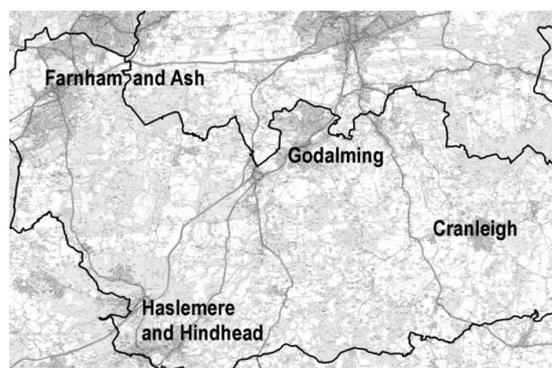
There are 41 primary phase schools in the borough of Waverley, five of which have nursery provision. There are four secondary schools, one with post-16 provision. Farnham and Godalming Colleges provide sixth form college provision to the east and west of the borough.



There are two special schools - one catering for students with severe learning and development difficulties and one for pupils with learning and additional needs. There are no short-stay Pupil Referral Units (PRUs) in the borough.

Waverley is made up of seven individual primary planning areas as identified in the map to the left. Each primary phase school is allocated to one of these planning areas.

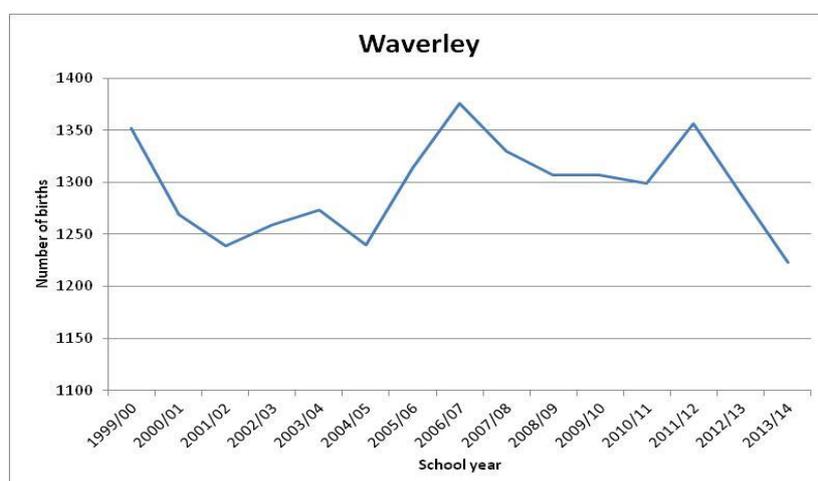
Given the diverse geographical nature of the borough, Waverley is split into four separate secondary planning areas, as identified in the right hand map. This means that demand for secondary places is estimated in the north, east, south and west of the borough.



Planning areas are 'border-blind' so do not take into account the borough border, but rather are formed by the location of the schools. There are two Waverley schools which are considered in school place planning areas outside of their home borough: Bramley CE Infant School and Wonersh and Shamley Green Primary School are considered in the Tillingbourne Valley planning area (Guildford). In return, there are two schools located outside of the borough which are considered in Waverley school place planning areas: St Mary's CE Primary Shackleford (Guildford) is considered in the Godalming planning area and Ash Manor Secondary School is considered in the Farnham and Ash secondary planning area.

## Births in Waverley

The graph below shows the number of births in Waverley each academic year:



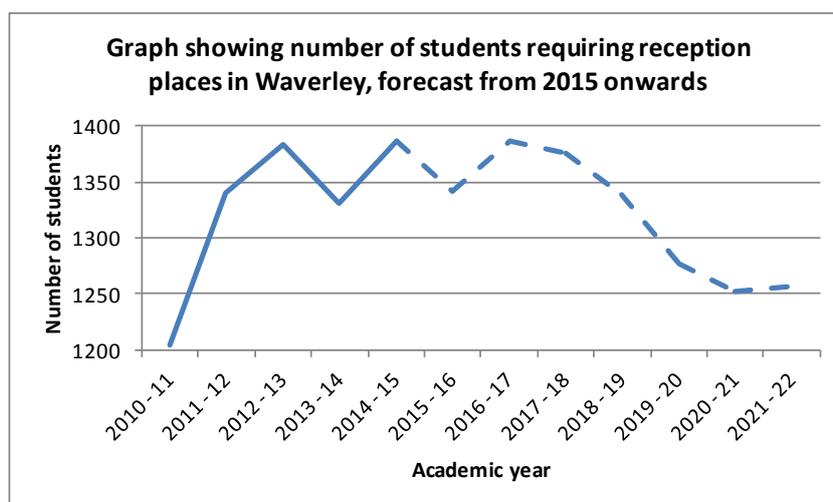
Figures provided by the Office for National Statistics show that, from a low point in 2001/02, births in Waverley have fluctuated around 1,200-1,300 per annum for a number of years. There was a spike of 1,376 in 2006/07 and another of 1,356 in 2011/12. Since the spike of 2011/12, births have steadily decreased and in 2012/13 dropped below 1,300 for the first time since 2004/05.

## PRIMARY

The need for primary school places depends on the local child population. The current birth forecasts indicate that the birth rate across the borough is set to slow and then plateau over the next five years although this will vary across the area. The more rural nature of the borough does mean that birth rates and pupil populations fluctuate more significantly than in urban areas. This can be seen clearly in the recent cohorts of school starters in the graph below. It should be noted that demand is unlikely to be evenly spread across the borough. Therefore some of the areas in Waverley will experience more pressure on school places than others.

Although the birth rate is due to steady, additional demand may be generated from inward migration and housing. In certain areas of the borough, the rate of growth will depend solely on the volume of new housing development, either through planning applications or through determination of the Waverley Local Plan, which is yet to be adopted by the borough council.

The graph below indicates the forecast number of pupils that will require a reception place in a primary school in Waverley between 2015 and 2022:



## What have we done?

The following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Beacon Hill Primary School	2013	Bulge class	30	60
Cranleigh CE Primary School	2013	Bulge class	30	60
Potters Gate Primary School	2013	Permanent	30	60
St Bartholomew's CE Primary School	2013	Bulge class	45	60
St Mary's CE Infant Shackelford	2013	Permanent	25	30
Grayswood CE Primary School	2014	Expansion to primary	30 (3 year groups)	30 (7 year groups)
Loseley Fields Primary School	2014	Bulge class	30	60
Milford Infant School	2014	Permanent	50	60

St Bartholomew's CE Primary School	2014	Permanent	45	60
Witley Infant School	2014	Bulge class	30	60
William Cobbett Junior School	2014	Bulge class	90	120
Farncombe Infant School	2015	Permanent	40	50
Loseley Fields Primary School	2015	Bulge class	30	60
Shottermill Infant School	2015	Bulge class	60	90

In addition, South Farnham Primary Academy expanded in 2015, creating a further 30 permanent places.

### What are we doing?

There were 1,320 on time primary applications for a reception place in Waverley in 2015. The forecasts show that the pattern of peaks and troughs of demand is likely to continue before reaching a steady state from 2019 onwards. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to both meet the demand for primary school places and provide more local choice for educational provision:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
The Chandler CE Junior	2017	Bulge class	90	120

There is considerable overlap between some areas of Waverley and across the border in Hampshire and West Sussex. It is important when responding to patterns of demand that we give regard to the potential impacts on these adjacent planning areas and vice versa.

### How accurate were our primary numbers?

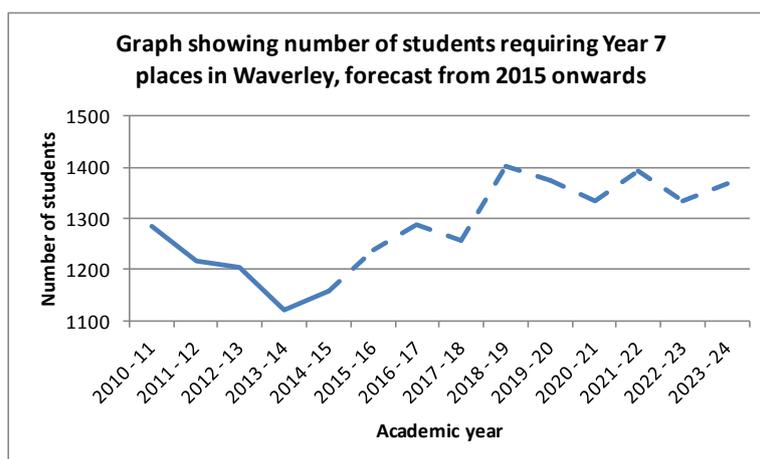
It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of reception pupils that were allocated a place in Waverley with the number that was forecast in the previous year. In 2014 it was forecast that 1,296 children would require a reception place, in comparison to the 1,387 pupils who were then on roll at Waverley schools in the October 2014 census. This indicates an under-estimation of 7%. By using existing primary school capacity and commissioning bulge classes in areas of exceptional demand, Surrey County Council was able to offer a school place to all Surrey children who applied for one.

Where historic patterns of demand for school places tend to fluctuate, as they do in Waverley, this can increase the likelihood of under or over-estimation in forecasts. Forecasts are always tempered using local knowledge to enable places to be commissioned when demand exceeds supply. This has increased the number of bulge classes in comparison to permanent expansions.

## SECONDARY

The need for secondary school places is also based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factor in the historic patterns of children joining secondary schools from outside the local area. Typically in Waverley, a large number of children from outside the local area join the children from the local primary schools at the start of secondary education. Waverley is a net importer of secondary age pupils.

The graph below indicates the forecast number of pupils that will require a Year 7 place in a secondary school in Waverley between 2015 and 2022. This is based on historic trends of children moving from primary to secondary education and is combined with projected housing completions. The number of children entering secondary education is set to continue to increase over the next 3 years, reflecting the increase that has been seen in the primary sector in some parts of the borough. Beyond 2020, the fluctuation seen in the primary sector will then be seen in the secondary sector.



In the past there has been adequate numbers of places within the borough to accommodate all students. However, in Farnham there is increasing pressure on secondary places reflecting rises in birth rate, increased house building and inward migration in the area.

### What are we doing?

There were 1,349 on time secondary applications for a Year 7 place in Waverley in 2015. In the past, although Year 7 numbers were expected to fluctuate year on year, they have stayed within the planned number of places. Whilst secondary demand is expected to stay within planned numbers of places for the borough as a whole, demand is not uniform and this masks some areas of increased demand where there is a significant pressure on places.

The following projects have been commissioned to meet the demand for secondary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Weydon Academy	2016	Permanent	252	308
Weydon Academy	2016	Bulge class	308	336
Farnham Heath End	2016	Bulge class	190	220
Additional 1FE in Farnham area	2018	Permanent	N/A	+30

Additional housing created by the Waverley Local Plan will increase the requirement for school places across the borough. The number of extra forms of entry required due to new housing will depend upon the housing developments that are agreed. School commissioning officers are exploring options that may be required to meet any increase in demand. This involves co-ordination with local schools as well as local planning officers and housing developers.

### How accurate were our secondary numbers?

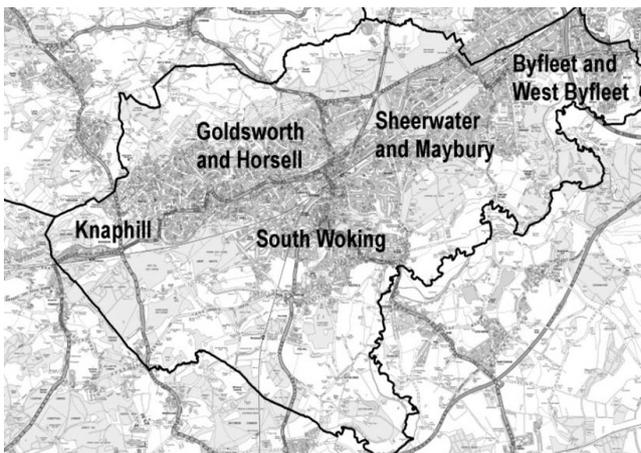
It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of Year 7 pupils that were allocated a place in Waverley with the number that was forecast in the previous year. In 2014 it was forecast that 1,165 children would require a Year 7 place, in comparison to the 1,160 pupils who were then on roll in Year 7 at Waverley schools in the October 2014 census. This is a margin of less than 1%.

# Woking

## Schools in Woking

There are 25 primary age schools located in the borough of Woking, eight of which have nursery provision. There are four secondary schools, one with post-16 provision. Woking College also provides sixth form provision to the local and surrounding area.

A number of primary and secondary schools host specialist centres that support students with a range of special educational needs within a mainstream environment. In addition, there are two Special Schools - one providing education for children and young people with complex social communication needs and the other for pupils with learning and additional needs. There are also two short-stay Pupil Referral Units (PRUs) in the borough.



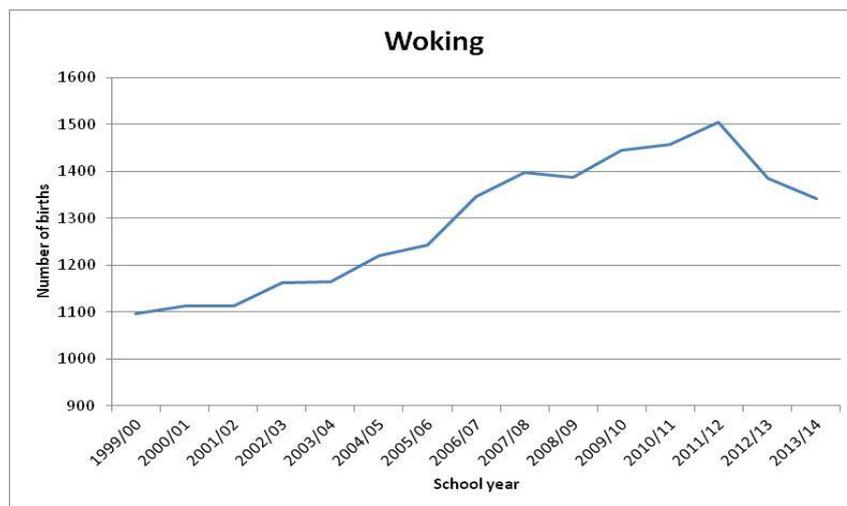
Woking is made up of five individual primary planning areas as shown in the map to the left. Each primary age school is allocated to one of these planning areas. Woking is a single secondary planning area so demand for secondary places is estimated across the whole Borough.

Planning areas are 'border-blind' so do not take into account the borough boundary, but are formed by the location of the schools. There is one school located outside of the borough which is

considered in a Woking school place planning area: Pirbright Primary School (Guildford) is in the Knaphill planning area.

## The current school place situation in Woking

The graph below shows the number of births in Woking each academic year.

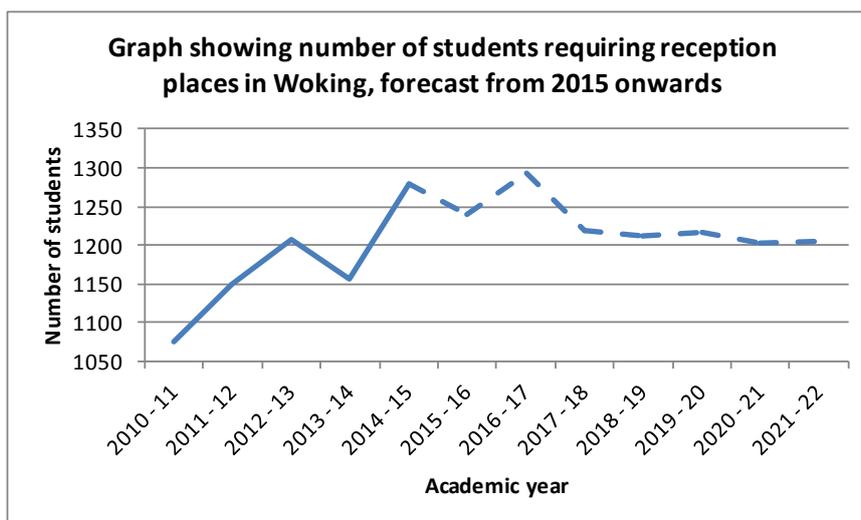


Figures provided by the Office for National Statistics show that births in Woking have risen steadily year on year from a low point in 2001. There was a sharp rise in births in the borough from 2008/09 which peaked at 1504 in 2011/12, before declining in 2012/13. However, births in 2013/14 are still over 20% above those in 1999/00.

## PRIMARY

The need for primary school places depends on the local child population. The increase in pupil population in Woking, as described above, leads to an increase in demand for school places. It should be noted that this increase is unlikely to be evenly spread across the borough and is not solely attributable to an increasing birth rate. Additional demand is also generated from inward migration and a higher pupil yield resulting from additional housing. These factors have specific impacts in different areas and as such some areas in Woking will experience more pressure for school places than others.

The graph below estimates the number of pupils that will require a reception place in a primary school in Woking between 2015 and 2021.



On the basis of the known increase in birth rate and projected housing completions, the number of children entering primary is set to peak in 2016, before a small but steady decline back to the level of demand seen in 2013/14. The birth rates in 2007/8 and in subsequent years do not entirely reflect the rate of increase to 2016, so it is likely that the recent increases in admissions applications are partly due to inward migration and pupils yielded from additional housing.

### What have we done?

In the last two years, the following projects have been commissioned to meet demand, with some of the temporary (bulge) classes leading to permanent expansions:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
St Dunstan's Catholic Primary School	2013	Permanent	60	90
The Marist Catholic Primary School	2013	Permanent	45	60
Sythwood Primary School*	2013	Bulge class	60	90
Goldsworth Primary School	2014	Permanent	60	90
Beaufort Primary School	2014	Permanent	60	90
Sythwood Primary School	2014	Bulge class	60	90
Pyrford C of E Primary School	2014	Bulge class	30	60
New Monument Primary School	2014	Bulge class	30	60
Westfield Primary School	2014	Bulge class	60	90
West Byfleet Infant School	2015	Permanent	60	90
Sythwood Primary School	2015	Permanent	60	90
Westfield Primary School	2015	Bulge class	60	90
Beaufort Primary School	2015	Bulge class	60	90
Broadmere Primary School	2015	Bulge class	30	60

\* Sythwood also opened a further bulge class in 2013 across year groups (Years 1 and 2).

