

Cabinet

**Date & time**

Tuesday, 22
September 2015 at
2.00 pm

Place

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

Contact

Vicky Hibbert or Anne
Gowing
Room 122, County Hall
Tel 020 8541 9229 or 020
8541 9938

Chief Executive

David McNulty

vicky.hibbert@surreycc.gov.uk or
anne.gowing@surreycc.gov.uk

Cabinet Members: Mr David Hodge, Mr Peter Martin, Mrs Helyn Clack, Mrs Clare Curran, Mr Mel Few, Mr John Furey, Mr Mike Goodman, Mrs Linda Kemeny, Ms Denise Le Gal and Mr Richard Walsh

Cabinet Associates: Mrs Mary Angell, Mr Tim Evans, Mrs Kay Hammond and Mr Tony Samuels

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Vicky Hibbert or Anne Gowing on 020 8541 9229 or 020 8541 9938.

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1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 29 JULY 2015

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

3 DECLARATIONS OF INTEREST

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

Notes:

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

4 PROCEDURAL MATTERS

4a Members' Questions

The deadline for Member's questions is 12pm four working days before the meeting (*16 September 2015*).

4b Public Questions

The deadline for public questions is seven days before the meeting (*15 September 2015*).

4c Petitions

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

4d Representations received on reports to be considered in private

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

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

(Pages 1
- 2)

- (i) Social Care Services Board regarding Deprivation of Liberty Safeguards (DOLS)

6 FINANCE AND BUDGET MONITORING REPORT FOR JULY AND AUGUST 2015

(Pages 3
- 24)

The council takes a multiyear approach to its budget planning and monitoring, recognising the two are inextricably linked. This report presents the council's financial position as at 31 August 2015 (month five).

The Annex to this report gives details of the financial position but please note that the Annex will be circulated separately prior to the Cabinet meeting.

[The decision on this item may be called in by the Council Overview Board]

7 HIGHWAYS COLD WEATHER PLAN FOR 2015/16

(Pages
25 - 72)

The winter maintenance service is provided by Surrey County Council (SCC) to enable the residents of Surrey to carry out their everyday activities during periods of winter weather. Preventing icy roads and keeping priority roads and footways usable during snowy conditions contributes to the corporate goals by keeping residents safe as they travel about and maintaining the availability of key routes so residents have choices on travel and the impact on the economy of severe weather is minimised.

The winter maintenance service is part of a collection of highway maintenance activities, including other severe weather strategies, that keep the road and footway network operational for residents all year round.

The Winter Service is delivered in two distinct operations:

1. **Pre-treatment of Routes and Advance Planning** – this ensures that pre-defined route networks including carriageways, cycleways and areas of footway, are pre-treated according to their importance and the weather conditions, to inhibit the formation of ice and facilitate the removal of snow.
2. **Management of Severe Snow Event** – this ensures the service is prepared to manage a severe snow event, to reduce disruption and improve safety.

In 2010 a joint officer and member Winter Performance Task Group was formed to review the overall delivery of the winter service. The successes of the Task Group and the principles that it has developed inform annual winter reviews to deliver continuous improvement to the service.

This report provides an overview of the performance of winter service last year and recommendations to further improve the service.

[The decision on this item may be called in by the Economic Prosperity, Environment and Highways Board]

8 INVESTMENT IN IMPROVEMENTS TO THE VISITOR FACILITIES AT NEWLANDS CORNER

This item has been withdrawn.

9 EARLY DELIVERY OF A MULTI-USE GAMES AREA AS PART OF THE LONG TERM PROPOSAL TO EXPAND REIGATE PARISH CHURCH INFANT SCHOOL (Pages 73 - 78)

To approve the Business Case for the provision of a multi use games area as phase 1 of the expansion of Reigate Parish Church Infant School from a 2 Form of Entry infant (180 places) to a 2 Form of Entry primary (420 places) creating 240 additional places in Reigate, to help meet the basic need requirements in the Reigate area from September 2016.

N.B. An annex containing exempt information is contained in Part 2 of the agenda – item 13.

[The decisions on this item can be called in by either the Council Overview Board or the Education & Skills Board]

10 AWARD OF CONTRACT FOR THE MANAGED SERVICE FOR TEMPORARY AGENCY RESOURCES (Pages 79 - 88)

This report seeks approval to award a contract to Adecco UK & Ireland for a Managed Service for the provision of temporary labour resources to commence on 1 February 2016 as the current arrangements expire on 31 January 2016.

This report provides details of the procurement process, including the results of the evaluation process and, in conjunction with the Part 2 report, demonstrates why the recommended contract award delivers best value for money.

[Note: Due to the commercial sensitivity involved in the contract award process the financial details of the successful supplier have been circulated as a Part 2 report - item 14.]

[The decision on this item may be called in by the Council Overview Board]

11 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING (Pages 89 - 94)

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

12 EXCLUSION OF THE PUBLIC

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

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

13 EARLY DELIVERY OF A MULTI-USE GAMES AREA AS PART OF THE (Pages

**LONG TERM PROPOSAL TO EXPAND REIGATE PARISH CHURCH
INFANT SCHOOL**

95 - 100)

This is a part 2 annex relating to item 9.

Exempt: Not for publication under Paragraph 3

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

[The decisions on this item can be called in by either the Council Overview Board or the Education and Skills Board]

**14 AWARD OF CONTRACT FOR THE MANAGED SERVICE FOR
TEMPORARY LABOUR RESOURCES**

(Pages
101 -
106)

This is a part 2 annex relating to item 10.

Exempt: Not for publication under Paragraph 3

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

[The decisions on this item can be called in by the Council Overview Board]

**15 INVESTMENT IN IMPROVEMENTS TO THE VISITOR FACILITIES AT
NEWLANDS CORNER**

This item has been withdrawn.

16 PUBLICITY FOR PART 2 ITEMS

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

David McNulty
Chief Executive
Monday, 14 September 2015

QUESTIONS, PETITIONS AND PROCEDURAL MATTERS

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

Please note:

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

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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

Anyone is permitted to film, record or take photographs at council meetings. 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.

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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

SOCIAL CARE SERVICES BOARD

Item under consideration: DEPRIVATION OF LIBERTY SAFEGUARDS (DOLS)

Date Considered: 9 July 2015

1. At its meeting of 9 July 2015 the Social Care Services Board considered the impact of the Supreme Court judgement of March 2014 [*P v Cheshire West and P and Q v Surrey County Council*]. It was highlighted that this had led to an increase on the workload of the Adult Social Care staff responsible for the process of assessing, and authorising arrangements under the Deprivation of Liberty Safeguards (DOLS) provisions of the Mental Capacity Act.
2. The March 2014 judgement effectively lowered the threshold for what constitutes deprivation of liberty. This has increased the likelihood of the council, as the Supervisory Body in this field, having to respond to requests from Managing Authorities (such as Care Homes or Hospitals) for assessment and authorisation to deprive someone of their liberty.
3. Officers outlined the unprecedented increase in the number of authorisations under the new threshold - a rise from 113 in 2013/14 to 3,045 this year – to which the Board expressed concerns about the directorate's capacity to meet such demand in the long-term. Logistically, there are significant challenges in recruiting sufficient numbers of Best Interest Assessors to meet the increased demand. This is a problem nationwide not just in Surrey.
4. The Board discussed the challenges now faced by the directorate, which include: responding to increased demand pressures, recruiting to specialist, qualified roles to ensure assessment duties could be met and the future cost of meeting its increased responsibilities.
5. Officers advised the Board that the council had received £426,000 in additional funding from the Government but that their estimates show that the cost of meeting demand are likely to exceed £4 million per year based on the potential number of authorisations required annually. The Board was advised that the cost of meeting this gap poses a significant financial challenge for the Directorate. As a result, an additional £1.8m was built into the Directorate's budget as a pressure in the 2015-20 Medium Term Financial Plan (MTFP) and a further £1.4m was proposed in the summer refresh of the MTFP.
6. The additional demand and attendant costs, coupled with mandatory completion of DOLS assessments to strict statutory timescales, mean that the Directorate faces significant pressures in a time of continuing financial austerity. Therefore, the Board recommends that the Cabinet raise these concerns with central government as a matter of urgency.

Recommendation

The Board recommends that the Cabinet raise these concerns regarding the new responsibilities placed on the council with central government, and the insufficient funding made available to meet their duties.

Keith Witham

SURREY COUNTY COUNCIL

CABINET

DATE: 22 SEPTEMBER 2015

REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL

LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE

SUBJECT: FINANCE AND BUDGET MONITORING REPORT FOR JULY AND AUGUST 2015



SUMMARY OF ISSUE:

The Council takes a multiyear approach to its budget planning and monitoring, recognising the two are inextricably linked. This report presents the Council's financial position as at 31 August 2015 (month five).

The annex to this report gives details of the financial position.

RECOMMENDATIONS:

Cabinet is asked to:

1. require service managers to confirm actions to manage to an overall balanced budget;
2. note as at 31 August 2015, services forecast a +£3.4m revenue budget variance (Annex1, paragraph **Error! Reference source not found.1**);
3. note services forecast efficiencies and service reductions for 2015/16 at £66.3m (Annex1, paragraph **Error! Reference source not found.24**);
4. note total forecast capital expenditure, including long term investments is £188.4m (Annex1, paragraph **Error! Reference source not found.34**); and
5. approve a virement of £930,000 to reflect expenditure and income in relation to the DCLG Troubled Families Programme (Annex1, paragraph **Error! Reference source not found.3**).

REASON FOR RECOMMENDATIONS:

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.

<u>DETAILS:</u>

Revenue budget overview

6. Surrey County Council (SCC) set its gross expenditure budget for the 2015/16 financial year at £1,671m. A key objective of the Medium Term Financial Plan (MTFP) 2015-20 is to increase the Council's overall financial resilience. As part of this, the Council plans to make efficiencies totalling £67.4m.
7. The Council aims to smooth resource fluctuations over its five year medium term planning period. To support the 2015/16 budget, Cabinet approved use of £3.7m from the Budget Equalisation Reserve and carry forward of £8.0m to fund continuing planned service commitments. The Council currently has £21.3m in general balances.
8. The financial strategy has the following long term drivers to ensure: sound governance, management of the council's finances and compliance with best practice.
 - Keep any additional call on the council taxpayer to a minimum, consistent with delivery of key services through continuously driving the efficiency agenda.
 - Develop a funding strategy to reduce the council's reliance on council tax and government grant income.
 - Balance the council's 2015/16 budget by maintaining a prudent level of general balances and applying reserves as appropriate.
 - Continue to maximise our investment in Surrey.

Capital budget overview

9. Creating public value by improving outcomes for Surrey's residents is a key element of the council's corporate vision and is at the heart of MTFP 2015-20's £696m capital programme, which includes £174m spending planned for 2015/16.

Budget monitoring overview

10. The Council's 2015/16 financial year began on 1 April 2015. This budget monitoring report covers the period up to 31 August 2015 and highlights developments occurring in July and August. The budget monitoring reports focus on material and significant issues, especially monitoring MTFP efficiencies. The reports emphasise proposed actions to resolve any issues.
11. The Council has implemented a risk based approach to budget monitoring across all services. The approach ensures we focus effort on monitoring those higher risk budgets due to their value, volatility or reputational impact.
12. A set of criteria categorise all budgets into high, medium and low risk. The criteria cover:
 - the size of a particular budget within the overall Council's budget hierarchy (the range is under £2m to over £10m);

- budget complexity, which relates to the type of activities and data monitored (this includes the proportion of the budget spent on staffing or fixed contracts - the greater the proportion, the lower the complexity);
 - volatility, which is the relative rate that either actual spend or projected spend moves up and down (volatility risk is considered high if either the current year's projected variance exceeds the previous year's outturn variance, or the projected variance has been greater than 10% on four or more occasions during the current year); and
 - political sensitivity, which is about understanding how politically important the budget is and whether it has an impact on the Council's reputation locally or nationally (the greater the sensitivity the higher the risk).
13. Managers with high risk budgets monitor their budgets monthly, whereas managers with low risk budgets monitor their budgets quarterly, or more frequently on an exception basis (if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower).
 14. Annex 1 to this report sets out the Council's revenue budget forecast year end outturn as at 31 August 2015. The forecast is based upon current year to date income and expenditure as well as projections using information available to the end of the month.
 15. The report provides explanations for significant variations from the revenue budget, with a focus on efficiency targets. As a guide, a forecast year end variance of greater than £1m is material and requires a commentary. For some services £1m may be too large or not reflect the service's political significance, so variances over 2.5% may also be material.
 16. The annex also updates Cabinet on the Council's capital budget, staffing costs and progress with efficiencies.
 17. Appendix 1 to the annex includes revenue budget movements and analysis of revenue income and expenditure forecast position.

CONSULTATION:

18. All Cabinet Members will have consulted their relevant director or head of service on the financial positions of their portfolios.

RISK MANAGEMENT AND IMPLICATIONS:

19. Risk implications are stated throughout the report and each relevant director or head of service has updated their strategic and or service risk registers accordingly. In addition, the leadership risk register continues to reflect the increasing uncertainty of future funding likely to be allocated to the Council.

Financial and Value for Money Implications

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

Section 151 Officer Commentary

21. The Section 151 Officer confirms that the financial information presented in this report is consistent with the council's general accounting ledger and that forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks.

Legal Implications – Monitoring Officer

22. There are no legal issues and risks.

Equalities and Diversity

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

WHAT HAPPENS NEXT:

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

Contact Officer:

Sheila Little, Director of Finance
020 8541 7012

Consulted:

Cabinet, strategic directors, heads of service.

Annexes:

- Annex 1 – Revenue budget, staffing costs, efficiencies, capital programme.
- Appendix 1 – Revenue and capital budget movements and analysis of revenue income and expenditure forecast position.