## What are we doing?

There were 1434 first preference applications made for a reception place in Woking for September 2015. It is anticipated that demand is likely to reach a peak next year in September 2016. Following meetings in with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the rising demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
West Byfleet Junior School	2017	Permanent	60	90

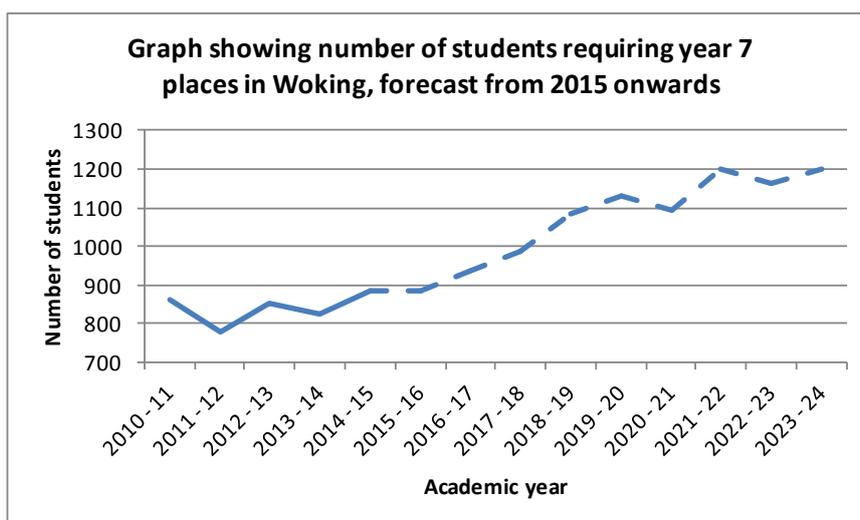
## How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of reception pupils that were allocated a place in Woking in 2015 with the number that was forecast in the previous year. In 2014 it was forecast that 1184 children would require a reception place, in comparison to the 1280 pupils who were then on roll at Woking schools in the October 2014 census. This indicates an under estimation of approximately 8%. However, it is likely that this increase may be as the result of inward migration between the allocation of places in April and the census date in October. By using existing primary school capacity and commissioning bulge classes in areas of exceptional demand, Surrey County Council was able to offer a school place to all Surrey children who applied for one.

## SECONDARY

The need for secondary school places is also based on the local population of secondary age children. The forecasts incorporate the number of children in local primary schools and factor in the historic patterns of children taking up secondary places. There is a Catholic secondary school located in the borough, which tends to have a wider geographical intake of children from out of the borough, so forecasts also take into account the import of children from neighbouring boroughs.

The graph below estimates the number of pupils that will require a secondary school place in Woking from 2015 – 2021.



## What have we done?

In the past there has been an adequate number of places within the borough to accommodate all students, so there has been no action to provide additional places.

However, the sharp increase in applications in the primary sector has now begun to impact on the secondary sector and will continue to do so in forthcoming years.

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
The Bishop David Brown	2014	Permanent	120	150
Hoe Valley Free School	2015	New free school	N/A	120

The Department for Education have commissioned a new secondary free school, Hoe Valley Free School, which opened in temporary accommodation in September 2015. This school will grow incrementally over the next 5 to 7 years to become a 4 form entry secondary school with sixth form, and is anticipated to move to its permanent site in Woking borough in 2017.

### What are we doing?

Alongside potential free school providers, the county council has been working with secondary schools in the north west of Surrey and Woking Borough Council to identify how additional places can be provided in Woking.

The following projects have been commissioned to meet demand:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
The Bishop David Brown	2016/17	Permanent	150	180
St John the Baptist	2018	Permanent	180	240

### How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. This is done by comparing the number of year 7 pupils that were on roll at Woking secondary schools in the October 2014 school census with the number that was forecast.

It was forecast the 882 pupils would require Year 7 places in September 2014, and there were 883 pupils on roll in October 2014, which is a difference of 0%. This shows that the forecasts were accurate for this area.

# **Procurement Standing Orders**

Rules to be followed when buying on behalf of the council

September 2015

Issue 6

## Version History

Issue 2 April 2007

Issue 3 April 2009

Issue 4 December 2010

Issue 5 October 2013

Issue 6 September 2015

# 1 Introduction

The Procurement Standing Orders set out how the Council authorises and manages spending. This includes all types of goods, works and services, as well as non-permanent workforce such as temporary and agency staff and consultants. We have a responsibility to do this in a transparent way that offers best value to residents.

Anyone who buys on behalf of the Council, including staff, contractors and consultants, are responsible for following these Procurement Standing Orders.

This document looks at public sector tendering and purchasing procedures and the legislative framework that surrounds them.

**Note:** In these Orders, 'You' means anyone who needs to buy from an external supplier.

## 1.1 Key Principles

These Procurement Standing Orders are based on these key principles:

- To get good **value for money** through appropriate market competition for contracts, so that we offer best value for services to our residents.
- To be **transparent** to our residents about how we spend their money.
- To make sure we spend public money **legally and fairly**, and to **protect** us from undue criticism or allegation of wrongdoing.
- To support **sustainability** and **social value** objectives, and our public sector **equality** duty, encouraging local small businesses.

## 1.2 Compliance

All Officers, and any external contractors empowered to form contracts on behalf of the council, must comply with these Orders at all times. If you breach them, you are breaching the council's Constitution and this will lead to disciplinary action.

You must not artificially separate contracts or spending to avoid these orders applying at any level, except insofar as this is necessary to enable small or medium-sized enterprises to compete, whilst delivering best value for money and remaining compliant with the law.

Where there is a difference between current legislation governing procurement and these Orders, the legislation prevails and you must comply with it.

Where these Orders appear to conflict with other council-determined rules the Head of Procurement determines which takes precedence.

The Procurement Service reports breaches of these Orders to the Procurement Review Group (PRG) (see section 3.6.2), which has the option of two courses of action:

**Informal Notice** – Where the non-compliance was as a result of lack of information or beyond your control, the PRG may make recommendations to ensure future compliance.

**Formal Warning** – Where there is evidence of deliberate non-compliance the PRG will advise the Head of Human Resources and appropriate management of a formal breach of your terms and conditions for appropriate action to be taken. Recommendations to ensure future compliance will also be made.

### 1.3 Scope

Apart from the exceptions listed below, these Orders cover all spend with external suppliers regardless of how they are funded (for example, revenue, capital, grants, ring-fenced government money and/or any third party funding).

These Orders do not apply to the following items, which are managed by separate policies:

<b>Exclusion</b>	<b>Relevant Policy/Law</b>
Contracts for the acquisition or lease of land and/or real estate	Managed via Property Services
Contracts for permanent or fixed-term employment	HR/Recruitment Policies
Works or orders placed with utility companies (eg re-routing pipe-work)	This is carried out as part of larger construction contracts
Direct payments to customers following care assessment (for example, payments under Self-Directed Support or Individual Budgets)	Dept of Health Community Care Assessment Guidance 2004
Non-trade mandatory payments to third parties, such as insurance claims, pension payments, payments to public bodies	These are not subject to competition due to their nature
Fees for external auditors	These are determined by the Public Sector Audit Appointments Limited under the Local Audit and Accountability Act 2014
A declared emergency authorised by the Emergency Planning Officer	The Civil Contingencies Act 2004
Awarding of Grants	Managed according to locally agreed Grant process, Corporate Funding Protocol or Grant Procedure Rules

### 1.4 Roles and Responsibilities

The Head of Procurement is responsible for the complete process from procurement through to ordering and paying suppliers (known as 'Procure-to-Pay') across all Services and local systems. Any developments in the design of the process require the approval of the Head of Procurement or authorised delegate.

The Procurement Service is responsible for:

- (a) Providing expert market knowledge to help you find the best supplier to meet specified needs
- (b) Managing all tenders and contract awards over £100,000

- (c) Engaging colleagues from Finance, Legal and HR in all contract strategies and awards
- (d) Developing strategic action plans for each category of spend
- (e) Taking a commercial lead on all strategic or critical contracts and relationships with suppliers
- (f) Ensuring that good practice contract and supplier management is written in to agreements with our strategic and critical suppliers
- (g) Developing our supply chain to deliver performance improvements
- (h) Ensuring transparency over spend, contracts and contract opportunities
- (i) Embedding social value and sustainability across the supply chain
- (j) Ensuring efficient and effective purchasing practices are in place for all staff
- (k) Working with Business Operations to manage a master database on SAP of suppliers

Anyone who buys from suppliers is responsible for:

- (a) Complying with these Orders
- (b) Using existing corporate contracts or select lists of suppliers where in place
- (c) Ensuring there is adequate budget available
- (d) Following the corporate process at the earliest opportunity when you need a new supplier
- (e) Raising and ensuring a purchase order is approved before the requirements are delivered to the Council, regardless of which system is used.
- (f) Ensuring technical specifications meet the defined need and requirements
- (g) Ensuring specifications take into account equality and diversity as well as social value implications, and carrying out Impact Assessments where appropriate (mandatory for service contracts over £50,000 in value).
- (h) Putting in place effective monitoring of the performance and management of contracts

## **1.5 Transparency**

This section sets out how we meet our obligations to be transparent in our procurement, and maintain proper accountability to the public and obligations from the Transparency Code of Conduct and Public Contract Regulations 2015.

### **1.5.1 Publication of Contract Opportunities, Spend and Contracts**

In accordance with current government requirements we publish details of all spend with suppliers over £500 on our website, as well as spend on purchasing cards. A list of current contracts and grants is also published.

All advertised opportunities for contracts over £25,000 are published via the national Contracts Finder website, as well as our own website. Contracts over the current EU threshold are advertised via the Official Journal of the European Union (OJEU).

### **1.5.2 Freedom of Information**

Under the Freedom of Information Act (FOIA) 2000, we have an obligation to publish specific information and to provide information to members of the public upon request. However, the

FOIA enables certain confidential information and commercially sensitive material to be withheld. You must therefore ensure tender information is kept confidential at all stages, especially during tender evaluation and after the contract is awarded. Suppliers must also be given the opportunity to highlight in their tender any information that they would not wish disclosed under FOIA. Requests for information under the FOIA will be dealt with under the usual Council procedures for such requests.

### **1.5.3 Developing Local suppliers**

The council is committed to encouraging businesses in the county to compete for contract opportunities in order to support the development of the local economy. It provides information and support via dedicated websites and through supplier events. For purchases under £100,000 we actively encourage the use of locally-based suppliers where they can offer best value for money.

### **1.5.4 Conflict of Interest**

Our market searches, procurement and purchasing must be carried out free from any conflict of interest to support our transparency objectives. An 'interest' means any consideration or anything of economic value, including future consideration.

Conflicts of interest can arise when someone who is involved in these processes has a close connection with another party who is also involved which may mean they could influence, or be influenced by, the outcome of a buying decision.

Conflicts of interest can arise in the procurement process in a number of ways, including:

- a. Where someone who is actually buying goods or services for the council, or giving budgetary approval for the purchase, has an interest in the supplier's business
- b. Where someone with an involvement in a tender or other sourcing process has an interest in the a potential supplier's business
- c. Where Suppliers bidding for a contract with the council have an interest which could enable them to influence unfairly the outcome of a sourcing process
- d. Where consultants are supporting the council in conducting or developing market searches or project preparation including business case for solutions which could enable them to influence unfairly the outcome of any resultant sourcing process

If you are a council employee you must follow the HR Policy on Conflicts of Interest, ensure all potential conflicts of interest are declared appropriately, and ensure you do not participate in any buying activity where these Conflicts of Interest could arise.

Temporary & agency staff, and other consultants or contractors must abide by the terms of their contract with the council and follow the council's HR policy on Conflicts of Interest and on Equalities and Diversity.

Staff may supply goods, works and services as external suppliers to the council as long as the policy has been followed, and any interests declared and managed at the time a contract is agreed. Staff members who become suppliers must not have access to systems to raise Purchase Orders. There must be demonstrable transparency and fairness in any transactions of this nature.

Suppliers bidding for contracts with the council are required to declare any conflict of interest.

The council may undertake projects involving income generation and the available powers to trade and charge, where potential conflicts of interest may have an impact. These will be referred to the Head of Procurement to agree with the Monitoring Officer an approach that best manages the council's interests.

Conflicts of interest arising from shared service or collaborative working will be also referred in the same way, unless already under the scope of an agreed governance body for that management of the shared service arrangement, who will then be responsible for agreeing an approach that manages the best interests of the parties.

## **2 Finding and contracting with Suppliers**

Whenever it is necessary to enter into a contract, you must take into account the 'aggregate' or total spend forecast. That is, the total amount you expect to spend with a supplier for the duration of the contract. This value determines the approach to be used to find a supplier and put a suitable contract in place. These rules apply to all contracts including works and service concessions.

### **2.1 Deciding when to use a grant or a contract**

A grant is a sum of money given to an individual or organisation for a specific project or service. A grant usually covers only part of the total costs involved in the project or service.

A grant is usually given on the basis that if it is not used for the purposes for which it is given the funder can ask for all or part of the money back and maybe able to take legal action for breach of the terms of the Grant Agreement for sums paid.

The grant process involves an applicant submitting a proposal (or submission) to a potential funder, either on the applicant's own initiative or in response to a Request for Proposal from the funder. A procedure is provided on the intranet, which must be followed to decide if a project or service should be delivered via a grant or by a contract. All grants should incorporate the requirements of the local Compact, as well as consider Social Value.

If, having followed this procedure, your requirement can be delivered through a grant then you must follow the locally agreed grant processes and guidance, available on the intranet.

If, having followed this procedure, your requirement can be delivered through a contract then follow the instructions in section 4 below.

If you are not clear, then contact the Procurement team.

### **2.2 Overview and summary table**

A summary table overleaf sets out these different approaches for each threshold aggregate value, and is followed by more detail of each.

**2.2.1 Summary table – Process for finding new suppliers at each threshold level**

Aggregate value	Purchase Card permitted?	How many quotes are required?	How should you approach the market?	Who leads procurement ?	Should the contract be formally advertised?	What type of contract is required?	Who must approve the contract award?+	Who signs the contract on our behalf? ++	Contract Award Notice needed?	How much time should be allowed to carry out process?
£0 to £14,999	Yes, within individual card transaction/ credit limits	One	Email / Call Supplier. Use a local supplier if they offer best value.	Service Officer	No	Standard Terms (see Council's website)	Budget Holder	Not Required – (Approval of Purchase Order)	No	2 weeks minimum
£15,000 to £99,999	Only in formal emergency cases	Minimum of Three	Request For Quotation should be sent via Business Operations	Business Operations or service officer	No but where advert is placed, this must be via Contracts Finder	Council's Standard Terms, or a specific contract approved by Legal Services	Head of Service or delegated manager	Head of Service or delegated manager	Yes – over £25k on Contracts Finder	6 weeks minimum
£100,000 to £499,999	No	(via tender process)	Issue Tender via Procurement	Procurement	Yes, via Contracts Finder and / or OJEU	Specific contract approved by Legal Services	PRG	Procurement Category Manager and Head of Service **	Yes – over £25k on Contracts Finder or OJEU over EU threshold	3-6 months

£500,000 and over	No	(via tender process)	Issue Tender via Procurement	Procurement	Yes, via Contracts Finder and/ or OJEU	Specific contract approved by Legal services	PRG and either £500,000-£999,999: Lead Member £1million : Cabinet	Sealed as a deed via Legal Services	Yes - OJEU over EU threshold	6-12 months minimum depending on complexity of requirement
-------------------	----	----------------------	------------------------------	-------------	--	--	--	-------------------------------------	------------------------------	--

**Notes:**

\* Consultancy agreements have separate rules – see Section 3.11 for full details

\*\* Also applies to all Framework Agreements

+ For collaborative contracts see section 3.5

++ For contract extensions see section 7.5

### **3 Buying Principles**

These Buying Principles apply to contracts of all values to ensure that they are made in a fair and open way that delivers best Value for Money.

When a new requirement for goods, services or works is established, it is important to ensure the correct procedure is followed in order to obtain them.

The basic steps for this are as follows:

- Establish what the requirement is (key business needs);
- Ensure a new procurement is the right option – do we need to buy?
- Check that there is no existing contract or framework that is suitable to use for the requirement;
- Check that there is no collaborative arrangement available to use – Surrey, SE7 etc.;
- Looking at the applicable spend table (overleaf), plan what needs to be done;
- Engage with Procurement as early as possible especially where spend is over £100k and/or risk is high.

#### **3.1 Contract Compliance**

Where existing corporate contracts and agreements exist, these should be used as they provide best Value for Money for the council. Ways to identify existing arrangements in place are given in more detail in section 4.1.

#### **3.2 Purchase Orders**

Once you have found the right supplier in compliance with the correct procedure required by these order, you must not make verbal commitments but must raise a Purchase Order (via a SAP or equivalent service-specific system). This must be approved according to the council's Financial Regulations before it is sent to the supplier.

You must not raise the order retrospectively (that is, once the goods or services have been delivered by the supplier). This is to ensure that the purchase is properly approved in advance and that the commitment against the budget is clearly visible to the budget-holder. Failure to raise an order in advance is a breach of these orders.

#### **3.3 Setting up a new Supplier**

To set up a new supplier in order to raise a purchase order, please refer to the guidance on Setting up a new Supplier.