Sources/background papers:

- None
-

Budget monitoring period 5 2015/16 (August 2015)

Summary recommendations

Cabinet is asked to:

1. require service managers to confirm actions to manage to an overall balanced budget;
2. note as at 31 August 2015, services forecast a +£3.4m revenue budget variance (paragraph 1);
3. note services forecast efficiencies and service reductions for 2015/16 at £66.3m (paragraph 24);
4. note total forecast capital expenditure, including long term investments is £188.4m (paragraph 34); and
5. approve a virement of £930,000 to reflect expenditure and income in relation to the DCLG Troubled Families Programme (paragraph 3)

Revenue summary

Surrey County Council set its gross expenditure budget for the 2015/16 financial year at £1,671m. A key objective of MTFP 2015-20 is to increase the council's overall financial resilience. As part of this, the council plans to make efficiencies totalling £67.4m.

As at 31 August 2015, services forecast to overspend by +£3.4m and achieve £66.3m efficiencies at year end. The overspend is due to several offsetting variances among services, including: +£2.8m additional demand for Adult Social Care services; +£1.8m children's services' costs due to higher volumes of children in need; offset by -£1.7m more income from business rates than expected. Service managers are taking and agreeing actions to manage this to an overall balanced budget. Nearly all services forecast to achieve their planned efficiencies.

The council aims to smooth resource fluctuations over its five year medium term planning period. To support 2015/16, Cabinet approved use of £3.7m from the Budget Equalisation Reserve and carry forward of £8.0m to fund continuing planned service commitments. The financial strategy has a number of long term drivers to ensure sound governance, management of the council's finances and compliance with best practice.

- Keep any additional call on the council taxpayer to a minimum, consistent with delivery of key services through continuously driving the efficiency agenda.
- Develop a funding strategy to reduce the council's reliance on council tax and government grant income.
- Balance the council's 2015/16 budget by maintaining a prudent level of general balances and applying reserves as appropriate.
- Continue to maximise our investment in Surrey.

Capital summary

Creating public value by improving outcomes for Surrey's residents is a key element of Surrey County Council's corporate vision and it is at the heart of its £696m capital programme in MTFP 2015-20. As at 31 August 2015, services forecast £169.3m capital spending against the current 2015/16 budget of £174.1m and total forecast capital expenditure including long term investments is £188.4m (paragraphs 33 to 34).

As part of increasing the council's overall financial resilience, it plans to invest £19m in long term capital investment assets in 2015/16 to add to the £48m invested up to March 2015.

Revenue budget

1. As at 31 August 2015, the year to date budget variance is -£4.6m underspent and the overall forecast is +£3.4m overspend at year end. Service managers are agreeing actions to manage this to an overall balanced budget.
2. In March 2015, Cabinet approved the council's 2015/16 revenue expenditure budget at £1,671.3m. Changes from April to August, reflecting agreed carry forwards and small budgetary adjustments, increased the expenditure budget as at 31 August 2015 to £1,674.0m. Table 1 shows the updated budget, including services' net expenditure budgets (gross expenditure less income from specific grants and fees, charges and reimbursements) and funding of £642.1m local taxation and £3.7m from reserves.

Table 1: 2015/16 updated revenue budget – 31 August 2015

Service	MTFP Income £m	Carry fwrds & internal movements £m	Approved income £m	MTFP expenditure £m	Carry fwrds & internal movements £m	Approved expenditure £m	Updated net expenditure budget £m
Economic Growth	0.0	0.2	0.2	0.9	0.6	1.5	1.7
Strategic Leadership	0.0	0.0	0.0	0.4	0.0	0.4	0.4
Adult Social Care	-56.8	0.1	-56.7	428.6	0.8	429.4	372.7
Children's Services	-7.0	0.0	-7.0	96.0	1.4	97.4	90.4
Services for Young People	-10.6	0.0	-10.6	25.9	0.1	26.0	15.4
Schools & Learning	-145.3	-0.1	-145.4	217.3	2.3	219.6	74.2
Strategic Services (CSF)	-1.5	0.0	-1.5	3.6	0.1	3.7	2.2
Delegated Schools	-469.0	0.0	-469.0	469.0	0.0	469.0	0.0
Community Partnership & Safety	-0.2	0.0	-0.2	3.0	0.7	3.7	3.5
Coroner	0.0	0.0	0.0	1.3	0.0	1.3	1.3
Cultural Services	-12.9	-0.2	-13.1	22.9	0.0	22.9	9.8
Customer Services & Directorate Support	-0.3	0.0	-0.3	4.6	0.1	4.7	4.4
Emergency Management	0.0	0.0	0.0	0.6	0.0	0.6	0.6
Magna Carta	0.0	0.0	0.0	0.0	0.8	0.8	0.8
Surrey Fire & Rescue Service	-13.1	0.0	-13.1	47.9	0.1	48.0	34.9
Trading Standards	-1.6	0.0	-1.6	3.7	0.0	3.7	2.1
Environment & Planning	-8.5	-0.5	-9.0	88.2	1.2	89.4	80.4
Highways & Transport	-7.5	-0.6	-8.1	51.8	1.6	53.4	45.3
Public Health	-35.5	0.0	-35.5	35.8	0.0	35.8	0.3
Central Income & Expenditure	-237.7	0.1	-237.6	61.0	-10.0	51.0	-186.6
Communications	0.0	0.0	0.0	2.0	0.1	2.1	2.1
Finance	-1.8	-0.1	-1.9	10.2	0.1	10.3	8.4
Human Resources & Organisational Development	-0.2	0.0	-0.2	9.3	-0.6	8.7	8.5
Information Management & Technology	-0.7	0.0	-0.7	25.2	0.9	26.1	25.4
Legal & Democratic Services	-0.5	0.0	-0.5	8.9	0.2	9.1	8.6
Policy & Performance	-1.1	0.0	-1.1	3.7	-0.1	3.6	2.5
Procurement	-0.2	0.0	-0.2	3.4	0.1	3.5	3.3
Property	-8.9	-0.8	-9.7	37.2	1.3	38.5	28.8
Shared Service Centre	-4.6	-0.5	-5.1	8.8	0.7	9.5	4.4
Service total	-1,025.5	-2.7	-1,028.3	1,671.3	2.7	1,674.0	645.8
Local taxation	-642.1	0.0	-642.1	0.0	0.0	0.0	-642.1
Overall	-1,667.6	-2.7	-1,670.2	1,671.3	2.7	1,674.0	3.7

Note: All numbers have been rounded - which might cause a casting error

Revenue Virement request – Strategic services

- The 2015/16 Family Services Budget within the Strategic services for Children, Schools & Families was set on the basis of anticipated grant funding from Department of Communities and Local Government (DCLG) under the second Trouble Families Programme. At the time of setting the budget, DCLG had still to clarify the future shape of the programme and the council had still to finalise arrangements for the programme with boroughs and districts. The council has now completed plans for 2015/16's programme. The plans include use of the payment by results grant received under the first Troubled Families Programme and use of the grant received in 2014/15 in anticipation of the second phase of the programme.

Approval to a virement of £930,000 is sought to bring the expenditure and grant income budgets into line with anticipated spend in 2015/16.

Revenue budget monitoring position

4. Table 2 summarises the year to date and forecast year end income and expenditure position for the council overall. Table App 2 in the appendix gives details of the overall income and expenditure for the year to date and year end forecast position.

Table 2: 2015/16 revenue budget

Subjective summary	YTD budget £m	YTD actual £m	YTD variance £m	Full year		Full year projection £m	Full year variance £m
				revised budget £m	Sep-Mar forecast £m		
Income	-694.5	-703.0	-8.5	-1,670.3	-976.6	-1,679.6	-9.3
Expenditure	666.0	669.9	3.9	1,674.0	1,016.9	1,686.8	12.8
Net expenditure	-28.5	-33.2	-4.6	3.7	40.3	7.1	3.4

Note: All numbers have been rounded - which might cause a casting error

5. Table 3 shows the year to date and forecast year end net revenue position for services and the council overall. Services' net revenue position is gross expenditure less income from specific grants and fees, charges and reimbursements.
6. Table 3 shows the majority of services' budgets are on track. The council's overall year to date budget variance as at 31 August 2015 is -£4.6m underspent and the year end forecast is +£3.4m overspent.
7. The following section sets out services' significant variances, any change since the last monitoring report as at 30 June 2015, their impact on the council's overall financial position and services' actions to mitigate adverse variances.

Table 3: 2015/16 Revenue budget - net positions by service

Service	YTD budget £m	YTD actual £m	YTD variance £m	Full year revised budget £m	Sep-Mar forecast £m	Full year projection £m	Full year variance £m
Economic Growth	0.6	0.6	0.0	1.7	1.1	1.7	0.0
Strategic Leadership	0.2	0.2	0.0	0.4	0.2	0.4	0.0
Adult Social Care	153.1	153.8	0.7	372.7	220.8	374.6	1.9
Children's Services	36.5	37.4	0.9	90.4	54.8	92.2	1.8
Services for Young People	6.5	6.1	-0.4	15.4	9.4	15.5	0.1
Strategic Services (CSF)	0.9	1.0	0.1	2.2	1.5	2.5	0.3
Schools & Learning	29.6	29.3	-0.3	74.2	46.2	75.5	1.3
Delegated Schools Budget	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Partnership & Safety	1.4	1.1	-0.3	3.5	2.4	3.5	0.0
Coroner	0.5	0.5	0.0	1.2	1.0	1.5	0.3
Cultural Services	4.1	4.3	0.2	9.8	5.3	9.6	-0.2
Customer Services & Directorate Support	1.8	1.7	-0.1	4.5	2.7	4.4	-0.1
Emergency Management	0.2	0.2	0.0	0.5	0.3	0.5	0.0
Magna Carta	0.6	0.5	-0.1	0.8	0.2	0.7	-0.1
Surrey Fire & Rescue Service	15.1	15.0	-0.1	34.9	19.9	34.9	0.0
Trading Standards	0.9	0.8	-0.1	2.1	1.3	2.1	0.0
Environment & Planning	33.5	34.1	0.6	80.4	46.3	80.4	0.0
Highways & Transport	17.3	16.4	-0.9	45.3	29.3	45.7	0.4
Public Health	1.8	1.8	0.0	0.3	-1.5	0.3	0.0
Central Income & Expenditure	-112.7	-113.9	-1.2	-186.6	-72.7	-186.6	0.0
Communications	0.9	0.7	-0.2	2.1	1.3	2.0	-0.1
Finance	3.5	3.1	-0.4	8.4	4.8	7.9	-0.5
Human Resources & Organisational Development	3.5	3.0	-0.5	8.5	5.4	8.4	-0.1
Information Management & Technology	9.9	10.1	0.2	25.5	15.4	25.5	0.0
Legal & Democratic Services	3.9	3.7	-0.2	8.5	4.9	8.6	0.1
Policy & Performance	1.2	1.2	0.0	2.5	1.2	2.4	-0.1
Procurement	1.4	1.3	-0.1	3.3	2.0	3.3	0.0
Property	11.4	11.2	-0.2	28.8	17.6	28.8	0.0
Shared Service Centre	1.2	1.1	-0.1	4.3	3.2	4.3	0.0
Service net budget	229.0	226.2	-2.7	645.8	424.6	650.8	5.0
Local taxation	-257.5	-259.2	-1.7	-642.1	-384.5	-643.7	-1.6
Revolving Infrastructure & Investment Fund		-0.2	-0.2		0.2		
Overall net budget	-28.5	-33.2	-4.6	3.7	40.3	7.1	3.4

Note: All numbers have been rounded - which might cause a casting error

Significant budget variances

Adult Social Care (+£0.5m since June)

8. As at 31 August 2015 Adult Social Care (ASC) services project an overall overspend of +£1.9m, a change of +£0.5m from the overspend forecast as at 30 June 2015. The position as at 31 August 2015 indicates demand is above the level budgeted for 2015/16. Based on current trends, ASC forecasts +£2.8m of additional demand pressures for care services above that built into the budget. For example, non-

elective admissions are rising in four of Surrey's five acute hospitals. This places direct pressure on social care. The increase in demand for care is partially offset by -£0.4m higher fees and charges related to the higher volumes of care services and -£0.4m extra grant funding to help meet the increased volume of Deprivation of Liberty Safeguards (DOLS) assessments.

9. ASC's leadership team is reviewing all options to achieve compensating savings to recover the position and balance the budget by year end. However, the additional demand pressures and challenges in delivering ASC's savings programme means the team does not currently consider it feasible to reduce the projection below the +£1.9m overspend currently forecast (equivalent to 0.5% of net budget).

Children's Services (+£1.1m since June)

10. As at 31 August 2015, Children's Services anticipates +£1.8m overspend. There are two main drivers of this overspend, partially offset by a range of smaller variances.
 - Increasing numbers of looked after children. As at 31 July 2015 there were 852 looked after children, an increase of 68 since March 2015. This includes an additional 31 unaccompanied asylum seekers where numbers have increased by 50% since August 2014. This is the main reason for the increase in the forecast overspend since June. It mainly affects the budget for external placements which anticipates an overspend of +£1.8m, plus a +£0.8m overspend for Asylum.
 - Increasing numbers of children in need are intensifying pressures on staffing. The referral, assessment and care management teams anticipate an overspend of +£1.5m. In particular there is an increased reliance on locum social workers. This pressure is partly offset by vacancies in other areas of the service and work continues to improve the recruitment and retention of social workers.

Schools & Learning (+£0.5m since June)

11. As at 31 August 2015, Schools & Learning forecasts +£1.3m overspend against county council funded budgets. This includes the following major variances partially offset by a range of smaller variances.
 - +£1.0 m overspend in early years services due to delays in achieving efficiencies planned for 2015/16.
 - +£0.8m net overspend on home to school transport mainly in relation to children with special educational needs (SEN) transport due to higher user volumes.

Central Income & Expenditure (no change since June)

12. As at 31 August 2015, Central Income & Expenditure forecasts -£1.6m underspend. This is for additional income due to the district and borough councils' final business rates schedules being higher than the earlier estimates used to produce the budget.

Areas to be aware – Adult Social Care

13. Challenges remaining within ASC's savings plans include the following.
 - Demand
A key element of ASC's plans to deliver a sustainable budget is to manage demand effectively. Demand for individually commissioned care services has increased by an average of 6% each year in the last seven years. ASC's MTFP savings plans include reducing the rate of demand increase to 3% by 2018/19,

with a first step to reduce demand increase to 5% in 2015/16. The position as at 31 August 2015 indicates the rate of demand increase is above the 2015/16 target. Based on current trends, ASC forecasts £2.8m of additional demand pressures above the budget. There is a risk demand pressures could increase further in the remainder of the year.

- **Care Act**
The council is due £9.8m of Care Act funding in 2015/16, partly to meet the initial implementation costs for most of the Care Act provisions that became law on 1 April 2015 and partly to begin early assessments towards the care cap due to be introduced as part of the 2016 funding reforms. In July 2015 the Government announced it has postponed the funding reforms, including the £72,000 care cap, until 2020. The status of the 2015/16 Care Act funding is now unclear and any changes to allocations could affect ASC's budget.
- **Pricing strategy**
ASC is coming under increasing pressure from providers to increase prices paid for individually commissioned care services. The areas of greatest immediate pressure are older people (OP) nursing and residential care. ASC's pricing strategy increased personal budget guide prices for OP care home placements from 1 April 2015. The next step is to work with care home providers to establish a sustainable forward pricing strategy from 1 April 2016. ASC anticipates no rises in other care sector prices in 2015/16, which are based on agreed individual needs or framework contract rates.
- **Deprivation of Liberty Safeguards (DOLS)**
ASC receives DOLS applications where it is believed an individual's liberty may have been deprived. A Supreme Court ruling in March 2015 fundamentally changed the basis of what should be considered under DOLS legislation. This has meant the number of DOLS applications has increased from 112 in 2013/14 to over 3,000 in 2014/15. ASC's budget included an extra £1.1m to recruit more best interest assessors (BIAs) and administrators to deal with the increased demand for assessments. Currently ASC assumes it will spend the budget by year end. However recruitment of Best Interest Assessors is difficult and it is unlikely the additional budget would be enough to meet the full costs of the growing assessment demand.

Areas to be aware - Coroner

14. Changes around Deprivation of Liberty legislation may result in significantly more coroner inquests. In addition the Coroner is undertaking a new inquest into the death of Pte Cheryl James at Deepcut Barracks, which is likely to create a pressure against the inquest budget. In 2014/15 a shortage of mortuary provision in Surrey meant the Coroner had to purchase temporary mortuary facilities creating a cost pressure that is likely to continue. Taking these three pressures together, the Coroner Service projects a pressure of £0.3m, though there is a risk it could be higher.

Revolving Infrastructure & Investment Fund

Table 4: Summary revenue and capital position

Summary	YTD actual	Full year forecast
Revenue expenditure	£m	£m
Income	-1.4	-3.5
Expenditure	0.2	0.6
Net income before funding	-1.2	-2.9
Funding costs	1.0	2.7
Net income after funding	-0.2	-0.2
Capital expenditure	2.5	19.1

Note: All numbers have been rounded - which might cause a casting error

15. Net income of £0.2m is being generated this financial year by the joint venture project to deliver regeneration in Woking town centre and from various property acquisitions that have been made for future service delivery. It is anticipated the net income will be transferred to the Revolving Infrastructure and Investment Fund at the year-end.
16. Capital expenditure this year covers development of the former Thales site in Crawley, the new regeneration scheme approved by Cabinet in July, further loans to the Woking Bandstand Joint Venture Company and an equity investment in the Municipal Bonds Agency.

Staffing costs

17. The council employs three categories of staff.
 - Contracted staff employed on a permanent or fixed term basis and paid through the council's payroll. These staff are contracted to work full time, or part time.
 - Bank staff are contracted to the council and paid through the payroll but have no guaranteed hours.
 - Agency staff employed through an agency with which the council has a contract.
18. Bank and agency staff enable managers to manage short term variations in service demand, or contracted staff vacancies. This is particularly the case in social care. Some flexibility in the staffing budget is sensible, as it allows the council to vary a portion of staffing costs.
19. The council sets its staffing budget on the estimated labour it needs to deliver its services. It expresses this estimated labour as budgeted full time equivalent (FTEs) staff and converts it to a budget cost. The budget comprises spending on all three categories of staff and is the key control in managing staffing costs.
20. The council's total full year staffing budget for 2015/16 is £279.2m based on 7,935 budgeted FTEs. Table 5 shows the composition of the council's workforce as at 31 August 2015. Of the 671 live vacancies, where the council is actively recruiting, 511 are in social care.

Table 5: Full time equivalents in post and vacancies

	<u>Aug 2015 FTE</u>
Budget	7,935
Occupied contracted FTE	7,233
"Live" vacancies (i.e. actively recruiting)	671
Vacancies not occupied by contracted FTEs	31

21. Table 6 shows staffing cost as at 31 August 2015 against service budgets and analysed among the three staff categories of contracted, bank and agency staff. Table 6 also shows services' budgeted FTEs and occupied contracted FTEs. Variances between these two figures can arise for reasons including: the budget for some FTEs is held in a different service from where the postholder sits in the organisation (for example the HR&OD budget covers apprentices' costs, but the occupied FTEs appear in the service they work in); secondees' costs appear in the seconding service, but the occupied FTE appears in the service they are seconded to (or not at all if the secondment is to an external body). The income from recharges for secondments is within services' other income.
22. Agency or bank staff often cover vacancies on a temporary basis. The number of temporary staff does not translate easily into an FTE number as these may be for a few hours only, part time etc. The easiest measure for monitoring staffing costs is the total expenditure and the variance shown in Table 6.
23. The year to date staffing budget as at 31 August 2015 is £126.0m and the expenditure incurred is £124.7m. Table App 2 shows services forecast -£2.5m underspend on employment costs by the year end. As at 31 August 2015, the council employed 7,233 FTE contracted staff, against 7,935 budgeted FTEs, accounting for about 91% of total staffing costs.

Table 6: Staffing costs and FTEs to 31 August 2015

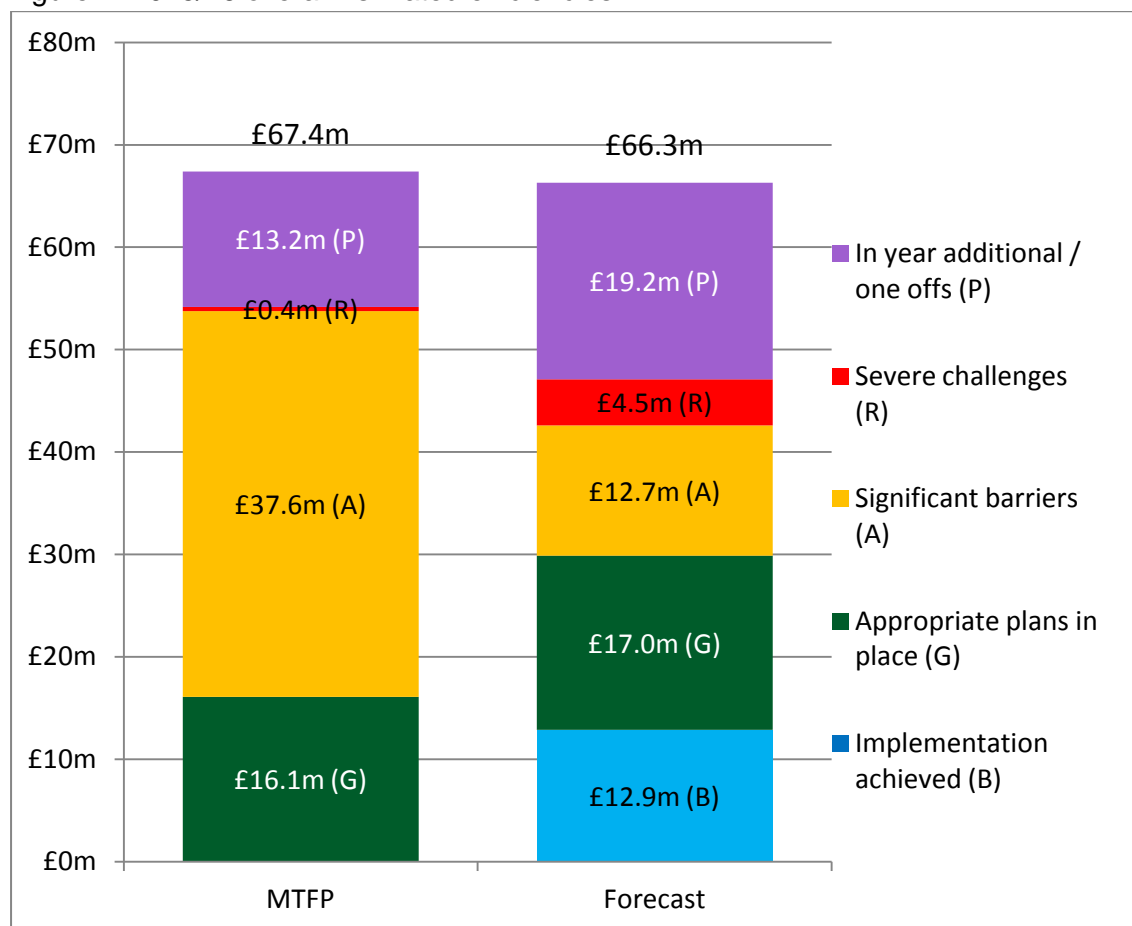
Service	YTD <----- Staffing spend by category ----->						Budgeted FTE	Occupied contracted FTEs
	staffing budget £m	Contracted £m	Agency £m	Bank & casual £m	Total £m	Variance £m		
Economic Growth							1	0
Strategic Leadership	0.2	0.2	0.0	0.0	0.2	0.0	2	0
Adult Social Care	24.5	22.1	1.2	0.9	24.2	-0.3	1,925	1,616
Children's Services	18.9	16.1	2.4	1.1	19.6	0.7	1,108	991
Services for Young People	5.9	5.7	0.0	0.3	5.9	0.1	395	366
Strategic Services	1.1	1.2	0.0	0.0	1.2	0.1	52	67
Schools & Learning	19.2	18.3	0.1	0.4	18.7	-0.5	1,332	1,239
Delegated Schools					0.0	0.0	0	0
Community Partnership & Safety	0.5	0.5	0.0	0.0	0.5	0.0	24	29
Coroner	0.2	0.1	0.1	0.0	0.2	0.0	1	2
Cultural Services	7.7	6.8	0.0	0.6	7.4	-0.3	520	510
Customer Services & Directorate Support	1.9	1.8	0.1	0.0	1.9	0.0	112	98
Emergency Management	0.2	0.2	0.0	0.0	0.2	0.0	12	16
Magna Carta	0.0	0.0	0.0	0.0	0.0	0.0	0	0
Surrey Fire & Rescue Service	11.5	10.7	0.0	0.8	11.5	0.0	675	637
Trading Standards	1.3	1.2	0.0	0.0	1.2	-0.1	100	92
Environment & Planning	3.7	3.4	0.1	0.1	3.7	0.0	215	172
Highways & Transport	6.1	5.4	0.2	0.1	5.7	-0.4	313	300
Public Health	1.2	1.0	0.0	0.1	1.1	-0.1	51	44
Central Income & Expenditure	0.0	0.2	0.0	0.0	0.2	0.2	0	0
Communications	0.5	0.4	0.0	0.0	0.4	0.0	23	24
Finance	2.4	2.3	0.0	0.0	2.3	-0.1	101	104
Human Resources & Organisational Development	2.3	2.1	0.0	0.0	2.1	-0.1	104	101
Information Management & Technology	5.1	4.3	0.9	0.0	5.2	0.2	221	198
Legal & Democratic Services	2.2	2.0	0.1	0.0	2.1	-0.2	130	116
Policy & Performance	1.1	1.0	0.1	0.0	1.1	0.0	42	38
Procurement	1.4	1.2	0.0	0.0	1.3	-0.1	57	54
Property	3.5	3.4	0.2	0.0	3.6	0.0	177	180
Shared Service Centre	3.5	3.1	0.0	0.0	3.2	-0.4	242	241
Total	126.0	114.8	5.5	4.4	124.7	-1.3	7,935	7,233

Note: All numbers have been rounded - which might cause a casting error

Efficiencies

24. MTFP 2015-20 incorporates £67.4m of efficiencies in 2015/16. Against this, the council forecasts achieving £66.3m by year end, an under achievement of £1.1m. Figure 1 summarises services' efficiency targets, their forecasts for achieving the efficiencies and the risks to achieving them.

Figure 1: 2015/16 overall risk rated efficiencies



25. Each service's assessment of its progress on achieving efficiencies uses the following risk rating basis:
- RED – significant or high risk of saving not being achieved, as there are barriers preventing the necessary actions to achieve the saving taking place;
 - AMBER - a risk of saving not being achieved as there are potential barriers preventing the necessary actions to achieve the saving taking place;
 - GREEN – plans in place to take the actions to achieve the saving;
 - BLUE – the action has been taken to achieve the saving;
 - PURPLE – in year additional and one off savings to support the programme, which are not sustainable in subsequent years.
26. Table 7 summarises forecast progress on efficiencies by service. It shows most services are on track to achieve their planned efficiencies. Adult Social Care, Environment & Planning, Property and Surrey Fire & Rescue are supporting their programmes with additional in year and one off efficiencies.
27. The next section sets out significant variances in efficiencies forecasts, their impact on the council's overall position and services' actions to mitigate adverse variances.