#### **3.4 Select Lists**

Select lists are lists of approved suppliers who have been pre-assessed or qualified in order to provide defined goods, works or services to areas of the Council in line with requirements of the Orders. PRG must approve proposals to establish a select list of approved suppliers developed with the relevant Category Specialist in Procurement. This must happen at least

2 weeks before a list is compiled or reviewed. Suppliers on any existing list must be asked if they wish to join the new list, provided they can evidence meeting new assessment criteria or requirements.

A list must not normally operate for longer than 4 years and any appropriate continuing requirements for membership of the list, such as insurance obligations, should be included. The operation of the approved list in awarding contracts, and options to re-opening to new suppliers, any exemptions and/ or suspension of suppliers must be defined in writing as part of the approval of the list's establishment sought from by the relevant service area and Category Specialist, from PRG.

### **3.5 Collaboration**

The council may enter into collaborative agreements with other public bodies or Central Purchasing Bodies where this offers best value for money for residents. The appropriate sign-offs and procedures as set out in the Procurement Standing Orders and Public Contract Regulations need to be followed when undertaking collaborative projects and spend, as well ensuring any risk is managed appropriately.

For the avoidance of doubt, the contract award procedure in the case of collaborative contracts must be:

- Total contracts (or possible) value of contract (all contracts in the case of a Framework Agreements or Dynamic Purchasing System) where we act as lead or awarding Contracting Authority
- Where calling-off contracts from established collaborative agreements, via the procedure set out for the element of spend and risk for the council's budget only.

### **3.6 Frameworks agreements and Dynamic Purchasing Systems**

Procurement can provide advice on all aspects of the operation and use of collaborative and framework agreements or Dynamic Purchasing Systems. There are a number of established central purchasing bodies, such as the Government Procurement Service and the 'Pro5' organisations, who establish framework agreements and Dynamic Purchasing System which the council can utilise.

#### **3.6.1 Framework Agreements**

A framework agreement is a general term for an agreement with suppliers that sets out terms and conditions, under which specific purchases, or call-offs, can be made throughout the life of the agreement. The procurement activity to establish a framework agreement is subject to the EU procurement rules. There are different mechanisms for placing call-off orders under a framework agreement and at all times the council must ensure transparency and non-discrimination.

The council may establish a framework agreement and make this available to other contracting authorities, or make use of framework agreements awarded by other public sector bodies.

##### **3.6.1.1 Setting Up a Framework Agreement**

When putting a framework agreement in place, the Procurement Standing Orders apply to the process.

During the initial framework set up, the rules of the framework are developed and these apply to any subsequent arrangements that are let from the original framework.

### **3.6.1.2 Using and Operating a Framework Agreement**

When using a Framework Agreement not established by the Council, Legal Services must be instructed to satisfy themselves that to the best of their knowledge the original agreement:

- (i) was tendered for in accordance with the Public Contracts Regulations 2015 or Public Concessions Directive 2013 for the potential use by the council,
- (ii) is in the interests of the council,
- (iii) contains conditions of contract acceptable to the council, and
- (iv) Contract Award Notices are published in accordance with the EU Procurement or Concession legislation (see section 7.1)

Access Agreements to join Framework Agreements for frameworks set up by other public bodies, once confirmed to have met these criteria, can be signed by a Category Manager.

Framework agreements can be used to source contracts for any value that fall within the scope of the framework and advice should be sought from Procurement. Frameworks have their own distinct rules which are defined as part of establishing the framework agreement. Specific rules governing an individual framework take precedence over the Procurement Standing Orders when these differ, e.g. to allow for the use of different number of suppliers and standards etc. Other obligations of the Procurement Standing Orders still apply and must be followed when utilising a framework agreement.

A Contract Award Notice for **all** contracts awarded from framework agreements must be published on the Contracts Finder website. See section 7.1 for more details.

### **3.6.2 Dynamic Purchasing System**

A Dynamic Purchasing System (DPS) is an entirely electronic system where suppliers are able to express an interest and be evaluated against a defined set of suitability criteria in order to gain access to the DPS. The DPS must be open to any suppliers to apply to join it at any time during the operation of the DPS.

All opportunities for contracts being awarded from the DPS must be issued to all relevant suppliers on the DPS on the appropriate section of this. The operation on the DPS and all call-off contracts must comply with the timescales and evaluation procedures in accordance with the Public Contract Regulations 2015.

If you wish to use a DPS that has been established by another public body or central buying group, and which is open and available for use by the Council, it shall be subject to the same principles and checks as set out above under 'Framework Agreements'.

You must ensure that the call-off and award procedures are compliant with the requirements of the PSOs and Public Contract Regulations when awarding contracts from a DPS.

A Contract Award Notice for **all** contracts awarded from a DPS must be published in the Official Journal of the European Union. See section 7.1 for details.

### 3.7 Concession Contracts

A concession contract is one where the consideration consists of the right to exploit works or services or that right together with payment **and** where the operating risk is transferred to the supplier. Examples of concession contracts include toll bridges, canteen services and outsourced leisure centres. Additional details or advice on concession contracts can be obtained from the Procurement team.

### 3.8 Using Purchase Cards

You may only use a Purchase Card where there is no existing suitable supplier available and the spend value is below the level set out in the 'Purchase Card Rules and Guidance', unless otherwise agreed in writing by Procurement, or in life-critical circumstances (see also section 5.2).

Except in the case of a declared emergency, Purchase Cards **must only** be used for spend in line with the guidance on the use of Purchase Cards that is maintained on the intranet.

### 3.9 Commercial Confidentiality and Intellectual Property

If you are discussing developments with suppliers you should take care to ensure that you do not inadvertently share key commercial or confidential information such as budgets, existing pricing from other suppliers, or suggestions for improvements unless you have a non-disclosure agreement in place.

This protects the council's interests and our intellectual property. Procurement are responsible for putting these agreements in place where appropriate with advice from Legal Services, and can provide commercial advice and support in dealing with suppliers. Where arrangements include the Intellectual property of the council, appropriate or relevant contract clause/s must be included.

### 3.10 Service-Specific Arrangements

Several Council Services use local systems to send orders to suppliers, for example: Adults Social Care, Transport, Highways, Property and Libraries. All such systems must support financial approval of orders in accordance with the Financial Regulations and ensure compliance with the requirements of the PSOs in delivering any applicable service-specific obligations.

Business Operations will maintain all supplier master data on these systems to ensure it is of high quality and consistent with the master database of suppliers kept in accordance with section 1.4 of these orders.

### 3.11 Consultants

#### 3.11.1 Definition

A consultant is defined as a person or company that advises on organisational change and/or provides subject matter expertise on technical, functional and business topics during development or implementation.

- No contract of employment is involved, even if one individual consultant is retained, but there is a contract for services that is defined as being 'self-employed'.
- This should be made clear in all documentation and payment made for the service on the basis of a fee, not a salary.

- Ordinarily consultants will be VAT registered; subject to Schedule D tax, and have professional indemnity insurance at appropriate levels (see section 6.1).
- Consultant must have clearly defined project objectives and performance targets. You should also evaluate the use of a consultant in terms of delivery against these.
- A requirement for skills transfer to internal staff should be included where appropriate.

You must source all other interim staff covering internal posts, and all temporary or agency staff by reference to the appropriate corporate contract or arrangement.

All external legal opinion and advice as required by the Director of Legal Services is exempt from the provisions of this section.

### **3.11.2 Approval for Consultant engagements**

If you are contemplating using consultants/contractors you must refer to the processes and limits in section 4 of these Orders. Due to the nature of consultancy spend, additional locally-agreed governance around approval for consultants may be required. Please check relevant guidance on Consultancy Spend to ensure compliance.

## **4 Sourcing your Contract**

### **4.1 Existing supplier/contracts**

In the first instance, where contracts are in place for goods, works or services, these should be used. You can check the products and suppliers available and maintained by Procurement on the Intranet.

Regardless of value, framework agreements and Dynamic Purchasing Systems that meet the requirements of these Orders under section 3.6 can be used where they provide best Value for Money.

Refer to section 3.11 for specific approvals in relation to Consultancy contracts.

### **4.2 Contracts up to £14,999**

For contracts for works, goods or services (excluding consultancy – see section 3.11) with an estimated value up to £14,999, the appropriate budget holder must obtain at least one written quotation. It is however, advisable to seek further quotations in order to evidence achieving best value for money.

Alternatively you may place an order with a contractor under a corporate contract, framework agreement or DPS, where such arrangements have been put in place by the Council.

Where a select list exists the quotation must be obtained from an approved supplier on the select list. If they offer best value, you should use a locally-based supplier.

### **4.3 Quotations for Contracts £15,000 to £99,999**

In the case of contracts with an estimated value of greater than £15,000 but not exceeding £99,999, the appropriate budget holder must seek at least 3 written quotations.

You may invite competition from a framework agreement or DPS established where such arrangements have been put in place or approved for use by the Council. Written, faxed or

emailed quotations are acceptable but normally the e-tendering system will be used. Where a select list exists for a specific requirement, the quotations should be obtained from approved suppliers on the select list. Where appropriate, at least one locally-based supplier should be included in those invited to quote.

Quotation procedures must be undertaken using a single stage (open) procedure, incorporating the standard suitability assessment criteria required under the Public Contract Regulations 2015 relating to lower value contracts. In seeking quotations, due regard must be given to any guidance or standard quotations templates issued by the Head of Procurement.

If 3 quotations cannot be obtained, even when the market has been tested, then this should be reported with full details to Business Operations who will maintain a full record for audit trail.

All purchases must be delivered under a form of contract approved by Legal Services and Procurement. Where a standard contract cannot be used, the Buying Solutions team will inform Legal Services as early as possible in order for the appropriate legal resources to be made available. Documents such as specifications may also be sent to Legal Services to assist with the contract drafting.

Note: for consultancy engagements, see para 3.11.

#### **4.3.1 Advertising for Quotations**

When a contract over £25,000 is advertised in **any way**, this **must** be done via Contracts Finder and involve a one stage process. This should include appropriate selection criteria to assess the experience and capability of the supplier and the nature of the contract required. Insurance requirements in section 6.1 must be included. All such opportunities should also be advertised to local suppliers via the Supply2Surrey and or Supply2EastSussex website as appropriate. Before advertisement, you must confirm budget availability with the appropriate Finance Manager.

#### **4.3.2 Contract Award Notices for Quotations**

For contracts awarded over a value of £25,000, a Contract Award Notice also has to be published on Contracts Finder. See section 7.1 for details.

#### **4.3.3 Business Operations**

The Business Operations team can confirm whether or not existing suppliers and contracts can meet your requirement/s.

The Business Operations team will carry out quotation procedures and activities for you. They can supply a Request for Quotation form, which you complete and attach to when raising Shopping Cart.

The Business Operations team then decide the most appropriate approach to the market to get you the best value. Where a framework agreement or DPS exists and offers best value, they will carry out a mini-competition exercise to select an included supplier. This is normally done via the agreement owner's website. The Buying Solutions team will check with Legal Services before starting a mini-competition, in order to ensure the council can legally access the agreement.

## 4.4 Tenders for £100,000 or over

### 4.4.1 Procurement Strategic Sourcing Gateway Process

If the aggregate value is £100,000 or over Procurement must lead the sourcing exercise. This exercise and the subsequent contract award follows the Procurement Strategic Sourcing Gateway Process. This ensures we:

- follow proper legal procedure/s
- manage the progress of our projects,
- maintain a record of the sourcing decisions made on behalf of the council.

The process has five gateways that must be completed for each project as it progresses from stage to stage:

**Gateway Zero:** Used internally in Procurement to identify pipeline projects agreed at a strategic level with senior Service managers as part of the business planning process.

**Gateway One: Initiate**, where the requirement is confirmed and work begins on the Strategic Procurement Plan (Project Brief section).

**Gateway Two: Formal Approval**, where the PRG reviews the Strategic Procurement Plan and approves those that are acceptable.

**Gateway Three: Implement**, where the resulting contract is awarded.

**Gateway Four: Handover & close**, where the contract is mobilised and ongoing responsibilities are identified and implemented, including contract and supplier management. Lessons learnt are also captured.

Note that the acceptance, opening and evaluation of formal tenders must be carefully controlled to ensure fairness to all bidders. This process is managed within Procurement and is controlled by the electronic tendering system.

Because we must comply with EU and UK law on procurement, we must observe certain minimum timescales for delivery that are designed to ensure that fair competition is maintained at each stage. When planning for procurement projects, you need to allow several months for this, depending on the exact process that is to be used. Procurement Category Specialists can advise you about the detailed timescales relevant to your particular project.

### 4.4.2 Procurement Review Group

The Procurement Review Group (PRG) is mandated to control expenditure, ensure best value and monitor compliance for all procurement activity with an aggregate value of £100,000 or more. The PRG approves the procurement strategy and contract awards as set out in a Strategic Procurement Plan document and in accordance with the Procurement Gateway process.

The PRG also enforces compliance with these Orders and advises Human Resources and relevant manager of any areas of deliberate disregard. Procurement keeps a record of all submissions to the PRG, which is cross-referenced to contract documents in the Contract Management System.

To be approved, you must obtain both written budget approval from the appropriate Finance Manager and the unanimous consent of all of the managers listed below who are present at the meeting. There must be a minimum of 2 representatives present, of which one must be from Procurement:

- Head of Procurement (or delegated substitute) and at least one of either:
- Section 151 Officer (or delegated substitute) or
- Director of Legal Services (or delegated substitute)

The PRG is chaired by Procurement. Any delegated substitute is responsible and has the authority as if the officer themselves had attended. The PRG meets regularly; all submissions must be provided at least 3 working days prior to the meeting.

Whilst awaiting PRG approval you may take no further action regarding your purchase.

#### **4.4.3 Sustainability and Social Value**

The Public Services (Social Value) Act 2012 places an obligation on us to consider the economic, social and environmental well-being of our area when we award services contracts over the EU threshold. We apply this to all procurement over £100,000 as well. The requirements of the partnership's Employment and Skills through Procurement Policy also need to be taken into account and included in all applicable contracts.

The Council's Sustainability Framework, which aims to support sustainable economic development, minimises the impact on the environment and supports social cohesion. Our procurement approach covers these areas:

- (i) Economic Sustainability – we aim to purchase goods, works and services which enhance the local economy. We recognise the importance of Small & Medium Enterprises to the local community and ensure every effort is made to make our contract opportunities and tender processes accessible to them.
- (ii) Social Sustainability - we aim to purchase goods, works and services which promote community well-being, and that supply chain partners operate fair and ethical working practices.
- (iii) Environmental Sustainability – we aim to purchase goods, works and services which minimise our carbon footprint, encourage a positive impact on the local environment, and have the best value costs and benefits taking into account their whole life cycle from origination to disposal.
- (iv) Equalities & Diversity - we only purchase goods, works and services from suppliers who meet our standards of equality of employment and service delivery, and we ensure that the tender process is free from discrimination or perceived discrimination in accordance with the council's Equality Policy
- (v) Compact – where we are purchasing from the voluntary, community and faith sector you must comply with the Compact best practice code.

Procurement must consider Social Value when planning tenders for all contracts over £100,000. A Social Value Assessment must be carried out and the results recorded in the Strategic Procurement Plan. Procurement ensures that our practice is aligned with the council's policies in this area, for example in driving apprenticeship and training opportunities and increasing local spend.

#### 4.4.3.1 Sourcing of Sustainable Timber

The EU Timber Regulation 2013 prohibits anyone from placing illegally sourced timber on the EU market. Further information on this and the Council's position in relation to timber sourcing is available on the intranet and via the Helpdesk.

#### 4.4.4 Evaluation

Tenders over £100,000 are evaluated by Procurement based on the identification of the 'Most Economically Advantageous Tender (MEAT)'. This takes price into account, alongside quality and social value considerations, but does not require the tender to be awarded to the lowest priced bidder

### 4.5 Tenders over EU Procurement Thresholds

#### 4.5.1 EU Thresholds

Contracts with a value over the EU thresholds are subject to the requirements of the Public Contract Regulations 2015 (or the Public Concessions Directive 2013). EU Thresholds are updated every two years. The current values can be found on the intranet. [Link - http://www.ojeu.eu/threshholds.aspx](http://www.ojeu.eu/threshholds.aspx)

#### 4.5.2 Procurement Procedures

Within the EU regulations there is a choice of five separate tendering procedures, these are:

<ul style="list-style-type: none"><li>• Open procedure – also known as a one stage process, this just uses a full tender process with no pre-qualification;</li></ul>
<ul style="list-style-type: none"><li>• Restricted procedure – also known as two stage process, which has a pre-qualification section and then moves to a full tender process;</li></ul>
<ul style="list-style-type: none"><li>• Competitive Procedure with Negotiation– is a method where the market is engaged directly in dialogue (usually with more than one supplier) in order to successfully engage a supplier. Timescales are variable because of the nature of the procedure;</li></ul>
<ul style="list-style-type: none"><li>• Competitive Dialogue procedure – this method is used usually where the requirement is very complex and cannot be clearly defined up front by the Council. The timescales are very variable but allows for several rounds of dialogue with potential suppliers.</li></ul>
<ul style="list-style-type: none"><li>• Innovation Partnership – this process is reserved for use where the Council identifies the need for an innovative product, service or works not currently available that it requires a partner/s to develop / research. It follows the same process as the Competitive Procedure with Negotiation</li></ul>

For all contracts, except those covered by the Light Touch Regime, one of these procedures must be selected and approved in the Sourcing Strategy by the Procurement Review Group (PRG) and as set out by the Public Contract Regulations.

The Light Touch Regime covers Health, Education and Social Care contracts. As with all procurements, the process undertaken to award the contract must be fair, open and transparent. Approval for LTR tenders must follow all approval processes as set out in table 2.2.1

#### 4.5.3 Tender Records

For all contracts over EU threshold values, a full record of all key decisions and process in relation to the procurement procedure will be kept and maintained by Procurement as required by the Public Contract Regulations 2015.