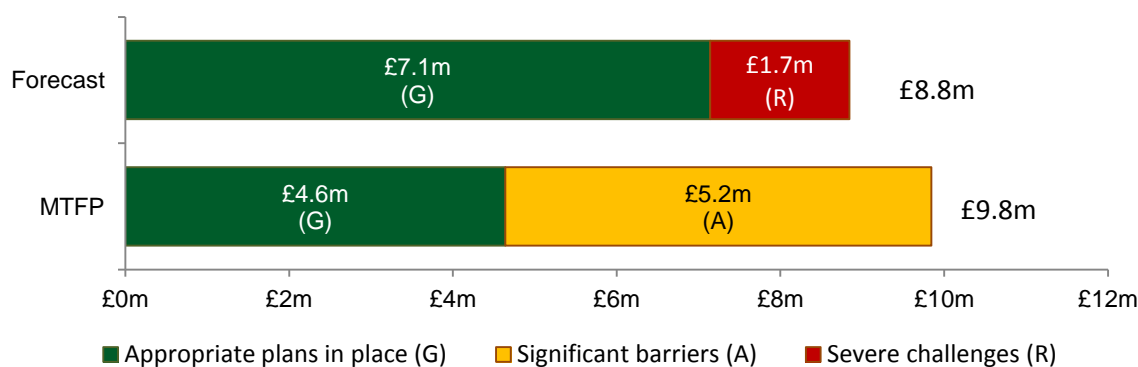
Table 7: 2015/16 Efficiency programme

Service	MTFP £m	Forecast sustainable £m	Forecast one offs £m	Overall variance £m
Adult Social Care	37.3	21.8	15.8	0.2
Children's Services	0.3	0.3		0.0
Services for Young People	1.9	1.9		0.0
Schools & Learning	9.8	8.8		-1.0
Cultural Services	0.6	0.6		0.0
Customer Services & Directorate Support	0.2	0.2		0.0
Surrey Fire & Rescue Service	1.6	1.4	0.2	0.0
Environment & Planning	6.4	3.6	2.6	-0.1
Highways & Transport	1.7	1.7		0.0
Central Income & Expenditure	0.9	0.8		-0.1
Communications	0.1	0.1		0.0
Finance	0.7	0.7		0.0
Human Resources & Organisational Development	0.8	0.8		0.0
Information Management & Technology	0.6	0.6		0.0
Legal & Democratic Services	0.5	0.5		0.0
Policy & Performance	0.1	0.1		0.0
Procurement	0.1	0.1		0.0
Property	3.4	2.8	0.6	0.0
Shared Service Centre	0.1	0.1		0.0
Total	67.4	47.1	19.2	-1.1

Note: All numbers have been rounded - which might cause a casting error

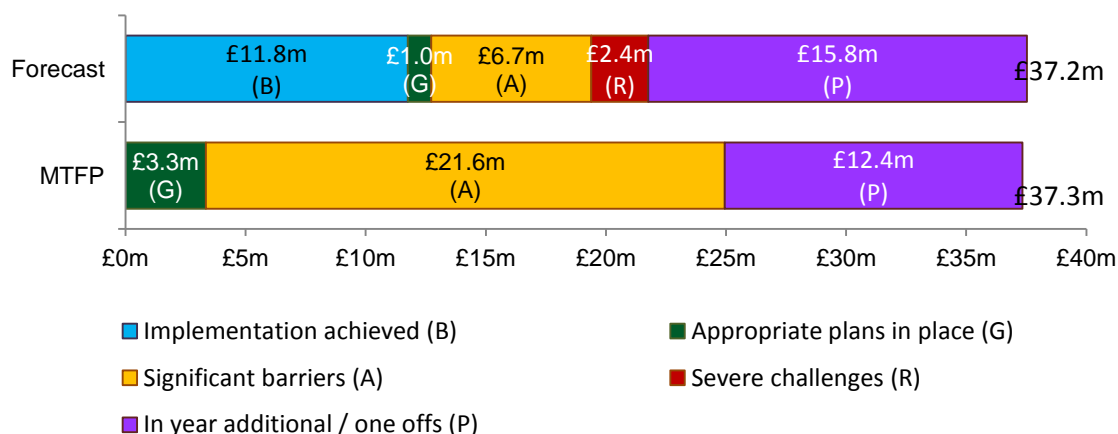
Significant variances in services' efficiencies & service reductions

Schools & Learning



28. Schools & Learning currently anticipates -£1.0m underachievement of early years services' efficiencies as consultation delays mean the efficiencies planned for 2015/16 will not be achieved in full.

Adult Social Care



29. As at 31 August 2015, ASC forecasts a £0.1m shortfall against its savings target. However, this comprises some significant variances. ASC forecasts a £3.0m underachievement for continuing savings, mainly due to difficulties delivering stretch FFC savings and the strategic shift from residential care for people with learning disabilities service users. ASC is considering how it will recover the position to avoid pressures on 2016/17's budget.
30. A forecast £3.4m overachievement of additional in-year savings is offsetting the continuing savings underachievements. The one-off savings are mainly due to a forecast surplus of reclaims received from individuals who have not needed to use the full amount of their Direct Payments and further staff vacancies above budgeted levels. The additional vacancies are not planned, but where they occur they are being used to help manage ASC's overall budget position.

CAPITAL

31. The council demonstrated its firm long term commitment to supporting Surrey's economy through its £696m 2015-20 MTFP capital programme, including £176m capital expenditure budget for 2015/16.
32. As at 31 August 2015, the revised full year capital budget is £174.1m. In May and June 2015 Cabinet approved £17.4m carry forwards from 2014/15 and £22.5m reprofiling of 2015/16 into future years. Table App 3 summarises movements in the capital budget to 31 August 2015. Significant movements in July and August are the Lindon Farm acquisition (£1.5m) and third party contributions to schools (£0.8m).
33. Table 8 compares the current forecast expenditure for the service capital programme and long term investments of £188.4m to the revised full year budget of £174.1m.

Table 8: Forecast capital expenditure 2015/16

	Current full year budget £m	Apr - Aug actual £m	Sep - Mar projection £m	Full year forecast £m	Full year variance £m
Schools basic need	57.8	34.9	22.9	57.8	0.0
Highways recurring programme	33.5	21.6	11.9	33.5	0.0
Property & IT recurring programme	25.6	9.2	16.2	25.4	-0.2
Other capital projects	57.2	18.6	34.1	52.7	-4.5
Service capital programme	174.1	84.2	85.1	169.3	-4.7
Long term investments	0.0	1.5	17.6	19.1	19.1
Overall capital programme	174.1	85.7	102.7	188.4	14.4

Note: All numbers have been rounded - which might cause a casting error

34. Approved Investment Strategy spending is expected to be £19.1m in 2015/16 and total capital expenditure £188.4m. Table 9 shows significant variances to the service capital programme.

Table 9: Significant variances to the service capital programme

	to 30 June £m	to 31 August £m
Additional costs of Guildford Fire Station due to flooding and delays from archaeological finds earlier in the year.	0.3	0.0
Closed landfill sites	-0.4	-0.4
Fire reconfiguration and training investment		-1.2
Merstham Library & Youth		-1.0
SEN Strategy		-0.9
EPM- Projects- Schools		-0.5
Land acquisition for waste		-0.5
IT Investment		-0.2
Other insignificant variances		-0.1
Capital variance	-0.1	-4.7

Note: All numbers have been rounded - which might cause a casting error

Appendix to Annex

Updated budget - revenue

- App 1. The council's 2015/16 revenue expenditure budget was initially approved at £1,671.3m. Adding virement changes in April to August increased the expenditure budget at the end of August to £1,674.0m. Table 1 shows the updated budget.
- App 2. When Council agreed the MTFP in February 2015, some government departments had not determined the final amount for some grants. Cabinet agreed the principle that services would estimate their likely grant and services' revenue budgets would reflect any changes in the final amounts, whether higher or lower.
- App 3. To control their budgets during the year, managers occasionally need to transfer, or vire budgets from one area to another. In most cases these are administrative or technical in nature, or of a value the Director of Finance can approve. Virements above £500,000 require the approval of the relevant Cabinet Member. There were no virements above £500,000 in July and August 2015.
- App 4. Table App 1 summarises the movements to the revenue expenditure budget.

Table App 1: Movements in 2015/16 revenue expenditure budget

	Income £m	Expenditure £m	Earmarked reserves £m	General balances £m	Virement count
MTFP	-1,667.6	1,671.3		3.7	
Carry forwards	0.2	7.8	-8.0	0.0	1
	-1,667.4	1,679.1	-8.0	3.7	1
Quarter 1 movements	-2.4	2.7	-0.3	0.0	99
July & August movements					
Internal service movements	-0.4	0.4		0.0	31
Cabinet approvals	0.0	0.0		0.0	2
Funding changes	-0.1	0.1		0.0	1
Total July and August movements	-0.5	0.5	0.0	0.0	32
August approved budget	-1,670.3	1,682.3	-8.3	3.7	132

Note: All numbers have been rounded - which might cause a casting error

- App 5. Table App 2 shows the year to date and forecast year end gross revenue position supported by general balances.

Table App 2: 2015/16 Revenue budget forecast position as at 31 August 2015

	Year to date			Full year			
	Budget £m	Actual £m	Variance £m	Budget £m	Remaining forecast £m	Projection £m	Variance £m
Income:							
Local taxation	-257.5	-259.2	-1.7	-642.1	-384.5	-643.7	-1.6
Government grants	-379.7	-373.4	6.3	-885.1	-506.2	-879.6	5.5
Other income	-57.3	-70.4	-13.1	-143.1	-85.9	-156.3	-13.2
Total income	-694.5	-703.0	-8.5	-1,670.3	-976.6	-1,679.6	-9.3
Expenditure:							
Staffing	126.0	124.7	-1.3	311.8	184.6	309.3	-2.5
Service provision	340.9	346.0	5.2	893.1	562.3	908.4	15.3
Non schools sub-total	467.0	470.7	3.9	1,205.0	746.9	1,217.8	12.8
Schools expenditure	199.0	199.0	0.0	469.0	270.0	469.0	0.0
Total expenditure	666.0	669.9	3.9	1,674.0	1,016.9	1,686.8	12.8
Movement in balances	-28.5	-33.2	-4.6	3.7	40.3	7.1	3.4

Note: All numbers have been rounded - which might cause a casting error

Updated budget – capital

App 6. Cabinet approved £17.4m carry forward of scheme budgets requested in 2014/15's Outturn report and £22.3m reprofiling of 2015/16 capital spending by Property and Information Management & Technology into future years in May 2015's budget monitoring report. Table App 3 summarises the capital budget movements for the year. The most significant virements in July and August are the Lindon Farm acquisition (£1.5m) and third party contributions to schools (£0.8m).

Table App 3: 2015/16 Capital budget movements

	to 31 May £m	to 30 June £m	to 31 August £m
MTFP (2015-20) (opening position)	176.2	176.2	176.2
Approved budget movements:			
Carry forwards from 2014/15	17.4	17.4	17.4
Business Services - reprofile to future years	-22.5	-22.5	-22.5
Weybridge Library - reprofile to future years	-0.1	-0.1	-0.1
Schools projects	0.3	0.3	0.6
Lindon Farm, Alford Cranleigh			1.5
Third party delegated school contributions			0.8
Highways		0.1	0.1
Newlands Corner			0.1
In year budget changes	-4.9	-4.7	-2.2
2015/16 updated capital budget	171.4	171.5	174.1
In year budget changes funded by:			
Third party contributions			0.8
Borrowing and reprofiling to future years	-4.9	-4.7	-3.0

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SURREY COUNTY COUNCIL**CABINET****DATE: 22 SEPTEMBER 2015****PORTFOLIO HOLDER: MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS, TRANSPORT AND FLOODING****LEAD OFFICER: JASON RUSSELL, ASSISTANT DIRECTOR HIGHWAYS & TRANSPORT****SUBJECT: HIGHWAYS COLD WEATHER PLAN FOR 2015/16****SUMMARY OF ISSUES:**

The winter maintenance service is provided by Surrey County Council (SCC) to enable the residents of Surrey to carry out their everyday activities during periods of winter weather. Preventing icy roads and keeping priority roads and footways usable during snowy conditions contributes to the corporate goals by keeping residents safe as they travel about and maintaining the availability of key routes so residents have choices on travel and the impact on the economy of severe weather is minimised. The winter maintenance service is part of a collection of highway maintenance activities, including other severe weather strategies, that keep the road and footway network operational for residents all year round.

The Winter Service is delivered in two distinct operations:

1. **Pre-treatment of Routes and Advance Planning** – this ensures that pre-defined route networks including carriageways, cycleways and areas of footway, are pre-treated according to their importance and the weather conditions, to inhibit the formation of ice and facilitate the removal of snow.
2. **Management of Severe Snow Event** – this ensures the service is prepared to manage a severe snow event, to reduce disruption and improve safety.

In 2010 a joint officer and member Winter Performance Task Group was formed to review the overall delivery of the winter service. The successes of the Task Group and the principles that it has developed inform annual winter reviews to deliver continuous improvement to the service.

This report provides an overview of the performance of winter service last year and recommendations to further improve the service.

RECOMMENDATIONS

It is recommended that Cabinet:

1. Approves the Highways Cold Weather Plan for the forthcoming 2015/16 season, included as Annex 1.

2. Notes the Economic Prosperity, Environment and Highways Board Winter Performance Task Group recommendations as detailed within paragraph 3 of the report.

REASON FOR RECOMMENDATIONS

To agree the Highways Cold Weather Plan for the coming winter season.

REPORT OF THE ANNUAL WINTER SERVICE REVIEW:

1. In accordance with the Cabinet recommendations on 23 September 2014, Officers have met with members of the Economic Prosperity, Environment & Highways Board to review key aspects and activities related to winter service provision in Surrey.
2. This report summarises progress made and identifies areas where further action is recommended, based on member feedback through the Task Group.

WINTER PERFORMANCE TASK GROUP RECOMMENDATIONS TO CABINET:

3. The Task Group recommends to Cabinet that:-
 - I. The 2014/15 Gritting Route Network be maintained for the 2015/16 winter season incorporating minor amendments resulting from member, resident and officer feedback.
 - II. Communities are permitted to purchase additional grit bins at a total cost of £947 for an initial 4 year period and £639 for each subsequent 4 year extension while Parish Councils and other statutory bodies may be licensed to install grit bins on the public highway.
 - III. The Highways Cold Weather Plan 2015/16, included at Annex 1, is approved.
 - IV. Approval of any future amendments to the Highways Cold Weather Plan be delegated to the Assistant Director Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Flooding.

DETAILS:

Background

4. A previous Cabinet report, on 23 September 2014, documented key points to enhance service provision and meet the aspirations of both members and the public.
5. This report considers the performance of the service during the 2014/15 winter season, the effect of subsequent operational improvements and funding approved by Cabinet for that season, together with organisational changes and partnership working arrangements.