## 5 Waivers and Emergencies

### 5.1 Waivers

These Orders are mandatory and must be adhered to at all times, so **Waivers** are only granted in exceptional circumstances and cannot be given if they would contravene the Public Contracts Regulations 2015 or any other applicable legislation. **No** waiver is granted retrospectively; this is viewed as non-compliance with these Orders and is reported to PRG.

In any remaining exceptional circumstances you must obtain approval for a waiver in writing prior to progressing with your purchase. A waiver may only be granted where best value will be achieved and where this has been demonstrated in the waiver request. The approval required for a waiver is as follows:

**Where the aggregate purchase value is for less than £100,000** a Procurement Category Manager or above may grant a waiver to these Orders.

**Where the aggregate value of the purchase is over £100,000** the Procurement Review Group (PRG) must ratify the waiver. In certain circumstances the PRG may refer the waiver request to the Cabinet for further approval.

It is important to note that a waiver can only be made with respect to these Procurement Standing Orders. A waiver **cannot** be made with respect to the council's obligations under the Public Contracts Regulations 2015 or any other legislation.

Procurement maintains a log of all waivers approved by Procurement and by PRG.

### 5.2 Emergency Purchases

An **emergency** purchase is only allowed in the case of life-critical requirements for purchasing outside the hours 9am to 5pm. They also apply in situations outside these hours where there is a need to secure Council property or assets e.g. when there has been a break in or failure, such as flood. You can use a Purchase Card, within your allocated limits, to pay. If the supplier does not accept Purchase Cards then you may give a verbal order and raise a formal purchase order the following working day. You must also inform Business Operations of any emergency purchases on the following working day.

## 6 Liability and Security

### 6.1 Insurance Liability

To protect the Council, insurance is often required where we use different types of goods, works or services provided by a supplier (including consultancy).

We normally look for relevant levels of cover for Public Liability Insurance and Employers' Liability Insurance (where appropriate), and for advice and design services we also ask for Professional Indemnity Insurance.

To obtain advice on what level of insurance is appropriate, contact the relevant officer within the Insurance Team. The agreed level of insurance should be recorded in the contract management system.

## 6.2 Financial Security

Procurement and/or Finance must confirm that suppliers are financially robust prior to contract award.

If either the total aggregate value of the contract exceeds £2m within twelve months, or there is doubt as to the financial credibility of a supplier but the council has decided to accept the level of risk, then additional forms of security to a level determined between Legal and Financial Services are required, for example:

- a Parent Company, Ultimate Company or Holding Company guarantee where their finances prove acceptable;
- a Director's Guarantee or Personal Guarantee where finances prove acceptable;
- a Performance Bond, retained funds or cash deposit;
- any other security (such as escrow arrangements) as determined by Finance and/or Legal Services.

All documents inviting tenders must contain a statement that the supplier needs to provide security of performance and the level of security needed.

Additional documentation, where required, should be stored on the electronic tendering system.

## 6.3 Document Retention periods

The retention of tenders and contractual documentation is prescribed in the Limitation Act 1980 and the Public Contracts Regulations 2015

- All received Tenders & PQQs must be retained for a minimum of eighteen months following the issue of the Contract Award Notice.
- All signed contracts under £499,999 (including all tender documentation) must be retained for a minimum of six years following contract expiry.
- All signed contracts signed over £500,000 (including all tender documentation) must be retained for a minimum of twelve years following contract expiry.

Procurement must maintain an online record confirming location of contract/tender and scheduled date of destruction.

## 7 Managing Contracts

All purchases must be delivered under a form of contract approved by Legal Services and Procurement. The council manages the process of awarding contracts via its e-tendering and contract management systems, to ensure that contracts are properly filed and documented.

Where contract funding is received by the council from a third party (for example, an incoming grant), the contract terms must include a provision for the termination of the contract should that funding cease to be available.

### 7.1 Contract Award Notices

As soon as is practicable after the conclusion of the contract, a Contract Award notice must be published on the Contracts Finder website for all contracts:

- Over a value of £25,000
- For **all** call-off contracts from Framework Agreements

All staff undertaking procurements competitions from Framework Agreements are responsible for the providing the required appropriate information to enable publication of the Contract Award Notice by Business Operations.

A Contract Award Notice must be published on both Contracts Finder and the Official Journal of the European Union, within the timescales set out in the Public Contract Regulations 2015 for all contracts:

- Over EU Threshold values
- For **all** contracts called-off from a Dynamic Purchasing Systems

For contracts below EU threshold and where commercial sensitivity or personal information is associated with the publication of this information, please contact Procurement for advice.

## **7.2 Contracts Register**

All contracts, including any variations or amendments, must be registered and maintained by Procurement. The Council's contract management system must be used to store both scanned copies and summary data relating to all contracts over £15,000.

All original signed contracts must have a completed summary contract certificate and be stored in a secure fireproof location. Contract certificates are supplied by the Category Specialist, who ensures the signed contract is submitted for scanning and safe storage.

All contracts over £100,000 must have a designated Contract Manager, recorded on the contract certificate and on the contract management system. This role is agreed as part of Gateway Four Handover and Close.

In the case of suppliers where spend is via Purchase Order rather than a specific signed contract, the council's standard terms and conditions apply.

## **7.3 The management of critical and strategic contracts**

The Procurement Service identifies the strategic and critical contracts (based upon value, business and reputational risk) required to deliver key council services in consultation with the relevant Service. Procurement takes responsibility for the commercial relationships with these suppliers, working with the designated contract managers who lead on the operational performance of the contract.

For all other remaining contracts, the Service is responsible for contract management. Training for contract managers is available via the intranet. Procurement will provide second line support where performance failure is demonstrated and ensure best practice guidance and frameworks are communicated.

All identified strategic and critical contracts must have a written business continuity plan, to be held on the contract management system. Commercial discussions about the development of products/services provided via these contracts must be led by Procurement.

## **7.4 Contract Amendments and Extensions**

A contract may only be amended (or varied) if the contract permits such a variation and is allowable under the Public Contract Regulations. Further guidance is available on the intranet.

You must discuss requests to extend or amend contracts with the relevant Procurement Category Specialist. Such variations must be planned in a timely way, and not be used as a

way to avoid the proper tender procedures. Variations must also take into account any requirement in the specification and consider if this needs updating to meet current needs.

You require the agreement of Legal Services and the Head of Procurement before any amendments are made, to confirm that they fall within the allowed scope and whether publication of a “Notice of modification of a contract during its term” is required.

All amendments must then be recorded in writing, signed appropriately and retained with the original contract.

Contract extensions that are allowable under these Orders and Public Contract Regulations must also be approved in line with the table below are shown in table below. These arrangements include amendments and extensions and the aggregate value of the contract determines the approval.

Contracts amendments or extensions must be approved and signed (or sealed) according to the table below and executed as per the original contract, via Legal Services.

#### **7.4.1 Approval of Contract Amendments and Extensions**

<b>Value of Extension</b>	<b>Approval</b>
Up to £99,999	Head of Service
£100,000 - £499,999	Category Manager
£500,000 and over	Head of Procurement

- 8 The Head of Procurement reserves the right to refer the approval decision for contract amendments or variations to s.151 Officer, Lead Cabinet Member or Cabinet as necessary, in accordance with the thresholds for Contract Award Paying our suppliers.

#### **8.1 Invoice Payments**

Suppliers must issue all invoices direct to the address provided by Business Operations. No invoice may be received or processed directly by your Service unless it is agreed as a payment exception by the Head of Procurement, who may agree general exceptions where Service-specific systems are in use. Business Operations are responsible for maintaining a register of all agreed payment exceptions.

All invoices received in Business Operations must include a purchase order number. Invoices without a PO number will be returned to the supplier.

Suppliers cannot be paid until you have confirmed that the requirement has been satisfactorily delivered. It is the ‘shopper’s’ responsibility to ensure all purchases are receipted to the appropriate value and in a timely fashion.

#### **8.2 Payment Terms**

Payments to suppliers are normally made 30 days in arrears, from the invoice date, via BACS (electronic bank transfer). The council discourages paper invoices and suppliers are expected to provide electronic invoices

You must obtain the agreement of the relevant Category Specialist and Finance Manager for any deviation from the standard payment terms. This must be in writing as a Payment Exception. Where payments are agreed in advance, appropriate review of a supplier's financial stability and standing and due regard for risk in the event of supplier failure must be undertaken and agreed by the Head of Procurement and relevant Finance Manager.

The Late Payment of Commercial Debts Regulations 2013 requires us to pay interest and fixed charges if we pay suppliers late. The council is a signatory of the Government/ICM Prompt Payment Code, and aims to pay all invoices within the agreed terms.

The Public Contract Regulations 2015 require that all council contracts will contain clauses confirming that all sub-contractors will have invoices paid no later than the end of a period of 30 days from the date on which the relevant invoice is regarded as valid and undisputed. The same payment terms will also apply to all sub-contractors involved in providing the contract (the supply chain).

### **8.3 Purchasing Cards**

Purchasing Cards can only be used for spend in line with the 'Purchase Card Rules and Guidance' maintained on the intranet, except in the case of a declared emergency as defined in section 5.2.

### **8.4 Electronic Invoicing**

The Council aims to move all invoicing to electronic format to make it easier for our suppliers to trade with us and to track the progress of orders and payments.

Where you are using a supplier registered for electronic invoicing you must follow the rules and guidance issued by Procurement. The Council's main supplier portal supports early payment to suppliers in return for a small discount. Such discounts are recovered centrally by Finance.

## **9 Disposing of surplus goods**

A competitive process must be used for the disposal of surplus goods, though separate procedures apply to the sale of land and / or property. In principle, for assets being sold with a value of:

£0 - £14,999	A minimum of 1 bid is required
£15,000 - £99,999	A minimum of three bids must be invited;
£100,000 and over	A minimum of three sealed bids must be invited

You must seek advice from Procurement when making valuations and the book value of the asset will be primarily used to calculate value. In most cases, it is anticipated that the highest bid received will be accepted.

Care must be taken to ensure that environmental sustainability as well as security and other associated issues and obligations (including those from the Data Protection Act and WEEE Regs and) must be considered and/or complied with when arranging for the disposals of goods.

## 10 Legal status of these Procurement Standing Orders

The council is required by section 135 of the Local Government Act 1972 to maintain these Orders as part of our Constitution.

The Head of Procurement is the custodian of these Orders and is responsible for keeping them under review. If the EU Directives or any other law is changed in a way that affects these Orders then the Head of Procurement will issue a bulletin and the change must be observed until the Orders can be revised.

## 11 Glossary of terms

Term	Description
Aggregate value	The total spend with a supplier over the period of a contract, or the proposed period for new contracts. Individual or annual costs are irrelevant where goods, services or works are of the same type or have similar characteristics. The total cost of the contract (including any extensions available) must be used when deciding which process to use to find a new supplier
Business Operations	Definition and role in section 4.3
Collaborative agreement	An agreement entered into by a group of authorities acting together in partnership in relation to a particular procurement or series of procurements governing the manner in which the procurement will be dealt with, and a governance regime around how decisions will be made, liability and payments will be dealt with.
Compact	Definition – local agreement
Concession Contracts	A concession contract for works or services as defined by the Public Concession Directive 2013. Contracts are defined where all or part of the payment for the contract consists of the right to exploit the works or services or right together with payment, as well as transferring the operating risk to the supplier.  e.g. toll bridges, canteen services, outsourced leisure centres
Contract Award Notice	All contract opportunities advertised on Contracts Finder, as well as for <b>all</b> contracts called-off from a Framework Agreement, a Contract Award Notice detailing the successful supplier and contract details must be published on the Contracts Finder website.  Contracts over EU thresholds or <b>all</b> call-off from Dynamic Purchasing Systems must have a CAN published in the Official Journal of the European Union within 30 days of conclusion of the contract (these can be grouped and published quarterly for DPS call-off contracts)
Contracts Finder	Government website where all contract opportunities over £25k, where advertised, <b>must</b> be published. Contract Award Notices for relevant contracts must also be published on the site in a timely manner: <a href="http://www.contractsfinder.gov.uk">www.contractsfinder.gov.uk</a>
Consortium	A grouping of two or more organisations who agree to work together in order to deliver goods, works or services to the

	council.
Consultant	Definition in section 3.11.1
Contract	An agreement having a lawful objective entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them. The elements of a contract are "offer" and "acceptance" by "competent persons" having legal capacity, who exchange "consideration" to create "mutuality of obligation."
Contract Management	The process which ensures that both parties to a contract fully meet their obligations as efficiently and effectively as possible in order to meet the business and operational objectives of the contract and in particular to provide value for money.
Dynamic Purchasing System	An entirely electronic system established that admits all suppliers able to meet the defined selection criteria. New applicants meeting the requirements must be evaluated and admitted to set timescales at any point during the duration of the DPS. Call-off contracts from a DPS invite all suppliers on the DPS or relevant section of it to submit a tender and must have a Contract Award Notice published in the OJEU.
Framework Agreement	An agreement or other arrangement between one (or more) contracting authorities and one or three or more suppliers which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the supplier will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies. Generally framework agreements do not have any guaranteed minimum volumes of spend. Call-off contracts awarded via a framework can be via a direct award to a supplier on the framework or by holding a secondary (mini-competition) process that specifies the specifics of the actual contract being procured. The framework will determine how the call-off should be handled.
Gateway (in project)	A milestone in a project where formal approval is given to move to the next stage
Grant	A non-repayable sum of money given to an individual or organisation for a specific project or service, usually covering only part of the total costs.
Purchase Card	A credit card which can be used by authorised people to buy low-value goods or services for the council. The bill for the card is settled centrally in Business Operations, once the card-holder has assigned all transactions to the appropriate cost codes
Purchase Order	A formal order to a supplier for goods or services. This can refer to an order generated by a service-specific system such as PAMS or Swift, as well as from SAP.
Request for Quotation (RFQ)	A formal request to a supplier to provide a price for specified goods, works or services. The RFQ will also indicate how the quote will be evaluated in comparison with others to decide best value. RFQs are undertaken for requirements under £100,000 in value.
Select List	Definition in section 3.4

Shopping Cart	A preliminary request in SAP to buy goods, works or services, which, once approved financially, is turned into a purchase order to the supplier.
Social Value	Those aspects of a contract which support a) community well-being, fair and ethical working practices by the supply chain, b) the local economy and local businesses, and c) improvements to the environment.
Supplier Management	The process of driving improvements from contracts by developing robust performance plans with the supplier.
Supply chain	The chain of suppliers and customers of all the component goods and services that go into delivering a given finished good or service.
Tender	The procurement process of inviting and evaluating sealed bids from people and organisations to provide goods, works or services over £100,000 in value..
OJEU	. Official Journal of the European Union where all notices relating to contracts over European threshold values are placed.

## 12 Appendix A – Supporting Documents and Policies

[Conflict of Interest](#)

[Consultancy Appointments](#)

[Guidance on purchasing and procurement](#)

[Purchase Cards rules and guidance](#)

[The Surrey Compact](#)

[Procurement Thresholds](#)

[Local Government Transparency Code 2015](#)

[Social Value Procurement Strategy](#)

[Document Retention Schedule](#)

[The Contracts Register](#)



## OFFICER REPORT TO COUNCIL

### AMENDMENT TO SURREY PAY POLICY STATEMENT 2015/2016

#### KEY ISSUE / DECISION:

The approval updated Pay Policy Statement for 2015-16.

#### BACKGROUND:

1. To comply with Section 40 of the Localism Act 2011 all local authorities are required to agree and publish an annual Pay Policy Statement. The Council's current pay policy statement was approved by Council on 17 March 2015 and is published on the Council's website. Pay policy statements may be amended during the course of the financial year to reflect changes or developments in an authority's pay policy.
2. All payments to staff are made in line with Council's Pay Policy Statement and People, Performance and Development Committee (PPD Committee) maintains control and monitoring of how the pay policy is implemented by officers. There is sometimes a business case to make an exception in the usual way the pay policy is applied; e.g. reviewing the pay levels of staff to take into account increased levels of responsibility, or awarding a starting salary above the bottom point of the pay band. These business cases are referred to as 'pay exceptions'.
3. All pay exceptions are decided by the PPD Committee. PPD Committee decides all pay exceptions for senior managers (grade 13 and above) at its regular meetings. Approval for decisions on pay exceptions for grades S12 and below is delegated by PPDC to the Director of People and Development and the relevant Head of Service.

#### RECENT DEVELOPMENTS

4. The Pay Policy Statement 2015-16 has been reviewed to:
  - (i) improve accessibility and clarity of the statement, and
  - (ii) review rules of delegation to expedite decisions on exceptional starting salaries for senior roles.
5. In a competitive market there is a need to respond more quickly during recruitment to secure staff than is permitted by taking decisions about pay exceptions at monthly PPD Committee meetings. An amendment to the Pay Policy Statement governance will allow a decision, where it is necessary to secure new staff, for the business case to be forwarded to the Director of People

and Development for challenge, review and decision in consultation with the Leader acting on behalf of PPD Committee. These decisions will be reported to the next PPD Committee for information and included as part of the regular monitoring reports.

6. PPD Committee is considering an amendment to the pay policy at its meeting on 27 November 2015 to expedite decisions on exceptional starting salaries for senior staff (grade S13 and above). The Chairman of PPD Committee will present this revision of the Pay Policy Statement. Following this meeting he will update Members on the decision at the Council meeting.
7. It is recognised that the discretion would only be exercised on an exceptional basis in order to expedite decisions. With regard to senior pay grades, Member oversight would continue. Council is therefore asked to consider the proposed amendment to the Pay Policy Statement that is set out below.

<b>RECOMMENDATION:</b>
------------------------

8. That, following the update from the Chairman of PPDC, Council agree the revisions to the Surrey Pay Policy Statement 2015-16 (attached as Annex 1).