6. Throughout their fourth year as the Council's contractor, Kier worked with officers and members on all elements of the winter service to further consolidate on the improvements that have already been achieved.
7. By the end of the season Kier had completed 58/65 precautionary salting runs in the west/east of the county respectively with a further 23 runs on the North Downs which is comparable with an "average" (56 runs per season) Surrey winter. During the cold snap from 28 January which brought in a number of snow flurries but no significant accumulations, the priority 2 salting network was treated on 4 occasions. As with the last couple of seasons salt supplies have regularly been replaced throughout the winter period without interruption.
8. This joint report clarifies progress on a number of recommendations from previous years, includes updated information and in some cases proposals and recommendations, with indications of cost where appropriate. These are made by the Winter Performance Task Group for consideration and potential adoption as policy by Cabinet.

Network

9. The priority salting network will remain substantially the same as 2014/15 with some minor amendments following consultation with Local Committees, member, resident and officer feedback. Task Group Members were supportive of this approach, particularly as it was in keeping with the localism agenda.
10. Traffic flow information from the Surrey Priority Network review has enabled us to realign the threshold limit on the priority 2 salting network from the previously estimated 5,000 vehicles per day to 4,000 vehicles per day. There will be no changes to the current priority 2 salting network however this change will more accurately reflect current traffic flows and allow for more informed network decisions in the future.
11. The footway priority snow clearing schedules have been updated and aligned with new Surrey Priority Network (SPN) maintenance hierarchy, providing a consistent approach across the whole of the network.

Operations

12. To improve our driver resilience, over the summer Kier have increased the number of gritter drivers available. This will provide a driver ratio close to the optimum 2:1 ratio additionally the lot 5 contractor subject to final negotiations will be in a position to provide supplementary drivers during a snow event when their normal activities are curtailed.
13. All of the vehicles are now able to spread with a higher degree of accuracy. This combined with the tracker technology has enables target treatment rates to be reduced in line with new national guidance, resulting in greater efficiencies.
14. Officers advised that with the number of split decisions being made within East Surrey the geographic area would be split to provide a domain forecast north and south of the A25. This change will enhance the precautionary salting decisions that are currently being made.

15. As in previous years we have agreements with a number of local farmers and local contractors who will carry out snow clearance on specified minor routes across the county.
16. Precautionary salting will continue to be carried out using a 'pre-wet' salt method. The advantage of this method is that the wetness allows for an immediate de-icing action and greater adherence of the salt to the road so less is required, providing environmental and cost benefits.

Salt Management

17. With the winter in 2014/15 continuing the trend around the longer term Surrey average (56 runs per season) combined with the efficiencies of the spreader fleet only 6,974 tonnes of salt was used on the network. Salt stock management systems continue to be robust and fit for purpose.
18. Task Group Members agreed that stocks should continue to be maintained at the maximum capacity of 16,000 tonnes prior to the commencement of the 2015/16 season.
19. Beare Green Depot remains an important satellite station for local management, salt storage and distribution during severe weather events. Until the completion of the wider review the Task Group continue to support its retention for similar winter service operations in 2015/16.

Provision and Use of Grit Bins

20. Kier has addressed the previous year's shortfall in the provision of grit bins and had sufficient resilience and provided a timely response to member requests.
21. The county currently manages and maintains 1737 highway Grit Bins (1504 'core' winter service, 233 member sponsored) with an additional 25 recorded at, or near, fire stations (provided as part of their own business continuity planning). Grit bins are inspected and refilled as necessary during the summer period in advance of the winter season.
22. The cost of providing and maintaining a grit bin has been reviewed to reflect the current contract rates and restocking frequency. The trend towards milder winters has reduced the annual average restocking frequency. The cost of a grit bin, including annual refurbishment and filling in line with county standards, is now £947 for a 4 year period. At the end of this period where a Member or community continue to support a grit bin that has not been transferred to the core winter service an extension charge of £639 would be applied to cover the next 4 year period.

Borough/District Responsibilities

23. The Borough and Districts are being re-engaged to ensure that the partnering arrangements in place are up to date, including a refresh of the footway snow clearing priorities following completion of the Surrey Priority Network footway hierarchy review.

Weather Stations

24. Our weather stations are being refurbished or replaced to take account of aging equipment, technology updates and future service requirements.
25. As part of this programme the replacement of the Beare Green weather station is scheduled for 2015/16. The replacement has been prioritised due to both being on a high speed site with poor maintenance access and vandalism.

Communications Plan

26. Information bulletins matching daily 'activity' to ongoing publicity campaigns will again form part of the Residents Communications Plan, ensuring that communications about the winter service are based on accurate, real time information.
27. Although the winter service has been fully optimised there is still a need for annual reports direct to the Scrutiny Board in September each year to agree any changes following a review of performance and learning with proposed service 'improvements'. The review timetable is detailed in the Highways Cold Weather Plan 2015/16 included in Annex 1.

CONSULTATION:

28. The recommendations in this report have been developed by Members, Officers and Kier representatives who together formed the Winter Performance Task Group.

RISK MANAGEMENT AND IMPLICATIONS:

29. Section 41a of the Highways Act 1980 states that local authorities 'have a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice'. The qualification of 'reasonably practicable' means that it is not an absolute duty.
30. Risks have been managed through the prioritisation of both roads and footways to provide clear understanding of agreed criteria for each category and the type of response/treatment proposed, taking into account agreed stakeholder views alongside operational requirements which form part of the annual review of the service.

Finance and Value for Money Implications:

31. The revenue budget for Winter Service activities in 2015/16 is confirmed as £2.437m. This figure continues to reflect the recommendations approved by Cabinet in 2012 and will deliver the advance planning and pre-treatment of identified routes to prevent ice and snow build up, together with up to 2 days operational response to a severe weather event. See breakdown:

Winter Service Budget Activity	Budget 2015/16 £000
Labour and vehicles to deliver pre-treatment service to agreed Gritting Network	1,643
Salt usage	400
Grit bins pre-season salt fill & maintenance	65
Hippo bag delivery	1
Weather stations and bureau service (contract lump sum)	45
Weighbridge servicing & maintenance	9
SCC Farmer Plough Maintenance	9
Salt spreaders for special (restricted) routes	46
Relocation of weather station	67
General maintenance	25
Severe snow event	127
Winter total	2,437

Section 151 Officer Commentary:

32. The S151 Officer confirms that all material financial and business issues and risks have been considered in this report. Details of the 2015/16 winter service budget are set out in paragraph 29, and Highways officers consider this to be appropriate for a typical winter including a 2 day snow event. In the event that costs exceed the budget, for example due to more severe weather, costs would need to be managed within the wider budget.

Equalities and Diversity:

33. The winter service priority is, as far as is reasonably practicable, to safeguard the movement and well-being of all Highway users, both the residents of Surrey and those passing through the County.
34. The needs of all highway users, including those that are vulnerable are considered when making decisions on service provision however we are not able to treat the entire network at any one time. The impact of the service will be both positive and negative on all groups identified depending on their location in relation to the priority network.
35. To improve access the prioritisation process has been developed with particular reference to facilities such as schools, stations, hospitals, special schools and access to isolated communities. The policy has been further developed, through these enhanced criteria, to allow an increase on the priority salting network.
36. Support and access for vulnerable people is addressed and organised through Emergency Planning and local 4x4 groups etc. The Districts and Boroughs also provide a service to their own care home facilities which is outside the scope of the highway winter service.

The recommendations in this report will have no material impact on existing equality policy and therefore a full equalities assessment was not deemed necessary.

Legal Implications – Monitoring Officer:

37. Section 41(1A) of the Highways Act 1980 states that a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. Case law has indicated the importance of maintaining a plan, as indicated in this report, setting out the proposals and priorities for dealing with snow and ice on the roads, which as good practice evidences that a local authority has performed its duty in a reasonably practicable way.

WHAT HAPPENS NEXT?

Approved recommendations will be implemented as part of the Highways Cold Weather Plan 2015/2016.

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Consulted:

Cabinet Member for Highways, Transport and Flooding
Members of the Winter Performance Task Group
Local Committees
Lucy Monie, Network & Asset Management Group Manager
Simon Mitchell, Maintenance Plan Team Leader
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Lisa Beach, Senior Accountant
Mark Borland, Works Delivery Group Manager
Richard Bolton, Local Highway Services Group Manager

Annexes:

Annex 1 – Highways Cold Weather Plan 2015/16

Informed:

Trevor Pugh – Strategic Director, Environment and Infrastructure

Sources/background papers:

Winter Service Task Group meeting - 16 July 2015
Environment and Transport Select Committee meeting - 10 September 2014
Previous report of the Task Group to the Cabinet – 23 September 2014

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HIGHWAYS COLD WEATHER PLAN 2015/2016

(2 October 2015 to 22 April 2016)



**Produced by:
Network & Asset Management Group,
Surrey Highways & Transport**

**Assistant Director
Highways & Transport**

Jason Russell

RECORD OF AMENDMENTS

Amendment No.	Details	Date	Amended By
Version 1	Initial Draft	1 Aug 2015	SM
Version 2	Final for Cabinet	10 Sept 2015	LM

CONTENTS

	Page Number
Record of Amendments	1
Contents	2
1. Introduction	3
2. Winter Performance Task Group Report	3
3. Policy Statement	5
4. Management Structure and Division of Responsibilities	12
5. Weather Information	15
6. Salting	17
7. Snow Clearance	18
8. Vehicles and Infrastructure	23
9. Salt	24
10. Budgets	26
11. Public and Media Communications	26
12. Winter Service Review	27
Appendix A Summary of Cabinet Decisions – 22 September 2015	29
Appendix B Service Provider’s Winter Operations Plan	30
Appendix C Precautionary Salting Process Map	31
Appendix D Snow Event Process Map	32
Appendix E District and Borough – Footway Agreement Summary	33
Appendix F Criteria for Salt Bins	35

1 INTRODUCTION

- 1.1 Surrey County Council's Winter Service is essential in terms of both road safety and the economy. The Service intends, as far as is reasonably practicable, to safeguard the movement and well-being of all Highway users, both the residents of Surrey and those passing through the County. It is economically significant because of the delays and congestion that bad weather can cause.
- 1.2 Surrey County Council has, continued to develop new ways of working and provide appropriate, enhanced levels of resource to deal with the exceptional, severe weather events that now seem to be a regular feature of our lives during winter. A Winter Service Task Group, made up of members and officers, has met to review operations and recommend improvements, where necessary, across all the various winter service activities.
- 1.3 The County Council's Cabinet continue to support our enhanced winter service preparations. The Winter Service Task Group will continue to review the performance of our combined operations during this winter season and report again in July 2015. This continued testing of our response to the variety of winter service activities has provided tangible improvements over the last year that will enable Surrey to operate as efficiently and effectively as is reasonably practicable during the forthcoming winter season.
- 1.4 Winter Service involves treating the highway in order to:
- Prevent ice from forming (known as "precautionary salting")
 - Melt ice and snow already formed (known as "post salting")
 - Remove snow
- 1.5 The Winter Service Plan for 2015/16 gives details of how Surrey County Council intends to achieve the standards identified in the County Council's Winter Service Policy Statement. (See Section 3 of this plan.)
- 1.6 **The Surrey Winter Service response will be available from 2 October 2015 to 22 April 2016.**

2 WINTER PERFORMANCE TASK GROUP REPORT

- 2.1 The annual review of the levels of service and associated funding for the various Highway Winter Service activities has been undertaken with full Member input through Cabinet, Economic Prosperity, Environment and Highways Board (EPEHB) and the Winter Service Task Group. Following various meetings of the

aforementioned Committees the joint Member and Officer Task Group reported to both ETSC and Cabinet on 9 September and 22 September 2015 respectively.

- 2.2 The trend of relatively mild winters continued with only one short period of snow with no significant accumulations, the winter service has been effectively managed.
- 2.3 By the end of the season the winter maintenance contractor for the Council, Kier, had completed 58/65 precautionary salting runs in the west/east of the county respectively with a further 23 runs on the cold routes which is comparable with an “average” (56 runs per season) Surrey winter. The priority 2 salting network was also treated on 4 occasions during the cold snap from 28 January which brought in a number of snow flurries but no significant accumulations. Salt supplies have regularly been replaced throughout the winter period in accordance with Cabinet’s agreed recommendations.
- 2.4 Throughout their fourth year Kier worked with officers and members on all elements of the winter service to further consolidate on the improvements that have already been achieved. The efficiency gains are now being realised through the adoption of the revised Appendix H of the Well Maintained Highways Code of Practice which provides options for reduced salt usage during normal winter conditions, leading to savings on salt usage.
- 2.5 Whilst no major changes are proposed to the winter service a number of improvements have been made to further enhance the service to residents over the coming winter as follows:-
- Minor adjustment to the priority salting network following consultation with Local Committees including the lowering of the traffic threshold on the priority 2 salting network from 5,000 to 4,000 vehicles per day.
 - Subdividing Domain D into two new forecast areas.
 - Maintaining our pre-season salt stocks at 16,000 tonnes, approximately double the quantity required for an average Surrey winter.
 - Continuing our partnership with district and boroughs provide up to 40 tonnes of salt to helping them to keep key pavements and town centres clear.
 - Continue to supply new grit bins, allowing residence and local community groups to buy a grit bin for four years at a cost of just £947 or extend existing maintenance agreements at a cost of £ 639
 - Continuing to support localism through the grit bin licensing scheme enabling Parish Councils to maintain their own grit bins on the highway
 - Retain our pool of farmers willing to help out in the toughest of weather conditions (52 farmers)
- 2.6 The recommendations in the Winter Performance Report to Cabinet, together with the responses, are included in Appendix A.