---

**Lead / Contact Officer:**

Ken Akers, Strategic HR Relationship Manager.  
Tel: 020 8541 8614

**Sources / Background papers:**

Surrey County Council Pay Policy Statement 2015/2016

## SURREY COUNTY COUNCIL PAY POLICY STATEMENT 2015-16

This Pay Policy Statement (the statement) applies to employees of Surrey County Council (the council). The statement includes information relating to the terms and conditions are determined locally by the council and are referred to as 'Surrey Pay'.

The statement does not include details of the terms and conditions of council employees that have:

- (i) retained terms and conditions following a transfer under Transfer of Undertakings and Protection of Employment Regulations; or
- (ii) terms and conditions determined on a national basis by independent organisations or arrangements; these include:
  - Fire fighters; whose pay and conditions are set are determined by National Joint Committee for Local Authorities Fire and Rescue Service.
  - Teachers; whose terms and conditions are determined by the Department for Education.
  - Educational psychologists; whose terms and conditions are determined by the Soulbury Committee.
  - Adult education workers; whose terms and conditions are determined by and the Adult Education, National Joint Council (NJC).
  - Youth and community workers whose terms and conditions are determined by the Joint Negotiating Committee (JNC).

The statement will be approved by a meeting of the full County Council on 8 December 2015, and published to comply with the requirements of Section 40 of the Localism Act, 2011.

### Governance

The People, Performance and Development Committee (PPD Committee) acts as the Remuneration Committee under delegated powers, in accordance with the council's Constitution. The council's pay, terms and conditions are determined by the PPD Committee and are set out in detail in the council's employment policies and contracts of employment. PPD Committee also decides the appointment and remuneration of Chief Officers.

Any exceptional application of Surrey Pay, terms and conditions of employment (referred to as 'pay exceptions') are decided by PPD Committee on consideration of a business case prepared by officers. PDC considers business cases for pay exceptions for senior staff (grade S13 and above) at its regular meetings.

In order to facilitate effective management, PPD Committee delegates approval for decisions on pay exceptions for lower grades (grade S12 and below) to the Director of People and Development and the relevant Head of Service. All pay exceptions are recorded and reported to PPD Committee on a quarterly basis for monitoring purposes.

Where, in order to secure new staff, it is necessary to expedite decisions on exceptional starting salaries for senior grades (S13 and above), then a business case is prepared for the Director of People & Development for challenge, review and decision in consultation with the Leader on

behalf of PPD Committee, and this decision is reported to the next PPD Committee for information.

### Salary transparency

The council is committed to openness and transparency to demonstrate to residents and local taxpayers that it delivers value for money. As part of this commitment, 'Surrey Pay' ranges; all expenditure items over £500 and contracts with a value of £50,000 or more are published on the public website.

In line with the Code of Recommended Practice for Local Authorities on Data Transparency 2011, the council publishes details of remuneration of senior staff on its public website. This information is updated on a regular basis and covers all positions with remuneration in the range £50,000 to £54,999 and then by pay bands of £5,000 thereafter.

### Chief officers' remuneration

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

The Chief Executive is on a contract which is no different than chief officers i.e. an all-inclusive single status Surrey Pay contract and there is no variable pay or bonuses made. The Chief Executive is paid a specific additional allowance for duties carried out in support of the Lord Lieutenant of the County.

Details of the remuneration paid to the officers of the Council Leadership Team are published in the council's Annual Statement of Accounts which is available on the public website.

### Surrey Pay

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

### **Surrey Pay salary ratios**

The minimum Surrey Pay entry level is £15,039 on grade S1/2 which equates to £8.01 per hour as at 1 April 2015. Estimates of the ratios between the lowest and highest paid staff on Surrey Pay, based on existing salaries as at April 2015, for the 2015 to 2016 financial year are set out in **Table 1**.

Surrey Pay Salary Ratios 2015-16		
Salary	Amount per annum £'s	Ratio to the highest salary
Highest Basic Salary	211,900	n/a
Median Basic Salary	24,040	8.81:1
Lowest Basic Salary	15,039	14.09:1

**Table 1: Surrey Pay salary ratios 2015-16**

Notes:

- (i) The ratios have been calculated in accordance with guidance published in The Code of recommendations contained in the Hutton Review of Fair Pay in the Public Sector 2011.
- (ii) The median is defined as the mid-point of the total number of staff employed.

Equal pay

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

- (i) Pay bands and grading structure

Surrey Pay bands are allocated to the grading structure of jobs which is determined by (HAY) job evaluation, or in accordance with Children's Social Worker Career Scheme that is also aligned to the grading structure. The Surrey grading structure and pay bands covers all jobs, including the Chief Executive. Please see **Table 2** that shows the Surrey Pay bands and **Table 3** that shows Career Children's Social Worker Career Scheme pay bands for the 2015-16 financial year.

The differentials between these grades of jobs have been established objectively by application of a HAY based job evaluation scheme which is 'equality proofed' and widely used by employing organisations.

- (ii) Starting salaries

Newly appointed, or promoted, staff are appointed to the minimum salary on a grade. A pay exception may be agreed by PPD Committee to start them at a higher salary within the grade range on the basis of a robust business case.

- (iii) Market supplements

Managers may make a business case for a market supplement to be paid above the maximum for the particular grade if it proves exceptionally difficult to recruit at the rate advertised. Such supplements must be approved and reviewed on a regular basis by either the PPD Committee, in the case of Chief Officers, or by the Director of People and Development under delegated powers.

## (iv) Pay progression arrangements

Before April 2010 the majority of staff were on “incremental” Surrey Pay bands associated with grades S1 to S7, or their equivalent. Personal pay progression within grade is normally dependent upon “added value” in terms of duties, responsibilities and job performance following an annual appraisal.

Middle pay bands and senior pay zones associated with grades S8 to the Chief Executive (S8 to CEX) will be considered for pay progression based on an annual review of contribution. These reviews normally determine any subsequent personal progression through these pay zones subject to headroom being available.

Note:

The “normal” arrangements for determining pay progression were suspended with effect from 1 April 2010. The suspension is part of the council’s current pay restraint package that will be reviewed by the end of the 2015-16 financial year.

## (v) Recognition awards

There are **no** provisions under standard Surrey Pay contracts for council employees to be awarded performance related bonuses. However the Recognition Award Scheme provides a mechanism through which managers can recognise exceptional achievement by an individual or team, subject to approval by the appropriate Head of Service in conjunction with the Director of People and Development for all grades up to S12. For senior officers on (grades S13 and above) PPD Committee approval is required.

**Early Retirement and Severance Terms**

The council’s terms for granting redundancy or severance, including access to benefits under the Local Government and Teachers’ Pension Schemes, are the same for all staff on Surrey Pay contracts including Chief Officers and also for Teachers working in maintained schools across Surrey. The policy explains the approval process to be followed when payments are to be funded by the Council.

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

**Employee benefits**

The council makes available to all staff a range of options to purchase service through salary sacrifice and access to purchase discount savings.

## Further information

Job evaluation score		Grades	Pay ban ranges	
			Minimum	Maximum
0	119	S 1/2	15,039	15,699
120	142	S 3	15,156	17,145
143	165	S 4	16,407	19,194
166	194	S 5	18,228	21,261
195	231	S 6	20,424	23,435
232	313	S 7	23,340	27,539
314	437	S 8	26,798	31,856
438	477	S 9	33,569	38,312
478	518	S 10	38,015	42,992
519	611	S 11	42,503	47,615
612	660	S 12	47,273	55,298
661	734	13	55,485	66,644
735	880	14 A	61,592	77,297
881	1055	14 B & 15 B	76,383	90,469
1056	1260	15 C	87,991	104,267
1261	1312	15 D	101,721	120,578
1358	1450	16 E	116,734	141,151
1451	1688	16 F	127,718	152,243
1689	2000	16 G	149,686	178,861
2001	2328	CEX	209,984	232,683

Table 2: Surrey Pay grades and pay band ranges

Level		Salary	PCF Equivalent
<b>ASYE Social Worker</b>	S8	£27,550	<b>ASYE Social Worker</b>
<b>Social Worker</b>	S9	£28,550	<b>Social Worker</b>
		£31,050	
		£33,550	
		£36,050	
<b>Senior Social Worker</b>	S10	£36,051	<b>Experienced Social Worker</b>
		£38,425	
		£40,775	
		£43,150	
<b>Team Manager - or - Consultant Senior Practitioner</b>	S11	£43,151	<b>Social Work Manager - or - Advanced Social Work Practitioner</b>
		£44,550	
		£45,950	
		£47,272	
<b>Team Manager</b>	S12	£47,273	<b>Strategic Social Work Manager</b>
		£49,950	
		£52,625	
		£55,298	

Table 3: Children's social worker career grade and pay bands 2015-16

This page is intentionally left blank



## OFFICER REPORT TO COUNCIL

### CONSTITUTION UPDATE REPORT Financial governance amendments

#### **KEY ISSUE/DECISION:**

It is the Council's responsibility to approve changes to the Scheme of Delegation regarding non-executive functions. Amendments to executive functions are delegated to the Leader and are brought to County Council to note.

This report notes changes to the Scheme of Delegation (Cabinet and Officers) relating to fees and charges, academy balance transfers on conversion and the management of Trust Funds.

As a result of these changes to the scheme of delegation, Council are invited to approve the amendments to the Financial Regulations.

#### **BACKGROUND:**

1. A number of alterations to the Constitution, financial guidance and regulations have been identified as a result of a periodic review.

#### **Fees and Charges**

2. Income generation continues to play an increasingly important role in contributing to the council's financial resilience. Cabinet are responsible for approving changes in policy in relation to fees and charges and for approving new fees and charges and this will continue to be the case. There is however inconsistency within the Constitution in the approach to the annual approval of changes to existing fees and charges and this can create confusion, and potentially a loss of income. Further, the approval of changes to individual fees & charges does not necessarily lead to a review of policy and strategy, for example in terms of whether a particular discretionary service is delivered with or without subsidy.
3. The changes made to the Constitution are to delegate responsibility for changes to existing fees and charges to officers. This will reduce exceptions, ambiguity and improve consistency of the scheme of delegation, and provide the ability for officers to review on a more frequent basis if required. Amending the financial regulations will clarify the process by including how to get fees and charges approved and the process to follow. Cabinet will continue to be responsible for approving new fees and charges and for approving changes in policy, for example in relation to financial subsidy.

4. The Annex highlights the amendments to the Scheme of Delegation (Cabinet and Officers) and Financial Regulation 2.6 and 2.7.

#### **Academy Balance transfers**

5. The Cabinet Member for Schools, Skills and Educational Achievement currently has a delegation to approve academy conversion balances. However, there is no decision for the Cabinet Member to make as the Department for Education had regulations as to how the balance is calculated. Therefore, this is an administrative function rather than a policy decision and the Constitution has therefore been amended to remove this delegation.

#### **Trust Funds representation and clarity**

6. The Council is corporate trustee for a number of trust funds; which have come under the council's responsibility for various reasons, including those established for educational purposes. Changes have been made to the Constitution to clarify the arrangements and to ensure there is appropriate transparency. The changes recognise the different roles of policy and administration such that policy decisions, for example, in relation to spending, are delegated to the relevant Cabinet Member and administrative matters are delegated to the Director of Finance. These changes will be supported by guidance in the Financial Regulations.

<b>RECOMMENDATION:</b>
------------------------

It is recommended that the County Council:

- (a) notes the changes to its Constitution regarding fees and charges, academy balances and trust funds.
- (b) approves the changes to the Financial Regulations regarding fees and charges

---

#### **Lead/Contact Officer:**

Verity Royle  
Senior Principal Accountant  
Tel: 020 8541 9225

#### **Sources/background papers:**

The Council's Constitution

Scheme of Delegation changes

- Part 3 Section 2 Table 2 (r) (Purple page 23) removed. The delegated responsibility should be with the Director of Finance as Department for Education Academy conversion regulations govern transfer of balances.
- Part 3 – Table 2 (purple page 24) remove the approval of the charge for reading groups
- Part 3 Section 2 Table (a8) – add the relevant Cabinet member take decisions on behalf of the Council for Trust Funds where the Council is corporate trustee, in accordance with any requirements in the Trust governing documents.

Who is responsible	Function	Limitation
	<del>r) Determination of whether a school converting to an academy has a surplus and if so the amount under section 7 of the Academy Act 2010 [delete]</del>	
	<del>y) Approval of the introduction of : a log-in fee for library visitors ; a charge for reading groups requesting a set of books [delete]</del>	
Any decisions relating to any corporate Trust funds must be taken by the relevant Cabinet member	(a8) take decisions on behalf of the Council for Trust Funds where the Council is corporate trustee, in accordance with any requirements in the Trust governing documents.	

Scheme of Delegation to Officers changes

- Part 3 – Section 3 7.9 (Purple page 34) Limitations on Officers scheme of delegation pertaining to approval of fees and charges should be amended

7.9 agree grant criteria or approve **new** fees and charges (except where specific delegations to officers have been made in Part 3 of the scheme of Delegation, or as a matter of urgency, in consultation with the appropriate Cabinet member or committee chairman, provided the decision is within Council policy and budget).

- Part 3 – Section 3 Part 3 Specific delegation of certain fees and charges are deleted ASC 6, CS21 and TS5 as amendment to limitations now make it a general delegation.
- Part 3 – Section 3 Part 3 Specific delegation to Director of Finance – add – set out and approve, in accordance with Department for Education Academy

- conversion regulations, school balances transferring to academies, with exception of forced conversions.
- Part 3 – Section 3 Part 3 Specific delegation to Director of Finance – add to manage any Trust Funds for which the Council is a corporate Trustee in accordance with any specific requirements in relevant Trust fund documents, including making any investment decisions.

No	Title of postholder	Functions delegated
F8a	Director of Finance Finance Manager Schools & Learning	To set out and approve, in accordance with Department for Education Academy conversion regulations, school balances transferring to academies, with exception of forced conversions.
F17	Director of Finance Strategic Finance Managers	to manage any Trust Funds for which the Council is a corporate Trustee in accordance with any specific requirements in relevant Trust fund documents, including making any investment decisions

#### Amending the Financial Regulations

- paragraphs 2.6 – 2.7 rewritten to explain the existing fees and charges process highlighting the overall fees and charges strategy of cost neutrality, that services require a fees and charges strategy and how this is communicated. Also the new fees and charges approval process.
- Financial Regulation 7 to include rules on managing Trust Funds by adding para 7.10 – 7.13.

#### **Fees and Charges**

- 2.6 Every year services must update and / or review their fees and charges with view to ensuring that discretionary services for which a fee or a charge is applicable are not provided at subsidy without a specific supporting policy decision. The individual fees and charges schedules will be published annually with the transparency information. Each fee or charge will be required to be reviewed in-depth periodically which must not exceed three years. The review will apply relevant direct and indirect costs to assess the cost neutrality of the charge. Cost neutrality should be aimed for by all services delivering discretionary activities for which a fee or a charge is applied. The level of any subsidy and other charge policies are combined into the fees and charges strategy for the service. This strategy should be part of the overall service strategies and communicated as part of the MTFP. Scrutiny Boards may review and challenge the fees and charges elements of the service strategies. The Director of Finance will provide appropriate support and guidance in the Financial management toolkit.
- 2.7 Any new charges or any changes in policy will need to follow the following approval process:
- When there is a change of service policy that could, depending on Legal’s advice, require a public consultation, a separate Cabinet paper proposing the new fee and charge is required. Any substantive change in policy in the application of the fee or charge, or in the level of subsidy (if relevant) will also require Cabinet approval.

- When there isn't a change of service policy, the service could choose to have a separate Cabinet report or include a request within the budget monitoring report recommending the new fee and charge.

### **Trust Funds**

7.10 The Council, as corporate trustee for various Trust Funds, through its members and officers will ensure that the Council administers them in accordance with its legal responsibilities as a trustee, distinct and separate from its functions as a local authority and also in compliance with:

- the Chartered Institute of Public Finance and Accountancy (CIPFA) code of practice in treasury management, which governs pension funds, and
- any relevant Charities Commission guidance

to ensure that their provisions are appropriately implemented.

7.11 The Director of Finance will define and propose for agreement by the relevant Cabinet Member, an investment strategy, stating the policies, objectives and approach to risk management in relation to all trust funds where the Council is corporate trustee in keeping with the code's recommendations, and will monitor these throughout the year.

7.12 In relation to any trust fund for which the Council is corporate trustee, the Director of Finance will submit to the relevant Cabinet Member an annual outturn report on the financial position and any investment activity.

7.13 After undertaking proper professional advice, any buying and selling of investments (including any portfolio investment units) will be managed by the Director of Finance and other staff delegated by the Director.

This page is intentionally left blank

## MINUTES OF THE MEETINGS OF CABINET

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Monday 7 December 2015.

This page is intentionally left blank

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 27 OCTOBER 2015 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 Mike Goodman
* Mrs Helyn Clack	* Mrs Linda Kemeny
Mrs Clare Curran	* Ms Denise Le Gal
*Mr Mel Few	*Mr Richard Walsh

Cabinet Associates:

*Mrs Mary Angell	*Mrs Kay Hammond
Mr Tim Evans	Mr Tony Samuels
*Mrs Mary Lewis	

\* = Present

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

**186/15 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mrs Curran, Mr Evans and Mr Samuels.

**187/15 MINUTES OF PREVIOUS MEETING: 22 SEPTEMBER 2015 [Item 2]**

The minutes of the meeting held on 22 September 2015 were confirmed and signed by the Chairman.

**188/15 DECLARATIONS OF INTEREST [Item 3]**

A declaration of interest was received from Mrs Clack for items 12 and 22.

**189/15 PROCEDURAL MATTERS [Item 4]**

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

A question was received from Mrs Carol Coleman in relation to Schools Funding Formula. A response is attached as Appendix 1.

**190/15 PUBLIC QUESTIONS [Item 4b]**

There were none.

**191/15 PETITIONS [Item 4c]**

No petitions were received.

**192/15 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

**193/15 REPORTS FROM SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

(a) Council Overview Board in relation to Surrey Airports Policy. The response from the Deputy Leader of the Council is attached as Appendix 2.

(b) Council Overview Board and East Sussex County Council in relation to joint scrutiny of the Orbis programme. The response from the Cabinet Member for Business Services and Resident Experience is attached as Appendix 3.

(c) Education and Skills Board in relation to Funding Schools for Deprivation. The response from the Cabinet Member for Schools, Skills and Educational Achievement is attached as Appendix 4.

**194/15 OPTIONS FOR OVERNIGHT SHORT BREAKS FOR CHILDREN WITH DISABILITIES IN EAST SURREY [Item 6]**

The Cabinet Member for Schools, Skills and Educational Achievement introduced the item by reminding Members of a Cabinet report they received in September 2014 when it was recommended that the County Council and Guildford & Waverley CCG work with Surrey and Borders Partnership (SABP) to transfer commissioning at the Beeches in Reigate for children and young people with complex special needs and disabilities to individual spot purchase arrangements.

She informed Members that this recommendation had been accepted but it had not been possible to move to a spot purchasing arrangement and in May this year SABP informed the Council, the Clinical Commissioning Groups (CCGs) and Family Voice Surrey on behalf of affected families that it proposed to discontinue short breaks at the Beeches from November. In light of this, Cabinet agreed in July that the County Council would negotiate an acceptable block contract with SABP for overnight short breaks at the Beeches or fund alternative services if the Beeches were to be closed.

She told Members that the County Council had a statutory duty to provide short break services which were a lifeline for individuals and families who care for disabled children, providing them with breaks from caring and overnight respite. She also said that it was an opportunity for children and young people to spend time away from their parents, relax and have fun with their peers, which they were often unable to do whilst at home.

Mrs Kemeny referred to the formal online public consultation that the County Council had run from 4 August to 2 October 2015 and sign posted Members to a full consultation report that included all feedback contained within the part 2 section of the report. She informed the Cabinet that she had visited both Beeches and Applewood with the Cabinet Associates to see the provision being offered.

She reflected that whilst it might be that some of the feedback was duplicated, there was no doubt that concern had been expressed that the east of the county was lacking in overnight respite provision and since there had been a question mark over the Beeches for some time, it might not have been offered to all families who could have been using the facility.

She explained that responses to the Consultation had been grouped into 8 themes which were set out with a response to each. She said that it was clear that families who used the Beeches and their children were very attached to it. It was also relevant that the County Council spent a significant amount more than comparable authorities on short breaks.

Mrs Kemeny said that Family Voice had provided a summary of the 13 impact statements and that a comment that appeared many times was that 'There was no comparable alternative provision in Surrey providing a homely environment.' She stated that Beeches did have a small and cosy feel, but that it only had 1 bathroom between the 5 bedrooms which was not well equipped and this was a problem if more than 1 or 2 children or young people were in residence.

She said that Applewood was larger but much better equipped for young people with physical disabilities, with an en suite bathroom for every 2 of the 6 bedrooms. She said that whilst a smaller facility might be preferred by some families and might be better suited to children and young people with different needs, the staff at both were facilities were kind and caring and definitely equally as well trained to cope with the demands which they face with the children in their care.

She sign posted Members to the completed Equality Impact Assessment which set out journey times if the young people using the Beeches were required to transfer to Applewood for short breaks, which differentiated between an additional 15 minutes and a reduction of 11 minutes. She also said that Applewood was also only 2.5 miles further from Clifton Hill School in Caterham, which was attended by a number of children using the Beeches.

She referred Members to the recommendations and said that it was clear that a full and comprehensive assessment of future demand for short breaks provision in East Surrey was needed and would be undertaken. She stated that the recommendation from officers was that a block contract was agreed with SABP for overnight short breaks at the Beeches for up to 12 months from 1 December 2015 which would form part of the programme of work which the SEND Governance Board was developing to support the County Council's emerging SEND strategy.

She summarised by stating that the Cabinet was being asked to consider whether or not Surrey County Council should commission short breaks for disabled children from Surrey and Borders Partnership NHS Foundation Trust (SABP) at Beeches Bungalow and that there were two key issues that Cabinet were asked to weigh up and balance in making the decision which were as follows:

- 1) the impact of closing Beeches on those families currently using the service and on those in the community that may otherwise have been able to access the service.

- 2) the value for money provided by Beeches to residents. In considering this second issue volumes of current and future demand would be important.

The Cabinet Associate for Children and Families Wellbeing referred to the visits that she had been on to both sites and commented on how much the families value the service. She said that this was not a service available to all families and required a very detailed assessment to be undertaken and that short breaks were only offered if the threshold had been met.

Mrs Lewis stated that she supported the recommendations and that a thorough analysis of needs provided an opportunity to support parents. She said that the recommendations were good on an interim basis but that this must be revisited in order to find the right answer for the east of the county in the next 12 months.

**RESOLVED:**

1. Surrey County Council contracts with Surrey and Borders Partnership (SABP) for overnight short breaks at Beeches for up to 12 months commencing on 1 December 2015 as an interim arrangement.
2. The interim arrangement is reviewed by Cabinet as part of a revised special educational needs and disability (SEND) strategy be brought back to Cabinet that includes recommendations from the SEND Governance Board regarding future provision for short breaks.
3. A report is presented to Cabinet within the 12 month interim period based on an assessment of the needs of children with disabilities in the east of the county, and an assessment of capacity available in order to meet demand in relation to short break provision.

**Reasons for Decisions:**

Surrey County Council would benefit from a more comprehensive assessment of future demand to determine whether or not additional short breaks provision for children is required. Any recommendations in relation to short breaks provision should be considered in the round, alongside all arrangements for disabled children. This approach will enable Surrey County Council to be confident in its commissioning decision. In order to allow time for this review it is recommended that a block contract is agreed with SABP for overnight short breaks at Beeches for up to 12 months.

The SEND Governance Board have developed a programme of work to review the provision of all SEND services for children and young people that supports Surrey County Council's emerging SEND strategy.

**195/15 SURREY SCHOOLS' FUNDING FORMULA 2016/17 [Item 7]**

The Cabinet Member for Schools, Skills and Educational Achievement began by saying that in each of the past 4 years when she had presented the schools funding formula report, it had been a process that involved the complex figures that make up schools funding being understood, and with the

combined support of Schools Forum and Surrey Officers, the recommendations had been approved after a brief discussion.

She went on to state that this year's report on proposals for the Schools' Formula Funding for 2016/17 was quite different and had been arrived at after a great deal of debate and consideration by both the schools community and officers and there had been and still was a large measure of disagreement between schools on 2 key areas of the funding formula which were covered in the report, the level of Deprivation funding and the extra special educational needs funding allocated from the Dedicated Schools Grant which the Department for Education (DfE) made to Surrey schools.

She referred Members to the pack of consolidated responses from schools to the Funding Consultation in September reminded them that they had also been copied or had sight of correspondence from many schools, which included those on both sides of the Deprivation Funding debate.

She provided the following information:

- The Dedicated Schools Grant for general schools funding, totalled £583 million with £49 million for Early Years.
- The High Needs Block of £127 million funded pupils with special educational needs and disabilities and other SEND support services.
- That Surrey spent quite highly on special educational needs for a variety of largely historic reasons, and accepted that the Council had been slow to implement programmes to bring down this spending.
- That the £127 million High Needs Block was frozen by the DfE last year and Schools Forum agreed to transfer £10 million to it from the general Schools funding for 2015/16.

She went on to say that whilst it had been expected that this additional £10 million of funding could be reduced for 2016/17, the consultation document circulated to all schools last month requested a transfer of £13.3 million next year to the High Needs block, net of £2.2 million of planning savings that would be made, as a result of demographic growth, inflation, and changes in the entitlement of young people aged 16-25 with special educational needs. She said that the consultation document had also suggested cuts which would need to be made to SEN support services if Schools Forum did not agree to the additional transfer for 2016/17 and also asked schools to suggest services which they would be prepared to see cut back although no such proposals were in fact received.

She referred Members to the proposed savings needed to maintain the additional level of funding from schools at £10 million which were set out in the submitted report and said that these covered a range of important special needs support services, particularly the special schools outreach service which was accessed by around 200 Surrey schools.

She asked Members to note that, of the 219 responses received from schools around 60% of those, both primary and secondary schools, had voted to maintain the additional High Needs Block funding to £10 million, but from the

stream of correspondence received from schools over the past few days, the actual cuts needed seemed to have caught them unawares.

Mrs Kemeny asked Members to consider the detailed Equality Impact Assessment prepared to cover the possible cuts in SEN funding in Annex 5 of the submitted report. She said that it was of great concern to see that nurture groups, learning support units, Pupil Referral Units, Learning & Language staff, and Outreach Services, particularly for Speech & Language and Autism, could all be lost if schools could not afford to buy them back, and these services support some of the most needy and vulnerable children in the county including Looked After Children.

She then moved onto the subject of Deprivation funding and said that Surrey currently allocates £61 million for additional Deprivation funding (10.8% of total formula funding). She asked Members to note the difference between the total sum of £583 million the total of £564.3 million in the table. The difference of £19 million includes the additional £10 million transferred to the High Needs Block, plus the admissions service, funding for growing schools and service costs totalling around £9 million. She informed Members that it was a fact, that the national median is 7.79% and Surrey ranked 42<sup>nd</sup> highest of 142 local authorities, however many local authorities had significantly higher basic funding to support their deprivation. She stated that Surrey's basic funding was much lower, and the comparison was stark particularly compared with adjacent London boroughs.

She informed Members that prior to the DfE's introduction of a new funding formula in 2013, Surrey had operated a tiered funding method which targeted deprivation funding where it was most needed. She explained that both she and the Leader had written to the Secretary of State for Education seeking to return to tiered deprivation funding and officers have met with DfE officials to discuss this. She said that the DfE were unwilling to consider this at present but Surrey was continuing to press for a fairer approach where there are significant pockets of deprivation alongside more affluent areas.

She explained that Deprivation funding supported the Council's aim to close the attainment gap between disadvantaged pupils and all other pupils. She referred to the fact that at the moment Surrey does not appear to be collecting all of the pupil premium it could – for pupils entitled to free school meals and that Surrey collected around £27 million which officers estimated was about half the amount the county is entitled to and more should be to be done to persuade more parents to apply for free school meals whenever they met the criteria.

She highlighted the following points:

- The suggested reduction in deprivation funding from 10.8% to 7.79% amounted to a reduction of £9.8 million for primary schools and £7.2 million for secondary schools.
- From the Summary of Schools' Responses, it could be seen that 33.3% of primaries and 55.6% of secondaries had voted for a reduction to 7.79% in line with the national median.
- That due to the minimum funding guarantee set by the DfE and in place for 2016/17, schools could only lose up to 1.5% of their total

funding next year. There was no certainty that this cap would remain in place after April 2017, so any additional reductions above 1.5% could effectively be rolled over and applied in future years.

Mrs Kemeny signposted the Equality Impact Assessment that covered the effect of such a reduction in deprivation and stated that schools already faced a real terms reduction in funding in 2016/17 meaning that schools in deprived areas would inevitably feel this more.

She summarised by saying that she somewhat reluctantly agree with the proposal to reduce schools' deprivation funding to 7.79% of the total schools formula funding for 2016/17 on the basis that the loss of funding is capped at 1.5% for the year and that the County Council would continue to lobby government hard on a fairer deprivation funding criteria. She said that schools must work harder to ensure that as much pupil premium as possible is collected, and the County Council would help with this campaign.

The Leader of the Council confirmed his support to lobby government on the issues with deprivation funding and stated that he would urge government to look at this again on behalf of Surrey schools.

The Deputy Leader said that it was a sensitive issue with a difficult decision to be made. He agreed that a tiered funding formula would be the best option for deprivation funding and that the Schools Forum had worked to try and reach a consensus. He stated that he took comfort in the fact that no school would lose more than 1.5% and that the county must look to increase the amount of pupil premium.

The Cabinet Member for Business Services and Resident Experience said that it had never been more complex and difficult and that although she was happy to support the proposals she didn't understand why the Council was involving itself at all. The Cabinet Member for Schools, Skills and Educational Achievement replied that the Council had a legal duty in this situation.

The Cabinet Associate for Children and Families Wellbeing queried why the costs of Special Educational Needs seemed to keep rising to which Mrs Kemeny replied that the Council had fallen into a pattern of non-maintained provision for SEN and that this was very costly. She referred to the increased pressure from the 16 to 25 year old group and that it would take time to recognise the additional responsibility with no additional funding provided.

The Cabinet Member for Highways, Transport and Flooding commented on the effect of Surrey being close to London and the comparative levels of funding received by other neighbouring authorities.

The Cabinet Member for Adult Social Care asked if the decisions being taken applied to academies or only to Surrey maintained schools and was informed that the basic funding per pupil was no different.

Mrs Lewis reflected on the pupil premium available to schools and suggested that the Council should make a concerted effort to encourage more people to sign up to free school meals.

The Deputy Leader referred to the 2 Equality Impact Assessments and how these had been read very carefully and it was very important to take note of these.

**RESOLVED:**

1. That the 2016/17 funding formula for Surrey schools be prepared on the basis of:
  - (i) continuing the £10 million transfer of Dedicated Schools Grant from the notional Schools block to the High Needs block first introduced in 2015/16
  - (ii) transferring an additional £1.65 million from the Schools block to the High Needs Block and
  - iii) transferring £1.65 million from the County Council to the DSG High Needs Block.”
2. That the Cabinet approves the recommendation of the Schools Forum to reduce schools’ deprivation funding to 7.79% of total schools’ formula funding in 2016/17
3. That the proposed Surrey formula factors for 2016/17 as set out in Annex 4 (appendix 5) are approved for submission to the DfE by the 30 October deadline
4. That authority is delegated to the Assistant Director, Schools & Learning, in conjunction with the Leader and the Cabinet Member for Schools, Skills and Educational Achievement to update and amend the formula as appropriate following receipt of the DSG settlement and updated DfE pupil data in December 2015. This is to ensure that total allocations to schools under this formula remain affordable within the council’s DSG settlement to be announced during December 2015.

**Reasons for Decisions:**

To ensure that spending on crucial Special Educational Needs services is maintained despite the vote of the majority of schools responding to the County Council’s September 2015 funding consultation, and the subsequent decision of Schools Forum only to recommend a transfer of £10m from the Schools Block to the High Needs Block. Decisions on the proposed Surrey schools funding formula are required in order to comply with DfE regulations requiring notification of the council’s funding formula by 30 October 2015.

**196/15 FINANCE AND BUDGET MONITORING REPORT FOR SEPTEMBER 2015  
[Item 8]**

The Leader of the Council introduced the budget monitoring report for the second quarter of the 2015/16 financial year and stated that it continued to see the Council face intense pressure and hard choices as service demand increased and funding declines.

He highlighted that table 1 of the submitted report set out the current budget and all approved adjustments and that the impact was that the Council still needed to draw £3.7m from the Budget Equalisation Reserve to balance 2015/16. He went on to say that the majority of services forecast a balanced outturn or a small underspend.

He said the Council's four key drivers to ensure sound governance in managing finances and providing value for money which include:

**1. Keep any additional call on the council taxpayer to a minimum**

That the current forecast end of year revenue position was for an underspend of £1.1m and that he was confident Cabinet's support for managers' actions would make this the sixth consecutive year the Council had a small underspend or balanced outturn across the Council.

**2. Continuously drive the efficiency agenda**

That at the end of September, services forecast delivering £63.8m efficiencies and of this, £31m had either already been implemented or was on track, £10m had some issues, £19m was additional in year or one off savings and £4m was considered to be at risk.

**3. 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 Council's budgets over the longer term. The Revolving Infrastructure and Investment Fund was part of that strategy and forecasted investing another £19m by the year end.

**4. Continue to maximise our investment in Surrey**

That the Council's £696m capital programme for 2015-20, not only improved and maintained services, it was also a way of investing in Surrey and generating income for the Council. The forecast capital programme was for £183m investment in 2015/16.

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:**

That the report be noted, including the following:

1. That services forecast a £1.1m revenue budget variance at year end, as set out in Annex 1, paragraph 1 of the submitted report.
2. That services forecast to achieve £63.8m efficiencies and service reductions by year end, as set out in Annex 1, paragraph 28 of the submitted report.

3. That the total forecast capital expenditure for 2015/16, including long term investments, be £183.2m, as set out in Annex 1, paragraph 38 of the submitted report.
4. The quarter end positions for: balance sheet, earmarked reserves, debt and treasury management, as set out in Annex 1, paragraphs App 7 to App 22 of the submitted report.
5. That a virement of £7.1m to reflect direct schools grant funding in relation to delays in academy conversions and updates on other direct school grants estimates, as set out in Annex 1 paragraphs 3 to 5 of the submitted report, be approved.
6. That the use of Central Government Care Act new burdens funding by Adult Social Care to manage increased demand and new Care Act responsibilities that are causing pressure on the budget, as set out in Annex 1, paragraphs 10 and 11 of the submitted report be approved.

**Reasons for Decisions:**

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

**197/15 REVISION OF PROCUREMENT STANDING ORDERS [Item 9]**

The Cabinet Member for Business Services and Resident Experience informed Members that the Procurement Standing Orders (PSOs) set out how the Council governs spending by Officers on goods, works and services and form part of the Council's constitution.

She said that the revision to the PSOs was to take account of recent changes in the law, and to update them to ensure that they reflected best practice, Council priorities and partnership working with East Sussex.

She also signposted Members to the Equality Impact Assessment that had been undertaken.

The Leader of the Council stated that the PSO's would go to County Council for approval in December.

**RESOLVED:**

That proposed changes to Procurement Standing Orders (PSOs) be noted and commended to full Council for final approval at their next meeting on 8 December 2015.