3 POLICY STATEMENT

- 3.1 It is the Policy of the County Council to provide a Winter Service that, as far as is reasonably practicable, allows for:
- The “precautionary salting” of roads on major routes within the County.
 - The “post-salting” of footways and carriageways in extreme weather to keep congestion, delays and incidents to a minimum.
 - The removal of snow from the key areas of the public highway.
- 3.2 Surrey County Council as the Highway Authority for Surrey has a statutory duty to maintain the public highway. Section 41a of the Highways Act 1980 states that local authorities ‘have a duty to ensure, so far as is reasonably practicable, that safe passage along the highway is not endangered by snow or ice’. The qualification of ‘reasonably practicable’ being that this is not an absolute duty. In addition, highway authorities **may** take preventive measures against the accumulation of snow and ice.
- 3.3 Surrey County Council, as the Highway Authority, takes its Winter Service responsibilities extremely seriously. Until recently there has been no legal duty on Highway Authorities to take preventative measures in anticipation of snow or ice. This meant that, so long as any decision as to whether or not to act was taken on reasonable grounds, with due care and with regard to relevant considerations, the authority would not be liable. Moreover it had been said judicially that when there is a transient danger due to the elements, be it snow or ice or heavy rain, the existence of danger for a short time is no evidence of a failure to maintain the highway.
- 3.4 Following the introduction of the Railways and Transport Safety Act 2003 (31 October 2003), Highway Authorities have to ensure that, so far as is reasonably practicable, safe passage along a highway is not endangered by snow and ice. It is the belief of Officers that the arrangements Surrey County Council has in place are at least adequate to discharge this duty.
- 3.5 Highway Authorities are **permitted** to take preventative measures against the accumulation of snow and ice and to protect the highway over and above the minimum statutory requirements. The use of this power is relevant to an Authority’s road safety responsibilities as well as its highway maintenance function.

County Council Maintained Highway

- 3.6 Surrey Highways delivers the winter service on the Surrey County Council maintained highway.

Minimum Winter (Resilience) Network

- 3.7 As the total highway network cannot be treated simultaneously within the resources reasonably available to the County Council, priorities shall be established as follows.

Following the 2009/10 salt shortage it has been accepted that the “A” road plus network met with the criteria and is deemed as the minimum statutory requirement. “A” roads plus is made up of the following and represents approximately 17% of the County highway network and can be found at [Gritting routes in Surrey](#):

- Surrey Priority Network 1 (Mainly principal roads, plus some important non-principal (B and C roads) with traffic flows greater than 18,000 vehicles and/or 600 HGV per day)
- main access route to A&E and acute and second tier hospitals
- main access route to large/medium population hubs

3.8 These are the most important roads in terms of the volume of traffic carried, the proportion of large goods vehicles and their strategic function as principal links between major destinations within Surrey and beyond or within settlement hubs or other significant urban areas.

Carriageway Treatment

3.9 All carriageways forming part of the public highway network shall be allocated to one of the four groupings according to the following criteria;

Priority 1 – approximately 39% of the County highway network

Precautionary salting will be carried out on all Surrey Priority Network (SPN) 1, 2 and 3 roads within the County. These are the most important roads in terms of the volume of traffic carried, the proportion of large goods vehicles and their strategic function as principal links between major destinations within Surrey and beyond or within settlement hubs or other significant urban areas. The routes can be seen at [Gritting routes in Surrey](#) includes:

- Surrey Priority Network 1, 2 and 3
- Roads with traffic flows greater than 8,000 vehicles per day
- main access routes to A&E, acute, and community hospitals
- main access routes to fire and ambulance stations
- major bus service routes (50 per day urban, 25 per day rural) and depots
- roads passing through major shopping centres
- access road/s leading to other hospitals
- main access route to designated special schools
- Priority 2 routes meeting three or more of the intervention triggers

Priority 2 – approximately 8% of the County highway network

The route can be seen at [Gritting routes in Surrey](#) includes:

- Roads with traffic flows greater than 4,000 vehicles per day

- main access route to important industrial areas
- main access route to secondary education establishments
- single access points to villages
- access roads leading to railway stations
- roads used by other bus service routes
- steep hazardous gradients and over bridges where known local icing conditions occur

Priority 3 – approximately 2% of the County highway network

The route can be seen at [Gritting routes in Surrey](#) includes:

- main access routes to other education establishments

Non-Priority

- all other public highways not covered by the above

3.10 Time Of Treatment For Frost, Ice And Snow

- **Priority 1:** to be treated, as routine pre-salting, in advance of any forecast frost, ice, or snow.
- **Priority 2:** to be treated only when there is prolonged and persistent frost, ice or snow which is expected to continue, or following snow, but only once Priority 1 routes have been cleared.
- **Priority 3:** to be treated following significant snowfall in combination with the Priority 2 routes. But only once the Priority 1 routes have been cleared.
- **Non-priority:** to be treated following significant snowfall but only once Priority 1 2 and 3 routes have been cleared with priority then being determined by the Works Delivery Group.
- In the event of severe snow condition when tandem ploughing is required (each route will require 2 gritters thus reducing our capacity to clear the network on a single run) or salt shortage the Priority 1 salting network will be restricted to the key “A” plus network only.

3.11 The Service provider must have the ability to mobilise the gritting fleet for precautionary salting within 1 hour of the decision being made day or night. The operational requirement is then to complete the treatment of all pre-defined precautionary salting routes within 2 hours 30 minutes. If an immediate response is required treatment will commence within one hour of the decision being taken. However, for the majority of occasions during the season it is recognised precautionary salting will be undertaken during the evening following the decision being made after the mid day forecast. The winter service operational plan contains route designations and summary information.

- 3.12 The performance of the Service Provider in relation to response, treatment times and salt usage will be monitored by the Works Delivery Group.
- 3.13 Extent of Carriageway to be Salted
- The full width of the running carriageway shall be treated at the specified rate of spread indicated on the agreed action treatment.
 - Each carriageway of a dual-carriageway shall be treated individually.
 - All slip roads at grade-separated junctions shall be treated individually.
 - The full length of the carriageway at roundabouts and gyratory systems shall be treated.
 - Treatments will only extend to the Surrey County boundary unless legally binding agreements are in place with neighbouring authorities under Section 8 of the Highways Act 1980.
- 3.14 At the request of Network Rail during the 2009/10 winter season the Council's policy is not to pre-salt from 12 metres to the nearest running rail both sides of the crossing. The Constructors may liaise with Network Rail, where known local problems exist, to discuss and agree alternative salting/de-icing arrangements and Network Rail should be notified of the County's precautionary salting decisions in order that they may also take appropriate action.

Footway Treatment

- 3.15 There is currently no case law to suggest that Surrey County Council has a legal responsibility to grit footways although they do form part of the highway. Although central government's Code of Good Practice states that Council's should consider a service for pedestrians and cyclists, this is discretionary. As a result most associated winter weather claims can be successfully refuted.
- 3.16 The discretionary aspect of responsibility for gritting footways allows the Council to focus resources on maintaining the road network as the main priority. It is recognised that footways often clear without specific treatment by the time roads have been fully gritted to an appropriate standard. As such, the Task Group believes that the public should be clearly informed that the County will not be responsible for gritting footways, and will only clear with priority then being given by the Works Delivery Group and, through negotiation; Borough and Districts will assist with this function.
- 3.17 Extent of footway snow clearing:
- **Priority 1** – Main town centres pavements and footways.
 - **Priority 2** – Town centre pavements and links to main transport hubs.
 - **Priority 3/4** – Shopping parade pavements and footways outside schools.
- 3.18 Members of the public are unlikely to be held liable, following an incident related to their snow clearance or salt spreading, as long as the condition of the road/footway is

no worse than it was before they carried out the work. This information will again be communicated to the public in the winter addition of 'Surrey Matters' and on the winter service web site [Pavement and footway snow clearing routes](#).

Grit Bin Provision and Use

- 3.19 Whilst it is recognised that the provision of grit bins is very popular with the public there is no legal duty for Surrey Highways to provide grit bins or maintain them. However, the Council recognises that by encouraging self-help they can further assist local communities, particularly those not on the P1 precautionary salting network and has set out clear guidelines to support their use in Appendix F.
- 3.20 Grit spread by hand from these bins is a very inefficient use of a valuable and limited resource and the wider use of hand operated machinery is far more efficient and provides value for money. In these circumstances our own contractors, local authorities and residents will be actively encouraged to follow this course of action.
- 3.21 Due to the demands created by the nature and duration of the weather events, a further mid season restock will be scheduled following severe weather but no ad hoc filling will be undertaken. It is noted that, in order to preserve valuable salt stocks and improve performance during snow events particularly, either a mix of salt and grit or grit alone may be provided in bins.
- 3.22 At present there are approximately 1737 (228 funded) plus 59 Licensed (Parish) and 25 Fire & Rescue grit bins in Surrey, and the Council will have to, without additional resources, continue to prioritise their provision and future replacement based on the previously agreed safety related criteria included at Appendix F. The location of the bins can be found at [Grit bin locations in Surrey](#).
- 3.23 Existing grit bins that do not meet the criteria (score less than 100 points) will remain in situ until they come to the end of their serviceable life and then be removed. Local members will be informed in advance and they, or their community, may choose to fund a replacement. During the winter season if a replacement grit bin is not funded, provided the bin is not causing an environmental or safety issue the bin will be retained until the end of the season at which time it will be removed.
- 3.24 The four-year cost of a grit bin in Surrey is currently £947 irrespective of the source of provision (to be reviewed annually). This cost includes the following elements:
- Initial purchase cost
 - Deployment on site, including plant, labour and materials
 - Subsequent refill in line with County cycle, including plant, labour and material
 - Annual maintenance of the asset and site as necessary
 - Asset inventory and management to replace, or not, after 4 years

- 3.25 Where Members or other stakeholders wish to pay for a grit bin, as a service, at any safe location the full amount should be paid to Highways, in advance as a commuted sum, for the supply, single annual refill and maintenance of the asset over the four year period with the funding accounted for separately and ring fenced in Highway allocations specifically for this purpose.
- 3.26 At the end of the 4 year management period those grit bins that meet with the assessment criteria (scoring 100 points or more) will be transferred to the core winter service. Members and communities can chose whether or not they wish to extend agreements on grit bins that score less than 100 points. With the grit bin already in place the four-year cost will be £639.
- 3.27 Licensed grit bins – Parish Councils may, under agreement, place and maintain their own grit bins on the public highway. Any grit bins located on the highway network, will be labelled with details of the owner. Application forms and conditions can be found at: [Parish Council grit bin licence application](#) .
- 3.28 Private grit bins – The advice is that any private individual should keep salt bins on their own land. Only Council street furniture can be placed on the publicly maintained highway, the placing of private grit bins on the highway would be akin to an encroachment. Their placement on the highway would also raise a number of issues including who would be able to use the grit bin, the level of service against Council standards (perception that it is a Council grit bin), licensing, liability and ongoing maintenance. Additionally if a private grit bin on the highway caused damage to a person or vehicle, the person suffering damage could pursue the council for not exercising proper control. Any private grit bin will, therefore, be removed from the highway.

Safety Defect Repairs in the event of severe weather

- 3.29 In the event of severe weather, response times for repairs can be affected due to available resources being diverted to snow clearance. Conditions leading to a backlog in safety defect repairs, including potholes, may, therefore, trigger the introduction of Severe Weather response times for defect repairs.
- 3.30 The Severe Weather response times referred to below can only be implemented by the Works Delivery Group Manager (or nominated deputy):

Category	Normal response time	Severe weather response time
Immediate (Priority 1)	2 hour	4 hours
Safety Priority 2	5 working days	7 working days (Permanent repairs within 40 calendar days)
Safety Priority 3	20 working days	40 calendar days

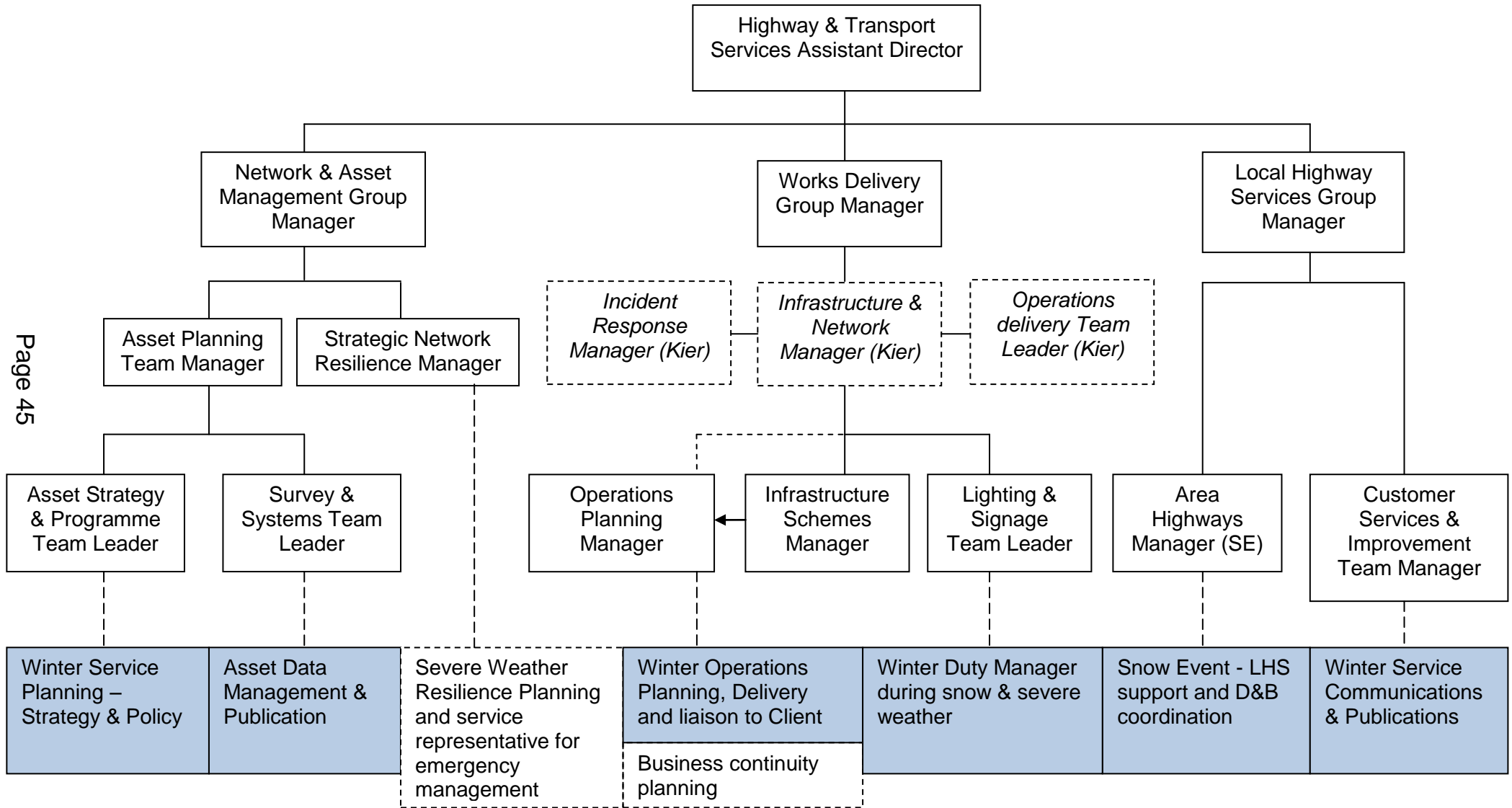
Motorways & Trunk Roads

3.31 The Department for Transport (DfT) is the highway authority for motorways and all-purpose trunk roads in Surrey and the Highways Agency acts for the Department in this respect. Details of contractors responsible for the operational maintenance of motorways and all-purpose trunk roads within Surrey are:

- Area 5 - M25 DBFO-Connect Plus
- Area 3 – Enterprise Mouchel - AccordMP
- Area 4 – Balfour Beatty Mott Macdonald

The Motorway and Trunk Road network can be found at [Gritting routes in Surrey](#). The County Council, therefore, has no responsibility for winter maintenance service activities on these particular roads.