**Reasons for Decisions:**

To provide support for adoption of the revised Procurement Standing Orders (PSOs) by full Council.

The PSOs have been updated to take account of:

- The new Public Contract Regulations 2015 (as described in more detail in paragraph 3, part viii)

- best practice updates for lower value contracts from Lord Young recommendations aiming to making it easier for small and local businesses to tender for contracts
- the Local Government Transparency Code on publication of data
- closer alignment of procurement practices to support effective collaboration and partnership working, including extension of the existing partnership with East Sussex County Council whilst still respecting the sovereignty of individual Council requirements
- improvements to purchasing processes intended to speed up transactions and ensure proper compliance
- improvements to strengthen contract management and management of contract variations and extensions
- updates to reflect best practice around electronic invoicing

### **198/15 LEADERSHIP RISK REGISTER [Item 10]**

The Cabinet Member for Business Services and Resident Experience explained that the Leadership risk register was presented to the Cabinet each quarter and this report presented the Leadership risk register as at 30 September 2015.

She highlighted two new risks and informed Members that there have been some wording changes.

The Leader drew attention to the risks around the Medium Term Financial Plan, safeguarding for Adult Social Care and Children's Services, national policy development and the spending review.

#### **RESOLVED:**

That the content of the Surrey County Council Leadership risk register , as set out in Annex 1 to the submitted report, be noted and the control actions put in place by the Statutory Responsibilities Network be endorsed.

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

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

### **199/15 ORBIS INITIAL BUSINESS PLAN [Item 11]**

The Cabinet Member for Business Services and Resident Experience introduced the item and explained that on 15 April 2015, East Sussex and Surrey County Councils established a transformative public sector partnership, 'Orbis', with the vision to deliver a fully integrated business services offer to the public sector.

She highlighted that it could present opportunities to bring in other partners in the future alongside new ways of working and that a great deal of work had taken place.

She explained that the business plan set of how the vision would be achieved and the story so far.

The Deputy Leader of the Council stated that he thought it was a terrific project and paper and it was great that two councils had come together and made savings and that he fully supported it.

**RESOLVED:**

1. That the Orbis business plan, approved by the Orbis Joint Committee on 28 September, and the roadmap for the integration of services, as described in the plan be noted.
2. That the one off investment (SCC share £4.7m) required to deliver the benefits (SCC share £5.6m recurring) through off-setting of investments against benefits in the Medium Term Financial Plan (MTFP) (2016-21) be approved in principle.
3. That the SCC share of the initial investment in the programme team up to 2017/18 be approved and IT costs for 2015/16 which is £862,000, be funded from the 'Invest to Save' fund initially, where investment precedes benefits, otherwise to be off-set against benefits.

**Reasons for Decisions:**

The development of Orbis to date demonstrates the strength of the partnership between the two Councils, and the ability to become a 'Compelling Alternative'. The Orbis programme must continue to drive momentum through scale and pace, to deliver the ambition which is predicated on the expertise and passion of staff, and to remain focussed on Customers in order to realise better outcomes for residents.

Any form of innovation carries a level of inherent risk, and by identifying these early, keeping stakeholders informed, and taking the required action to mitigate accordingly, the projected benefits outlined can be achieved.

In order to complete the Orbis story, and achieve full projected benefits, Cabinet's endorsement and sign-off of the next level of investment is required.

This investment is necessary to realise the full benefits of Orbis, including better business services for customers, and therefore residents. In addition, by creating a dynamic and innovative environment for staff, they will be enabled to contribute to realising confidence in Surrey's future.

***[The Chairman moved to item 14 after this item concluded.]***

**200/15 THE HORLEY MASTER PLAN [Item 12]**

Mrs Clack declared a pecuniary interest in this item and left the room for the duration of the debate.

The Cabinet Member for Environment and Planning introduced the report and informed Members that the Horley Master Plan was a good example of partnership working with Reigate and Banstead Borough Council. He said that the report set out additional arrangements to manage the financial risks of

delivering infrastructure and service improvements over the lifetime of the Horley Master Plan.

He informed Members that the master plan included two developments to the north of the town and included a new primary school and a youth centre and bus service access as well as the expansion of secondary schools.

The Cabinet Associate for Community Safety Services said that this had been part of a 1994 structure plan and that it was essential to do long term planning. She highlighted some of the difficulties that had occurred along the way along with the long term benefits that were materialising.

The Cabinet Member for Schools, Skills and Educational Achievement referred to the new primary school that had been built and how long it had taken to develop. She informed Members that this was a 1 form of entry school and now the Council would not consider this. She commented that the report referred to another school and that this would need to be 2 form of entry.

The Deputy Leader said that he strongly supported the report and that it took a long time to put in place at the infrastructure for a large development and that it was a very exciting to see.

**RESOLVED:**

1. That the background information, as set out in the submitted Part 1 and Part 2 reports be noted.
2. Subject to the financial information contained in the submitted Part 2 report, that the Horley Master Plan Delivery Fund be approved.
3. Subject to the financial information contained in the submitted Part 2 report, that works to Langshott/The Acres development be approved
4. That the Strategic Director of Environment and Infrastructure and the Director of Finance, in consultation with the Leader of the Council and the Cabinet Member for Environment and Planning, approve any requests to the Horley Master Plan Delivery Fund within their delegated authority.

**Reasons for Decisions:**

To improve the Council's arrangements for the management of financial risk over the life time of the Horley Master Plan and to provide infrastructure and service improvements that will benefit local residents.

**201/15 INVESTMENT IN IMPROVEMENTS TO THE VISITOR FACILITIES AT NEWLANDS CORNER [Item 13]**

The Cabinet Member for Environment and Planning introduced the report by informing Members that the aim was to make improvements to Newlands Corner to allow people to enjoy the Surrey countryside that everyone valued.

He said that the site received 550,000 visitors per annum and that developments included toilet facilities and play structures.

He referred Members to the annex within the submitted report that set out the timetable and master plan for the improvements and said that work was due to commence in January 2015 and the improved site would open in Spring.

He stated that due to the heavy strain on budget the aim was to have a self financing countryside estate in the future.

**RESOLVED:**

1. That the proposed investment of £0.4m to improve facilities at Newlands Corner, including a Family Play Trail be approved.
2. That the re-commencement of car park charging at Newlands Corner, as set out at paragraph 16 of the submitted report, to help finance the improvements, as set out in paragraph 7 be approved.
3. That the agreement of the necessary changes to agreements with the Albury Estate and Surrey Wildlife Trust be delegated to the Director of Legal and Democratic Services, in consultation with the Assistant Director for Environment and the Cabinet Member for Environment and Planning.

**Reasons for Decisions:**

Two of the three Strategic Goals in the Corporate Strategy can be addressed through the proposals in this report: improving Residents' Experience and improving their Wellbeing.

In order to achieve this, decisions are needed about the investment required, the re-commencement of parking charges and changes to the agreements that exist with Albury Estate and Surrey Wildlife Trust.

**202/15 SURREY SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2014 - 2015 [Item 14]**

***[This item was taken after item 11].***

Simon Turpitt the independent chair of the Surrey Safeguarding Adults Board (SSAB) introduced the Annual Report 2014-2015 and reminded Members that the Board was a voluntary, multi agency board at the time covered by the report and that it was a reflection on the year before the Care Act 2014 became law. He explained that the Surrey Safeguarding Adults Board (SSAB) became a statutory board from 1 April 2015 and that it will be a statutory requirement for the Board to publish an Annual Report next year.

He highlighted that there had been improvements in the engagement of member agencies and that there an accountability framework was now in place. He informed Members that there had been increase public awareness and that the results of a recent campaign had been really good.

He said that work was being undertaken try and improve data and that there was a programme in place that would be reflected in next year's report.

He informed Members that there had been two serious case reviews published and that action tracking was in place.

He stated that the Care Act meant that the structure was more robust and that key areas of focus were self neglect and hoarding and that a structure would be put in place to support this.

The Leader commented that the Council contribute 45% of towards the cost of the SSAB.

The Deputy Leader stated that he felt it was a good comprehensive report and queried how many people are involved in the management group and how often did they meet.

The Cabinet Associate for Children and Families Wellbeing queried the narrative around some of the data and was informed that the information came from Adult Social Care and had been interrogated however it did not have an outcome with it.

The Cabinet Member for Schools, Skills and Educational Achievement referred to the Terms of Reference and action plan and queried that as partnership working was quite low down the list how was the SSAB working with partners. The Chairman of the SSAB stated that the board was not as well advanced as the Children's Safeguarding Board but it was working hard to meet statutory requirements.

**RESOLVED:**

1. That the Surrey Safeguarding Adults Board Annual Report be considered and noted, prior to it being published.
2. That the next steps for the publication of the Annual report be agreed.

**Reasons for Decisions:**

These recommendations demonstrate that the Council is well placed to fulfil its obligations under the Care Act to have an established Safeguarding Adults Board in its area.

It will support the SSAB to be transparent by providing information to the public on the performance of the Board in the delivery of its strategic plan.

**203/15 CREATING OPPORTUNITIES FOR YOUNG PEOPLE - YEAR 11/12  
TRANSITION CONTRACT AWARD [Item 15]**

The Cabinet Member for Schools, Skills and Educational Achievement explained to Members that the report proposed a new contract for young people. She stated that this was a great success story as Surrey had the second lowest levels of NEET young people in the country.

She proposed that a new contract would be awarded in place from 1 January 2016 to U-Explore and that is provided value for money. She said that U-Explore had been delivering services for Surrey since 2012 and that the delivery staff were all based in Surrey. She stated that there was a 91% success story and that Surrey's strong performance at NEET prevention had attracted a lot of attention from other local authorities and the Local Government Association.

**RESOLVED:**

Following consideration of the results of the procurement process noted in the submitted Part 2 report, a fixed-price contract be awarded to the highest scoring tenderer (U-Explore Ltd.) for the provision of Year 11/12 Transition Services to Young People (age 16-17) at risk of becoming NEET, at a value of £1.578m over four years (£394,387 per year), to commence 1 January 2016 for a period of three years, with the option to extend for a further year.

**Reasons for Decisions:**

The existing contracts with the two current providers will expire on 31 December 2015. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council, following a thorough evaluation process.

Building on the previous success of this commission and aligned to the strategy outlined within 'Creating Opportunities for Young People: Re-Commissioning for 2015-2020' it is intended to award a fixed-price contract to U-Explore Ltd. for the provision of support services to young people, age 16-17, at risk of becoming NEET, to commence on 1 January 2016 for a period of three years, with the option to extend for a further year.

This report provides details of the procurement process, including the results of the evaluation process, user / customer engagement and consultation and, in conjunction with the Part 2 report, demonstrates why the recommended contract award delivers best value for money.

**204/15 CONTRACT AWARD FOR TARGETED CHILD AND ADOLESCENT MENTAL HEALTH AND NEURO DEVELOPMENTAL DISORDERS PATHWAY SERVICES [Item 16]**

The report was introduced by the Cabinet Member for Schools, Skills and Educational Achievement who explained that it was a contract award for the provision of Targeted Child and Adolescent Mental Health Services (CAMHS) and Neuro Developmental Disorder Behaviour Pathway Services.

She informed Members that this was a good news story as there had been very low levels of funding and this had caused concern. The contract had been developed with Clinical Commissioning Groups (CCGs) to commence on 1 April 2016 for 3 years with an option to extend. She referred to paragraph 9 of the submitted report that set out the £1.9m additional funding that the County Council would be contributing to Targeted CAMHS.

The Cabinet Associate for Children and Families Wellbeing said that it was an excellent procurement exercise working in conjunction with CCGs. She referred to the service being co-designed and a seamless pathway where every child could get advice and information on where to access services. She said that there was an early intervention focus and that the contact demonstrates value for money and promotes social enterprise. She referred to it covering the following elements:

- Services for Looked After Children
- Children and Young People pre and post adoption
- Adopters and carers
- Extended Hope (out of hours)
- Sexual trauma and recovery
- Infant mental health
- Care leavers CAMHS service.

The Cabinet Member for Schools, Skills and Educational Achievement requested that Members consider the detailed Equalities Impact Assessment.

The Cabinet Member for Business Services and Resident Experience said that as the Chairman of the Surrey Equalities Group this was very welcome news to assist with mental health provision across the county.

The Cabinet Associate for Community Safety drew attention to the Equality Impact Assessment and in particular thanked the 26 children and young people that had helped to shape this.

#### **RESOLVED:**

Following consideration of the results of the procurement process the award of a contract for Targeted Child and Adolescent Mental Health Services and the Neuro Developmental Disorder Behaviour Pathway Service be agreed, subject to the S75 agreement, which secures the funding being completed and signed by all Clinical Commissioning Groups before the 12 November 2015. The contract is for an initial period of three years with an option for the Council to extend for up to two years. Any such extension will be notified in writing to the Service Provider at least 6 months prior to the end of the initial period of the contract.

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

The existing contract with Surrey and Borders Partnership NHS Foundation Trust (SaBP) for Targeted Child and Adolescent Mental Health Services (CAMHS) will expire on 31 March 2016. A restricted tender process (pre-qualification questionnaire, PQQ followed by Invitation to Tender, ITT), in compliance with the requirement of EU Procurement Legislation, Public Contract Regulations 2015 and Surrey County Council Procurement Standing Orders has been completed, and the recommendation provides best value for money for the Council after undertaking a thorough evaluation process.

**205/15 APPROVAL TO AWARD A FRAMEWORK AGREEMENT FOR COMMUNITY OPPORTUNITIES FOR OLDER PEOPLE AND PEOPLE LIVING WITH DEMENTIA [Item 17]**

The Cabinet Member for Adult Social Care informed Members that this report was to award a contract and that this was a new way of looking at delivering these services as it was previously a block contract and would now be a framework.

He stated that the agenda would be tailor made to each individual and outcomes would be based around that individual. He informed Members that Locality Teams would have information to access services in their areas and that these are promoted via Surrey Information Point. He also referred Members to the Equality Impact Assessment that had been undertaken.

**RESOLVED:**

That a Framework Agreement for the provision of Community Opportunities for Older People and People Living with Dementia be awarded to the following providers for a period of three years with an option to extend for one year commencing from 1 December 2015.

<p>Lot 1 – Low Level Needs For older people who are socially isolated or need a little bit of support to get out and about. It could also include people in the early stages of dementia.</p>	<p>Bright Shadow Limited Cameo Spelthorne Borough Council Surrey Choices Surrey Crossroads</p>
<p>Lot 2 – Moderate Needs For individuals in the middle stages of dementia. Individuals accessing this service should be able to continue with activities of daily living but will need help and support.</p>	<p>Alzheimer's Society Bright Shadow Limited Cameo Spelthorne Borough Council Surrey Crossroads</p>
<p>Lot 3 – High Needs For individuals with high needs or end stage dementia likely to have significant memory loss. They may be prone to wandering and will need to be supported in a safe and secure environment.</p>	<p>Alzheimer's Society Avenues Group South East Spelthorne Borough Council</p>

**Reasons for Decisions:**

The recommended framework agreement providers will deliver older people's community opportunity services, including those living with dementia, which will keep people active and involved in the local community and cared for in a safe environment. It also provides support for carers, giving them an opportunity to have time away from their caring duties.

The recommendation to replace the current block contracts and grants with a new framework will help deliver better quality services and more choice within the same budget and will also enable the transition to the new model of services. For many of these providers it is the beginning of a shift to working

in more flexible ways. There will also be ongoing work with the market to develop a fuller range of flexible services.

The existing block arrangements expired on 30 September 2015. Contract extensions based on existing arrangements were put in place until 1 December 2015. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide value for money for the Council following a thorough evaluation process.

#### **206/15 APPOINTMENT OF A NUMBER OF CONTRACTORS TO THE FRAMEWORK FOR THE PROVISION OF RESPONSIVE AND PLANNED MAINTENANCE TO TRAVELLERS' CARAVAN SITES [Item 18]**

The Cabinet Member for Business Services and Resident Experience informed Members that this was a straightforward report to award a contract to the recommended suppliers for the provision of responsive and planned maintenance to Traveller caravan sites. She explained that it was a framework agreement and would allow partners to procure services through the agreement.

#### **RESOLVED:**

1. The Framework Agreement be awarded for three years plus the option to extend for one year to:
  - Millane Contract Services Ltd
  - Kier Facilities Services Limited
  - MD Building Services Ltd
2. Immediate call-off maintenance contracts under the Framework Agreement are placed with Millane Contract Services Ltd, Kier Facilities Services Limited and MD Building Services Ltd for the Council commencing in November 2015 for an initial term of three years, with the option to extend by a further one year.

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

A full tender process, in compliance with the requirements of Public Contracts Regulations 2015 and the Council's Procurement Standing Orders has been completed. The recommendations provide best value for money for responsive and planned maintenance to Traveller caravan sites for the Council following a thorough evaluation process.

The Framework Agreement, as awarded, sets out the terms and conditions under which a specific purchase, known as a direct call-off can be made under the resulting Framework Agreement for an area based Term Maintenance Contract.

**207/15 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 19]**

**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.

**208/15 EXCLUSION OF THE PUBLIC [Item 20]**

**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.

**209/15 OPTIONS FOR OVERNIGHT SHORT BREAKS FOR CHILDREN WITH DISABILITIES IN EAST SURREY [Item 21]**

This part 2 report contained the financial and value for money information relating to item 6.

Resolution and Reasons for Decisions as per Part 1 report (item 6)

**210/15 THE HORLEY MASTER PLAN [Item 22]**

Mrs Clack declared a pecuniary interest in this item.

This part 2 report contained the financial and value for money information relating to item 12.

**RESOLVED:**

1. That the background information set out in the submitted Part 1 and Part 2 reports be noted.
2. Subject to the financial information contained in the Part 2 report, a Horley Master Plan Delivery Fund be approved.