4 MANAGEMENT STRUCTURE & DIVISION OF RESPONSIBILITY



Page 45



- 4.1 Under Phase 2 of the E&I review the new structure for the Works Delivery Group has been designed with partners to have a single business structure (Surrey, Kier and Skanska). Subject to ratification a phased approach to its implementation will be undertaken from July 2015 to April 2016. It is not expected that the new management structure for the delivery of winter service will be in place for the commencement of the season.
- 4.2 The division of responsibilities for the various aspects of the Winter Service are (further adjustment to the division of responsibilities will be made once contract negotiations have been completed):

Network & Asset Management	Works Delivery	Service Provider (Kier)	Local Highway Services
Highways Cold Weather Policy Statement and Plan	Winter Service Operational Plans		
Winter Performance Task Group liaison, Committee and Cabinet Reports	Operation meetings and management	Day to day operations including decision making	Local Committee briefings
Setting of Standards and Level of Service	Performance Monitoring (KPI's)	KPI's	Winter service customer survey
Salting network review	Audit of routes	Design of routes and driver information pack	Identifying local changes to salting network for inclusion with review
Specifying spreader and saturator equipment	Checking service providers readiness in respect of: <ul style="list-style-type: none"> • Rosters and operational staff qualifications • Salt stocks • Proposed methods/routes • Spreaders and Ploughs 	Pre season preparations and operational resilience: <ul style="list-style-type: none"> • Manning levels (route driver ratio) • Provision of other winter maintenance plant / vehicles • Maintenance of spreaders and ploughs 	Checking District and Borough readiness in respect of: <ul style="list-style-type: none"> • Points of contact • Manning levels • Snow clearing plans D&B coordination during snow event

	<ul style="list-style-type: none"> • Calibration and servicing of equipment 	<ul style="list-style-type: none"> • Calibration of spreaders and in season checks • Maintenance and operation of saturators 	
Publicity and communications including web pages through LHS	Day to day external communications including severe weather through LHS	Receipt and dissemination of weather forecasts and updates	Communications & Publications
Procurement of Road Weather Information System Contract (RWIC) including weather station operation and maintenance services and bureau Service	Management of RWIC contract including support for Ice prediction systems and weather stations and supervision of installations	Procurement and management of forecast service (Meteo Group) and vehicle tracker service (Exactrak)	Management of Twitter and website with latest forecast updates
Procurement of salt supply contract	Management of contract and orders Scheduling salt deliveries to third parties	Salt delivery and stock management Delivery of salt to Districts, Boroughs, Parishes, Farmers and other third parties	
	Weighbridge maintenance and calibration	Recording of stock movement by weighbridge	
Procurement of farmers and small contactors snow clearing contract, including designated routes	Management of farmers and small contactors, including replacement snow ploughs	Maintenance of farmers and small contractors snow ploughs and coordination of snow clearing on strategic network	Coordination of farmers during snow event
Grit bin asset data	Grit bin management	Grit bin maintenance and restocking	Processing of grit bin applications, assessments and licences
Co-ordinating research and feasibility studies		Use of County Council depots under the contract	
Emergency Planning lead contact	Contingency planning		

5 WEATHER INFORMATION

Weather Information Systems

5.1 Surrey Highways, together with its Kier, use four main sources of information to forecast and monitor the weather and road conditions around the County. These are as follows:

- Weather forecasts from a forecast provider (Meteo Group)
- Thermal mapping (Vaisala IceViewer and IceNet)
- Ice prediction systems (Vaisala IceViewer and IceNet)
- Regional texts (Met Office Open Road)

Weather Forecasts

5.2 Detailed daily weather forecasts and reports specifically dedicated to roads in Surrey will be available during the period 1 October to 30 April each year. The Service Provider has obtained the winter weather forecast through Meteo Group, details of which are contained in their Winter Operations Plan.

5.3 The forecast provides:

Morning Summary (0730 hrs)

Summary of weather condition encountered over the last 24 hours
Minimum road surface temperatures (RST) encountered at weather stations
Preliminary forecast for the next 36 hours

Afternoon Forecast (1300 Hrs)

Detailed domain forecast for the next 36 hours
Site specific road surface forecast temperature graphs
Two to ten day forecast

Evening update forecast (1830 hrs)

Thermal Mapping

5.4 All precautionary salting routes in Surrey have been thermally mapped and this technology is used to identify sections of road that are cooler or warmer than average due to topography, type of construction, traffic flow and other factors affecting road surface temperatures. A road may be described as either 'cold' or 'warm' if thermal mapping shows they are cooler or warmer than average.

5.5 The information yielded from thermal mapping is used in conjunction with site-specific forecasts to predict accurately the minimum temperature of road surfaces across the road network. This allows accurate decisions to be made not only about whether to salt or not, but whether to salt only those roads that require treatment.

Ice Prediction

- 5.6 Eleven automated road weather stations have been installed around the county. These are equipped with sensors to monitor air and road surface temperature, rainfall, humidity, road surface conditions and give an indication of residual salt on the road surface.
- 5.7 A number of weather stations are also located in adjoining highway authority areas and on the motorway and trunk road network in Surrey. By working in collaboration with the various parties concerned we can view their sensor information to further assist our own decision-making.
- 5.8 The Meteo Group, via the Vaisala Bureau at Birmingham, collects information from these sensors at hourly intervals and this assists them in providing more accurate forecasts based on 'real time' information.

Duty Manager (Decision Maker)

- 5.9 Responsibility to instruct precautionary salting operations rests with the Kier Duty Manager. Detailed arrangements for undertaking this function are included in their annual Winter Operations Plan.
- 5.10 The Duty Manager is responsible for the following:
- Receiving forecast information from Metro Group
 - Monitoring current weather conditions
 - Issuing countywide salting instructions for Priority 1 and 2 salting routes
 - Forwarding decisions to Communications for further distribution
- 5.11 The decision making process will be based on the Winter Service Guidance for Local Authority Practitioners 'Recommended Precautionary Treatments and Post Treatments Including Revised Salt Spread Rates', Appendix H, Section H7 (September 2013) .
- 5.12 Appendix H of the Code of Practice includes a pre-wetted target rate of 21g/m² within the H7 guidance table. All gritting routes are currently designed on 20g/m² which allows for two 20g/m² treatments in advance of snow. The variation between the two spread rates is within 80% of the guidance target. The 20g/m² will remain the maximum spread rate when making decisions until such time that the routes are re-optimised.
- 5.13 The Surrey Gritting Update will be issued daily by the Communications Officer containing information about expected weather conditions together with any salting instructions. The Duty Manager will be responsible for issuing forecast updates and any revised salting instructions to Communications. The Surrey Gritting Update will

be sent to members, Boroughs and District Councils, neighbouring authorities and the Highways Agency contractors.

6 SALTING

6.1 Precautionary Salting

Precautionary salting will take place on the Priority 1 salting network on a pre-planned basis to help prevent the formation of ice, frost and/or the accumulations of snow on the carriageway surface.

6.2 Post Salting

Post salting will normally take place on the Priority 1 salting network to treat frost, ice and snow that has already formed on the carriageway or footway surfaces. Post salting may also be carried out on roads or sections of roads beyond the scheduled Priority 1 salting network.

6.3 Spot Salting

Spot Salting is a non-routine activity carried out after the completion of the Priority 1 salting when, during periods of adverse weather, parts of the Priority 1 network may remain at risk due to the formation of ice/snow. In these instances there may be a need to undertake post treatment of these sections by spot salting. Requests for spot salting are received and managed by the Works Delivery Group.

Spot salting will not be undertaken on the network when it is unlikely to be completed before the ice begins to melt, or road temperatures are expected to rise. Spot salting can be undertaken either by mechanical spreader or by hand.

Additionally whilst the main priority is to keep the Priority 1 network open and free flowing in some instances it may be necessary to close roads and in these cases the diversion route should also be treated to the same standard as the remainder of the Priority 1 network.

7 SNOW CLEARANCE

Snow Condition Action Plan

The Snow Condition Action Plan forms part of both the Severe Weather and [Winter Operations Plan](#). The following is a summary of the key functions:

- Establishment of a Snow Desk, jointly manned by Kier, Works Delivery Group and other stakeholders, to provide clear management of the organisational arrangements and coordination of resources in response to severe weather conditions
- Identifies triggers for mobilising resources such as weather conditions, resources, location
- Identifies network hierarchy to keep clear, parameters and time scales
- Contacts for all resources to place on readiness once a 'severe weather warning' has been received
- Mobilising resources immediately the 'action levels have been met'

Emergency Procedure/Snow Desk/Local Control

- 7.1 When the potential for widespread and persistent ice and/or snow is forecast that is **likely** to result in action other than just P1 precautionary salting initiated by the service providers, the Kier Duty Manager/Winter Service Manager will proactively engage with the Works Delivery Group Manager or designated representative.
- 7.2 Where action involves any works other than P1 precautionary salting, including P2 salting in advance of ice and/or snow, a 'Snow Event' will be declared from a particular date and time and **all** decision making and associated resource management for winter activities will pass to the Works Delivery Group representatives until an agreed date and time when the 'Snow Event' will cease and decision making passes back to Kier for P1 precautionary salting.

In advance of and during a 'Snow Event' daily joint meetings of the Snow Event Coordination Team will take place to pre-plan and provide feedback on operations and priorities to the Strategic Network Resilience Manager and Emergency Planning Team. Such meetings may be virtual or require personal attendance subject to circumstances.

- 7.3 In the event of snow accumulations the Snow Action Plan will be activated and 'Local Control' declared. The Snow Event Coordination Team will be expanded to include Area Manager (SE), Principal Highway Maintenance Engineer (SE), or their representatives, who will meet twice daily to review conditions and the response. To ensure they are inclusive such meeting may be conducted by conference call.

Snow Event Coordination Team

Kier	Works Delivery	Local Highway Services
Winter Service Manager, Duty Manager	Group Manager, Infrastructure Schemes Manager (interim), Operations Planning Manager	Communications Officer
		Area Highways Manager (SE) Principal Highway Maintenance Engineer (SE)

- 7.4 During a 'Snow Event' Kier will continue to publish decision sheets and Works Delivery Group representatives will provide and communicate morning and evening updates, through Communications, of activities undertaken.
- 7.5 In the event of snow, carriageways will be treated and cleared commencing with the Priority 1 precautionary salting routes. Dependent on conditions it may be necessary to restrict the initial operation to the "A" Road plus network. Other routes will be cleared when resources permit and consideration may be given to treating strategic highway areas, including footways in town centres, shopping precincts and areas leading to hospitals and schools etc. with assistance from Borough, Districts, Town and Parish Councils.
- 7.6 Management of farmers undertaking any winter service activities will be the sole responsibility of the Works Delivery Group with each district being coordinated through the Maintenance Engineers (LHS) or by direct contact from the Snow Desk.
- 7.7 The Strategic Network Resilience Manager or representative will represent Highways & Transport Services on any group(s) established by the Emergency Planning Team.
- 7.8 Responsibility for carrying out spot salting and emergency response remains with Kier using their routine emergency response crews. Any use of the frontline gritters in these circumstances will be strictly by agreement with the Works Delivery Group, and only under exceptional circumstances, such as a medical emergency.

Control Hub (Snow Desk) Operational Procedure

- 7.9 Depending upon the nature of the incident, the following maps will be available as required in the control hub, which will be used as described elsewhere in this section:
- Road Condition Map: Identifying the latest situation throughout the area, with further information added as actions are taken;
 - Pre-Salting/Plough Routes: Indicating Priority 1, 2 and 3 salting/ploughing routes, for information;
 - Footway and Pavement priority schedules.
 - Farmer's Plough Routes: Indicating agreed farmers ploughing routes, for information.

- Contacts, schedules, maps and plans are available in both [Road Zone](#) (winter service page) or [S:\CORE\Asset Team\Winter Service\2015-16](#)

Resources of the Control Hub (Snow Desk)

7.10 Kier's Control Hub will become the Snow Desk which will be jointly manned by the Works Delivery Group, with additional support provided by Local Highway Services. The table below sets out roles and responsibilities of those involved in coordinating the response.