3. Approval be given for capital expenditure, to provide improvements to the Fastway bus service at Langshott/The Acres development, as outlined in this report and the Part 1 report.
4. That the Strategic Director for Environment and Infrastructure and the Director of Finance, in consultation with the Leader of the Council and Cabinet Member for Environment and Planning, approve any requests to the Horley Master Plan Delivery Fund within delegated authority.
5. That s106 income relating to works already delivered and funded from the Council's capital and revenue budgets, be held in a specific reserve to further mitigate risks against the Horley Master Plan, until such time that it can be released to support wider Council expenditure.

**Reasons for Decisions:**

To inform Cabinet about how the Horley Master Plan Delivery would be funded, to approve budget allocations and to highlight the financial risks.

**211/15 INVESTMENT IN IMPROVEMENTS TO THE VISITOR FACILITIES AT NEWLANDS CORNER [Item 23]**

This part 2 report contained the financial and value for money information relating to item 13.

**RESOLVED:**

1. That the proposed investment, as detailed in the submitted report, to improve facilities at Newlands Corner, including a Family Play Trail be approved.
2. That the re-commencement of car park charging at Newlands Corner as set out at paragraph 16 of the submitted report, to help finance the improvements as set out in paragraph 7 be approved.
3. That the agreement of the necessary changes to agreements with the Albury Estate and Surrey Wildlife Trust be delegated to the Director of Legal and Democratic Services, in consultation with the Assistant Director for Environment and the Cabinet Member for Environment and Planning.

**Reasons for Decisions:**

Two of the three Strategic Goals in the Corporate Strategy can be addressed through the proposals in this report: improving Residents' Experience and improving their Wellbeing.

In order to achieve this, decisions are needed about the investment required, the re-commencement of parking charges and changes to the agreements that exist with Albury Estate and Surrey Wildlife Trust.

**212/15 CREATING OPPORTUNITIES FOR YOUNG PEOPLE - YEAR 11/12  
TRANSITION CONTRACT AWARD [Item 24]**

This part 2 report contained the financial and value for money information relating to item 15.

**RESOLVED:**

Following consideration of the results of the procurement process, that a fixed-price contract be awarded to the highest scoring bidder, U-Explore Ltd., at a value of £1.578m over four years (£394,387 per year), for the provision of Year 11/12 Transition Services to Young People (age 16-17) at risk of becoming NEET, to commence on 1 January 2016 for a period of three years with the option to extend for a further year.

**Reasons for Decisions:**

The existing contracts with the two current providers will expire on 31 December 2015. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council, following a thorough evaluation process.

Building on the previous success of this commission and aligned to the strategy outlined within 'Creating Opportunities for Young People: Re-Commissioning for 2015-2020' it is intended to continue with the commission and award a fixed-price contract to the recommended tenderer for the provision of support services to young people at risk of becoming NEET, to commence on 1 January 2016 for a period of three years, with the option to extend for a further year.

This report provides details of the procurement process, including the results of the evaluation process, user / customer engagement and consultation and demonstrates why the recommended contract award delivers best value for money.

**213/15 CONTRACT AWARD FOR TARGETED CHILD AND ADOLESCENT  
MENTAL HEALTH AND NEURO DEVELOPMENTAL DISORDERS  
PATHWAY SERVICES [Item 25]**

This part 2 report contained the financial and value for money information relating to item 16. A discussion was held regarding how scores are assessed in relative and absolute terms and it was agreed that further information would be provided to Members on this for use with future contract reports.

**RESOLVED:**

That a three year contract be awarded to Surrey and Borders Partnership NHS Foundation Trust at a capped annual contract price of, as set out in the submitted report, for the provision of Targeted Child and Adolescent Mental Health Services and Neuro Developmental Disorders Behaviour Pathway Services to commence on 1 April 2016. This is subject to the Section75

agreement being finalised and signed by the six Clinical Commissioning Groups by 12 November 2015.

**Reasons for Decisions:**

The existing contract with Surrey and Borders Partnership NHS Foundation Trust for Targeted Child and Adolescent Mental Health Services (CAMHS) will expire on 31 March 2016. A restricted tender process (pre-qualification questionnaire, PQQ followed by Invitation to Tender, ITT), in compliance with the requirement of EU Procurement Legislation, Public Contract Regulations 2015 and Surrey County Council Procurement Standing Orders has been completed, and the recommendation provides best value for money for the Council after undertaking a thorough evaluation process.

**214/15 APPROVAL TO AWARD FRAMEWORK AGREEMENTS FOR COMMUNITY OPPORTUNITIES FOR OLDER PEOPLE AND PEOPLE LIVING WITH DEMENTIA [Item 26]**

This part 2 report contained the financial and value for money information relating to item 17. The Leader stated that this was an extremely important paper due to rising numbers of older people and people living with dementia.

**RESOLVED:**

That a Framework Agreement for the provision of Community Opportunities for Older People and People Living with Dementia be awarded to the providers, identified in the main report, for a period of three years with an option to extend for one year commencing from 1 December 2015.

**Reasons to Decisions:**

A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process. Replacing the current block contracts and grants with a new framework will deliver better quality services and more choice within the same financial envelope in a developing market. The development of the market for day services for older people with dementia has been limited by block arrangements and traditional provision. The new framework agreement will enable the required shift in the market to provide a more flexible range of services.

**215/15 APPOINTMENT OF A NUMBER OF CONTRACTORS TO THE FRAMEWORK FOR THE PROVISION OF RESPONSIVE AND PLANNED MAINTENANCE TO TRAVELLERS' CARAVAN SITES [Item 27]**

This part 2 report contained the financial and value for money information relating to item 18.

**RESOLVED:**

1. That the Framework Agreement be awarded for three years plus the option to extend for one year to:

- Millane Contract Services Ltd
  - Kier Facilities Services Limited
  - MD Building Services Ltd
2. Immediate call-off maintenance contracts under the Framework Agreement are placed with Millane Contract Services Ltd, Kier Facilities Services Limited and MD Building Services Ltd for the Council, with an estimated total annual value as set out in the submitted report, commencing in November 2015 for an initial term of three years, with the option to extend by a further one year.

**Reasons for Decisions:**

The existing contracts will expire in November 2015. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

**216/15 PROPERTY TRANSACTIONS - INVESTMENT PROPERTY ACQUISITION  
[Item 28]**

The Investment Strategy was agreed by Cabinet in July 2013 and was developed in response to the requirement for the Council to maintain its financial resilience in the longer term. In facilitation of the strategy, Cabinet approved the business case for the creation of a Property Company and associated subsidiaries in May 2014 in order to achieve a balanced property portfolio to generate an income to the council.

This acquisition was in accordance with the Investment Strategy and contributed to the creation of a diversified investment portfolio.

**RESOLVED:**

That Surrey County Council agree to provide equity and debt funding to Halsey Garton Property Ltd, a wholly owned company of the council, in order to enable the company to purchase a property investment asset.

**Reasons for Decisions:**

The provision of financing to the council's property company to facilitate the proposed investment acquisition is in accordance with the council's Investment Strategy. The investment will deliver an ongoing income to the council, enhancing financial resilience in the longer term.

**217/15 PUBLICITY FOR PART 2 ITEMS [Item 29]**

It was agreed that non-exempt information relating to items 6, 7, 12, 13, 15, 22, 23 and 24 of the meeting may be made available to the press and public, where appropriate.

[Meeting closed at 4.20pm]

---

**Chairman**

**Question from Carol Coleman (Ashford):**

I have been contacted by Headteachers of schools that are very concerned about the proposals on item 7 of the agenda.

Have the Cabinet fully considered all the possible ramifications of agreeing to the proposal in item 7 on the Cabinet agenda to effectively cut deprivation funding to those schools in Surrey that are inclusive and accept the pupils who are in the most need?

Could they please explain what the scenarios are that they have considered, including the effect on the educational support for the gypsy and traveller communities, SEND and FSM pupils?

Could they please explain what Surrey County Council will do to support those children living in deprivation if schools lose the funding that is needed to support them?

What plan has Surrey County Council should all schools become exclusive, as approving the recommendation would show that schools are being rewarded for being exclusive?

What sort of place will Surrey be in the future if the policy of Surrey County Council is to be to help those that are better off, and not those that are most deprived, what sort of future is that for them?

**Reply:**

The Cabinet will consider most carefully the report and recommendations concerning the Schools Formula Funding for 2016/17 in item 7 of today's Cabinet Agenda. The decisions of the Cabinet must comply with the DfE requirements and legislation following consultation with schools and the Schools Forum. The Schools Forum is a statutory body which must be consulted on the allocation of the Dedicated Schools Grant. It comprises head teachers, governors, academy representatives and "non-school" representatives from early years providers, diocesan bodies, teaching unions, post 16 providers and Family Voice (SEND). The Cabinet must also have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report and in the attached equalities impact assessment.

**Mrs Linda Kemeny**  
**Cabinet Member for Schools, Skills and Educational Achievement**  
**27 October 2015**

**CABINET RESPONSE TO COUNCIL OVERVIEW BOARD**

**SURREY AIRPORTS POLICY  
(considered by Council Overview Board on 10 September 2015)**

**COMMITTEE RECOMMENDATION:**

1. Surrey County Council should urge government to make a quick and final decision on airport capacity in the South East.
2. The Council should be fully involved in the considerable work involved to refine any proposals after an 'in principle' decision on extra capacity is made. However, the council's financial exposure should be minimised as far as possible.
3. The Council should reiterate its regret (as expressed in their submission to the Airports Commission) that the commission did not explore the issues of surface access to any expanded airport in nearly enough detail, and recommends this should be given high priority.
4. The majority of Council Overview Board members agree that an extra runway, at one of the shortlisted locations recommended in the Airport Commission's report, should be provided as soon as practicable, not withstanding the reservations expressed above.

**RESPONSE:**

I am pleased that the Overview Board is satisfied with the Council's current policy position on airports and I am happy to endorse the Board's recommendations.

The Council is about to agree a non-binding memorandum of understanding with Heathrow Airport Limited. This recognises surface access as a key area on which they will work together, especially on proposals for strategic and local transport network improvements. Additionally, we have recently written to Network Rail to highlight the importance of Southern Rail Access to Heathrow and the need for it to feature as a high priority within the current review of its rail investment programme.

I shall also write to the Secretary of State for Transport urging a quick and final decision on airport capacity and to emphasise that it is critical for any new runway proposal to fully address surface access issues.

In preparation for the work that will be needed to secure the best possible deal for Surrey once the Government's response to the Airports Commission is known, officers will continue to liaise with our boroughs and districts and other local authorities around Heathrow Airport and with Surrey and West Sussex local authorities around Gatwick Airport.

**Peter Martin  
Deputy Leader of the Council  
27 October 2015**

**CABINET RESPONSE TO COUNCIL OVERVIEW BOARD**

**SURREY COUNTY COUNCIL AND EAST SUSSEX COUNTY COUNCIL  
JOINT SCRUTINY OF THE ORBIS PROGRAMME  
(considered by Council Overview Board on 5 October 2015)**

**COMMITTEE RECOMMENDATION:**

1. Most importantly, the Boards supported the Business Plan in principle and wished all concerned in its implementation the best of luck in surmounting the challenges ahead.
2. However, there was general agreement that the plan could have been improved by the inclusion of more specific proposals to achieve the benefits, financial and otherwise, that were outlined. The Boards look forward to more detailed measures being specified in the near future, especially in the area of costs vis-a-vis benefits. At their next meeting in the New Year, the Boards will be paying particular attention to:
  - Details of the efficiencies and tangible benefits proposed
  - The procurement and cost of a common Business Support Platform and its effect on the Orbis Business Case
  - Property, productivity measures and pay harmonisation pressures
  - Case studies from other authorities
  - Evidence that cost-shunting was not occurring when extensive delegation to service managers occurs
3. It was recognised that, the achievement of the plan's ambitions would require firm, sustained Member support.
4. The Boards urged that the health community, especially the Clinical Commissioning Groups, should be involved as soon as practicable.
5. Individual achievements arising out of the Orbis programme should be highlighted as soon as they occurred.

**RESPONSE:**

I would like to thank all Members for your support together with your commitment to participate in the joint scrutiny session.

The challenges raised by the joint scrutiny committee have been noted. As agreed, a further joint scrutiny session will be arranged in the New Year to provide a further update on Orbis development.

A separate business case will be required for the Business Solutions Platform which will detail the required investment and outline benefits specific to that project.

**Ms Denise Le Gal  
Cabinet Member for Business Services and Resident Experience  
27 October 2015**

**CABINET RESPONSE TO EDUCATION AND SKILLS BOARD**

**FUNDING SCHOOLS FOR DEPRIVATION**

**(considered by Education and Skills on 17 September 2015)**

**COMMITTEE RECOMMENDATION:**

Recommendations for Cabinet

1. That the Leader seeks to lobby national government for greater flexibility around the funding for deprivation and early help in order to improve linked pupil-centred support between schools and social care.
2. That the Cabinet seek to link the early help strategy in Children's Services to the issues identified through the school deprivation funding.
3. That the Cabinet are given the opportunity to review the full range of responses to the School Forum consultation - including evidence of the impact of each of the three options proposed and any other options considered- prior to any decision being made.

Recommendations for officers:

- a) That officers proactively explore options with schools about how to best develop a collaborative alternative mechanism for targeting deprivation.

Officers' Response:

The targeting of deprivation to schools is subject to regulation by the DfE. This requires that funding for deprivation must be allocated to individual schools and on the basis of specific indicators only - either free school meals or IDACI (Income Deprivation Affecting Children Index). Specifically deprivation may not be allocated to groups of schools. Prior to 2013, the council operated a popular tiered deprivation mechanism for allocating deprivation funding but the DfE now requires a standardised approach to be used by all LAs.

- b) That officers develop a strategy with schools to encourage families to register children for Free School Meals where eligible, in order to ensure schools are receiving the appropriate level of Pupil Premium funding.

Officers' Response:

Schools are particularly active in encouraging families to register for free school meals (FSM), as there are considerable financial benefits to the school. The council sends bulletins to schools twice a year reminding them of the need for accurate recording. Additionally, the LA sought and gained the approval of Schools Forum to withhold funding from all maintained schools from April 2015 onwards in order to fund a central FSM entitlement checking service, provided by Babcock 4S.

- c) That officers support the Primary Phase Council in understanding the low response rate to the consultation, in order to develop a wider evidence base of how funding is used.

Officers' Response:

The response of primary schools to the Call for Evidence from the Headteacher / Governor Working Group was relatively low (11%).

However the response from primary schools to the larger Consultation on Schools Funding which included the Deprivation funding proposals was 57.8% (174 schools) – a significant increase on the response rate in the previous year (43.4%). This follows a series of presentations by the Chair of the Primary Phase Council and officers to raise the profile of funding at area headteacher meetings.

#### **RESPONSE:**

Decisions from central Government in 2013 reduced the discretion local authorities and schools forums enjoyed as to how school funding could be calculated. In Surrey, a "tiered deprivation funding" element had proved helpful in directing funding to where it was most needed, and this is now prohibited. We will continue to lobby Government to give greater capacity for local discretion as we think this is helpful in directing appropriate funding to where social needs are greatest, area-by-area.

As the Member with the overall lead for Children's Services I am very concerned to ensure that we run a coherent, coordinated strategy. The Children's Services Directorate has established a Programme Board to bring together work on different priority areas, and the Board plays a central part in coordinating work on early help, special educational needs and schools funding among other areas.

Although the time available is short, I am ensuring that all Cabinet Members have access to all the response to the funding consultation and to all the lobbying materials received in the run up to the decision-making meeting. I am satisfied that the original consultation document gave a fair overall view of the services which have been under consideration for reduction. It is important that we make fully-informed decisions and I know that Cabinet has approached these very difficult choices with high concern and a very close focus on the issues at stake.

**Mrs Linda Kemeny**  
**Cabinet Member for Schools, Skills and Educational Achievement**  
**27 October 2015**

**Appendix 5**  
**Item 7 – Revised Annex 4**

**Proposed Surrey formula factors for 2016/17**

The table below lists the provisional values of the proposed Surrey formula factors for 2016/17.

The table indicates the decrease in targeted deprivation funding as sums are transferred to basic entitlement for all pupils.

	2016 / 17 Provisional values		% change	2015/16 values	
	Primary £	Secondary £		Primary £	Secondary £
<b>Basic entitlement per pupil</b>	2,742.04	-	4.1%	2,632.99	-
• Key stages 1 & 2	-	3,638.93	3.1%	-	3,527.94
• Key stage 3	-	4,493.64	3.1%	-	4,356.58
• Key stage 4					
<b>Deprivation:</b>					
Per pupil on free school meals	3,662.66	2,580.08	-28.1%	5,093.57	3,588.05
Per pupil in IDACI* band 1		637.52	-28.1%		886.59
Per pupil in IDACI* band 2-6		1,149.81	-28.1%		1,599.02
<b>Lump sum per school</b>	135,000	175,000	0	135,000	175,000
<b>Low prior attainment:</b>					
Per low attainer based on Foundation Stage Profile	857.89		0	857.89	
Per secondary pupil scoring below level 4 in either maths or English at key stage 2		1,080.12	0		1,080.12
<b>Per Looked After Child</b>	796.17	796.17	0	796.17	796.17
<b>English as an Additional Language:</b>					
Per pupil with EAL in school system for fewer than 3 years	275.95	672.95	0	275.95	672.95
<b>Pupil mobility:</b>					
Per mobile child above		774.00			774.00

10% of roll	629.00		0	629.00	
<b>Sixth Form Support:</b> Per post 16 learner		181.43	0		181.43

\* IDACI Income deprivation affecting children index

In addition, schools will also receive funding for rates at actual costs. A small minority of schools will also receive funding for split sites or exceptional rents. These are calculated individually for each school, based on actual costs.

The provisional amounts above may be amended once the outcome of the 2015 pupil census is known, to ensure they are still affordable within the available funding.