Role	Lead Officer	Responsibility
Emergency Planning	Strategic Network Resilience Manager (NA)	Acting as the key contact point with the Council's Emergency Management Team
Controller	Works Delivery Group Manager or designated deputy.	Overseeing joint setting up of the Snow Desk and actions taken. Chairing Snow Coordination Team meetings, liaison with communications, LHS and NA
Condition Co-ordinator	Operations Planning Manager or designated deputy.	Co-ordination of incoming data, maintaining road condition maps. Liaising with Resource Co-ordinator on actions required.
Resource Co-ordinator	Winter Service Manager (Kier)	Joint setting up and general organisation of Snow Desk. Agreement of action with Condition Co-ordinator, co-ordination of resources and recording actions
Local Highway Services Coordinator	Area Manager (SE) or designated deputy on condition.	LHS Snow desk liaison representative, co-ordinate LHS response.
District and Borough Co-ordination	Maintenance Engineer (LHS)	Co-ordinate with District and Borough's on footway clearance and update and Area Manager (SE) or designated deputy on condition.
Farmers Co-ordination	Winter Service Manager (Kier)	Co-ordinate Farmers on P1 salting network with main snow clearing operation
	Maintenance Engineer (LHS)	Co-ordinate Farmers on side road clearance and update Area Manager or designated deputy on condition.
Scouts	Works Delivery Group engineers, Community Highway Officers (CHO)'s Highway Inspectors	Fact finding of current situation on the network at the request of the Snow Desk, or as part of regular controls of designated areas. Provide additional pool resource for Snow Desk and as driver's mates.
Communication	Representative from	Responsible for recording and passing key

officer	Local Highway Services	messages to the website, contact centre and communications team.
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The following resources may be involved in responding to a snow event;

- Service Provider (Kier)
- Districts and Boroughs
- Parishes
- Third Parties (Farmers/Contractors)

Further details on the activities each of the resources will undertake are described below.

Service Provider (Kier)

- 7.11 The vehicles and plant required by snow clearance will be no different to their normal requirements. In exceptional circumstances Kier may provide additional special snow clearance plant, this may entail special payments to snow clearance contractors.
- 7.12 The normal snow clearance equipment will be open back lorries and vans, JCB's and personnel with brooms and shovels, together with hand operated spreading equipment.
- 7.13 Snow clearance and other winter service activities will be carried out on a priority basis as directed by the Controller or his/her representative.
- 7.14 Snow clearance sub-contractors will be directed to draw salt and grit from depots as appropriate by Kier using the installed weighbridges for record and audit purposes.

Co-ordination of Resources

- 7.15 Districts and Boroughs

To assist with footway clearance works, negotiations have taken place with the Borough and District Councils to agree a Statement of Understanding whereby they will give priority to gritting/snow clearance when their crews are unable to undertake their primary functions. They will clear agreed priority footways dependent on the availability of grit/salt and manpower.

To assist with the operation each District & Borough has been provided with hand spreaders and up to 40t of salt depending on commitment but the overall responsibility remains with Surrey, as the highway authority. This includes insurance liability, other than for negligence on the part of operatives whilst working or arising from road traffic accidents involving fleet vehicles whilst on duty.

Summary of the Statement of Understanding are included in Appendix E.

As discussions continue with Borough, District, Town and Parish Councils in relation to the provision of additional resources for snow and ice clearance during a weather

emergency, the Maintenance Engineer, or designated representatives, will be responsible for liaising with these authorities to assess/record their actions and co-ordinate any assistance they may be able to provide.

7.16 Parishes

Through local working arrangements, representatives of a number of Parishes and Chambers of Commerce now operate mechanical hand spreaders to clear pavements in towns and villages in their area. Salt is provided from the overall Borough and District allocation.

During a snow event a number of steep hills across the county may become impassable. In Tatsfield the Parish Council, will, by agreement, erect information boards advising drivers that certain roads are impassable.

7.17 Third Parties (Farmers/Contractors)

In some rural areas it may be appropriate to lodge snowplough attachments with farmers equipped with suitable machinery or otherwise hire their equipment and services in extreme events so that they can operate on the public highway with the authority of the Works Delivery Group. They will then be reimbursed at rates agreed by the Works Delivery Group.

Local farmers and plant operators who are under agreement to Surrey Highways, will carry out snow clearance on certain minor route carriageways using either ploughs provided by the Council, agricultural snow ploughs and snow throwers/blowers as directed by the Works Delivery Group.

Snow ploughing will commence as soon as 50 mm (2 inches) of snow has fallen on the specified route, providing snow is persisting, or unless otherwise directed by the Works Delivery Group. Each farmer will have a designated route or work as a team with the Kier, or others, and report daily on progress.

A number of farmers have salt spreading capacity and provision has been made for a pre season delivery of approximately 5t of salt to each farmer providing the service.

Each farmer has been provided with a set of signs to advise motorist that roads are being ploughed and to take an alternative route.

Snow clearance on other minor routes will be carried out as resources permit. Some minor routes and cul-de-sacs will inevitably have to be left to thaw naturally.

7.18 Members of the public and Liability

Members of the public are unlikely to be held liable, following an incident related to their snow clearance or salt spreading, as long as the condition of the road/footway is no worse than it was before they carried out the work. This information will again be

communicated to the public in the winter addition of 'Surrey Matters' and on the winter service web site providing a clear legal position:

"As with all actions taken by members of the public, people should act sensibly and consider the effect their actions might have on other highway users. Provided any salting or snow clearance is carried out responsibly and without creating further hazards which could lead to a passerby injuring themselves, then there would be no liability for such actions."

8 VEHICLES & INFRASTRUCTURE

Vehicles

- 8.1 A mixed fleet of 39 front line gritters will be deployed on the network with 1 spare in each of the depots, all managed and maintained by Kier on a 24/7 basis, inclusive of call-out cover. Vehicle details and locations are included in the Winter Service Operations Plan:

Vehicles	Volume
6m ³ Pre wet spreaders with DIN plates	28
6m ³ Quick Change Body (QCB) Pre wet spreaders with DIN plates	6
9m ³ Pre wet spreader with DIN plates	5
3.5t Dry spreader	2
1.5t demountable body	1
Snow Ploughs	40
Salt Spreader	15 (Kier) + 50 (B,D&P)
Depot loading shovels	4
SCC ploughs with farmers	31

(B, D&P) – Borough, District & Parish

- 8.2 All front line vehicles are fitted with GPS tracking facilities. The records from each gritting run are to be collated with the salting return sheets and passed directly to the Works Delivery Group for retention and future audit as necessary.
- 8.3 The County normally expects spreading vehicles to be single manned but during severe weather, snow clearing or when dense fog persists, two-man operation may be required.
- 8.4 All spreaders and ploughs will be available for use during the entire winter service season. The calibration and service of all plant and equipment will be completed prior to the start date of the winter season.
- 8.5 After each period of use and at least once every 24 hours, whether in constant use or not, each vehicle and associated piece of equipment will be thoroughly washed to remove any trace of salt or brine.

Saturator Contingency Planning

- 8.6 The County is committed to a completely pre-wet precautionary salting operation. There are four brine producing saturators located at the Bagshot, Godstone, Merrow and Witley depots.
- 8.7 As with all mechanical equipment, the units are subject to operational wear and failure of component parts. Operation, maintenance and repairs will be undertaken during the season by Kier.
- 8.8 It is noted that approximately 70% of the brine tank capacity on the spreaders is used to complete the routes. In order to provide greater operational resilience in all vehicles brine tanks are to be fully replenished by the Service Provider at the conclusion of a spreading run so the tanks have sufficient reserve. In these circumstances additional time is allowed to deal with any power failure or saturator plant breakdown without any immediate, direct operational effect.
- 8.9 Brine is not corrosive to the polypropylene material used for the spreader tanks so prolonged storage is not a problem and the majority of plant malfunctions should be repaired on a permanent or temporary basis within 48 hours.

9 SALT

- 9.1 Surrey held 14,696t of salt across the five county barns at the end of last season further deliveries during September will bring the pre season total up to a minimum of approximately 16,000t. Through Compass Minerals stock control monitoring system deliveries are automatically released as stocks are used. By maintaining stock levels the impact of any national shortage will be reduced.
- 9.2 The following table summarises salt stocks and their distribution across highway depots, together with barn capacity figures: -

Depot	Total Barn Capacity (tonnes)	End of Season Stock Levels (tonnes)		Kier/SCC Proposal 2015/16 (tonnes)	
May Gurney Contract:					
Bagshot	3500	3107		3250	
Godstone	4000	3307		3600	
Merrow (including open storage)	5750	6022		6700	
Witley	1800	1243		1400	

Other SCC Depot:					
Beare Green	900	1017		1017	
Total	15950	14696		15967	
Combined Capacity (Kier + Highways) for 2015/16					16,000t

- 9.3 Salt stocks will be maintained at the maximum level that storage permits through the peak season until mid February when stocks will be allowed to run down to a minimum of 8,000t (equivalent of 6 days of continuous salting), to enable stock rotation, prior to receipt of new supplies.
- 9.4 However, it is recognised that national demands may result in no further significant deliveries being received by highway authorities for the remainder of 2015/16 and 'Salt Cell' operation could be implemented by the Government. The 'Salt Cell' formulae has previously disadvantaged Surrey as a council which conserves salt stocks while rewarding other authorities who do not conserve or who may operate less efficiently. Orders can be sourced from abroad but this is more expensive and not the preferred option.

Salting Methods

- 9.5 The primary precautionary salting operation is undertaken through the application of "pre-wet" salt. This process uses a brine solution comprising 30% salt and 70% water that is pre-mixed in purpose built brine 'saturators'. The brine solution is then stored in tanks on the spreading vehicles and mixed with dry salt on the spreader plate at a ratio of 30% brine and 70% salt.
- 9.6 The advantage of this treatment method, with its partial dilution at the point of application, is the immediate de-icing action that takes place on contact with the road surface. There are also significant environmental benefits as the salt solution adheres to the road surface and doesn't tend to 'bounce' during the spreading operation so having less effect on adjacent verges and buildings and also passing vehicles.
- 9.7 Surrey will again use 6mm salt during the 2015/16 winter season in its 35 frontline, pre-wet spreaders, each dedicated to a pre-defined precautionary salting route.

Residual Grit and Sand

- 9.8 During severe winter weather events large quantities of grit and sand may be spread on the network to comply with the County's duty to maintain the highway in a safe condition. Once these materials have served their purpose they could be considered to be litter under the terms of the Environmental Protection Act, particularly where they remain in sufficient quantities. However, spreading grit is considered to be a legitimate and reasonable duty of the Highway Authority and, therefore, not

actionable under the terms of the legislation. It is thus the responsibility of the relevant District Council to clear these materials as part of their street cleansing duties. However, there will be circumstances where residual grit and sand cause potentially hazardous conditions, for example:

- On slopes to footways with high pedestrian use
- When significant local spillages have occurred during spreading

These excessive amounts of material should be removed as part of the Highway Winter Service function.

10 BUDGETS

- 10.1 At their meeting on 22 September Cabinet agreed the £2.437m budget allocation to ensure the existing level of service is maintained.

11 PUBLIC AND MEDIA COMMUNICATIONS

- 11.1 Effective communications and news media management, particularly local radio stations, is of the utmost importance. A Highways Communications and Engagement Plan, has been developed for use during a severe winter event by the Works Delivery Group Manager, supported as required by the Assistant Director, Highways and in liaison with the Cabinet Member for Transport as appropriate.
- 11.2 Additional information will also be provided, including to members as appropriate, especially during periods of snow clearance to ensure that the travelling public are informed of current road conditions and affected or cleared routes.
- 11.3 A Winter Service Information Pack giving details of the means by which Surrey County Council intends to achieve the objectives and standards identified in the Winter Service Policy will be made available to members and other interested parties. The pack will include schedules for the priority salting network, footways and grit bins, together with the arrangements that are in place with Borough, District and Parish Councils, and others, including the farmers.
- 11.4 The County Council's Communications and Media Teams will act as the focal point for Winter Service briefings and media communications during the 2015/16 Winter Service Season and will again be running a campaign in advance of the season.

12 WINTER SERVICE REVIEW AFTER THE 2015/16 SEASON

- 12.1 This review will look at the delivery of continuous improvement during the 2015/16 winter season and update members on performance with recommendations for further improvement and ongoing scrutiny.
- 12.2 The review will include consultations with stakeholders and Local Committees, and involve the Winter Service Performance Task Group. The proposed engagement timetable is as follows:-:

Stakeholder and Local Committee feedback on winter service (Agenda item to be included on spring round of Local Committees)	Oct - March
End of season wash up meetings – Local Highway Service Teams, Service Provider, Highway Maintenance Team and Asset Planning	March - April
Task Group Review Meeting (including progress on the 2015/16 recommendations)	April & July
Local Committee Chairmen advised of any changes to salting network	May - July
Economic Prosperity, Environment & Highways Board – Winter Service Report & Plan	September
Cabinet – Winter Service Report & Plan	September
Winter service information pack and communications campaign	September onwards

- 12.3 During May the Highway Maintenance and Planned Maintenance Team Leaders will review the previous season's activities. The de-brief will follow the structure below:
- Discuss feedback from Local Committees and stakeholders
 - Discuss things that went well
 - Discuss things that went not so well
 - Discuss things we would do differently next time
 - Discuss what the Partnership could do differently next time.
 - Changes to the network and implementation
 - Review of latest national guidance and industry innovations
- 12.4 The review will ensure that the service is efficient, delivers value for money and is environmentally sustainable. The review will challenge current practices and draw on innovations in materials and equipment to ensure continuous improvement to the Service.

Development of salting network

- 12.5 It is recognised that changes in the use of the network will continue and evolve over time which in turn will impact on the roads that we treat e.g. bus service amendments and the adoption of new roads etc. Where these occur the priority salting network will be updated to reflect the changes.
- 12.6 Other influence can come from local communities who want to swap one road for another. Provided this does not impact on the strategic network and has been mutually agreed locally (Local Committee) the swapping of roads can be implemented on a “like for like” bases in keeping with the localism agenda.

Monitoring and evaluating the service

- 12.7 Works Delivery Group, together with the Kier, will review the Winter Service performance and report the percentage of Priority treatment routes completed on time to the Core Management Team. Other reports that will be completed to demonstrate a successful Winter Service are:
- Production of Snow Conditions Action Plan
 - Accuracy of weather forecast by Met Office
 - Completion of actions within treatment times and unplanned call outs
 - De-icing material stock
 - Third Party claims, accuracy, and compliments
 - Vehicle and plant availability.
- 12.8 These reports will be used to evaluate performance and feed into the annual winter service report.

Appendix A – Summary of Cabinet Decisions on 22 September 2015

The recommendations of the Winter Performance Task Group, as agreed by Cabinet and recorded below following the meeting on 22 September 2015, should be implemented as appropriate for the 2015/16 winter season:

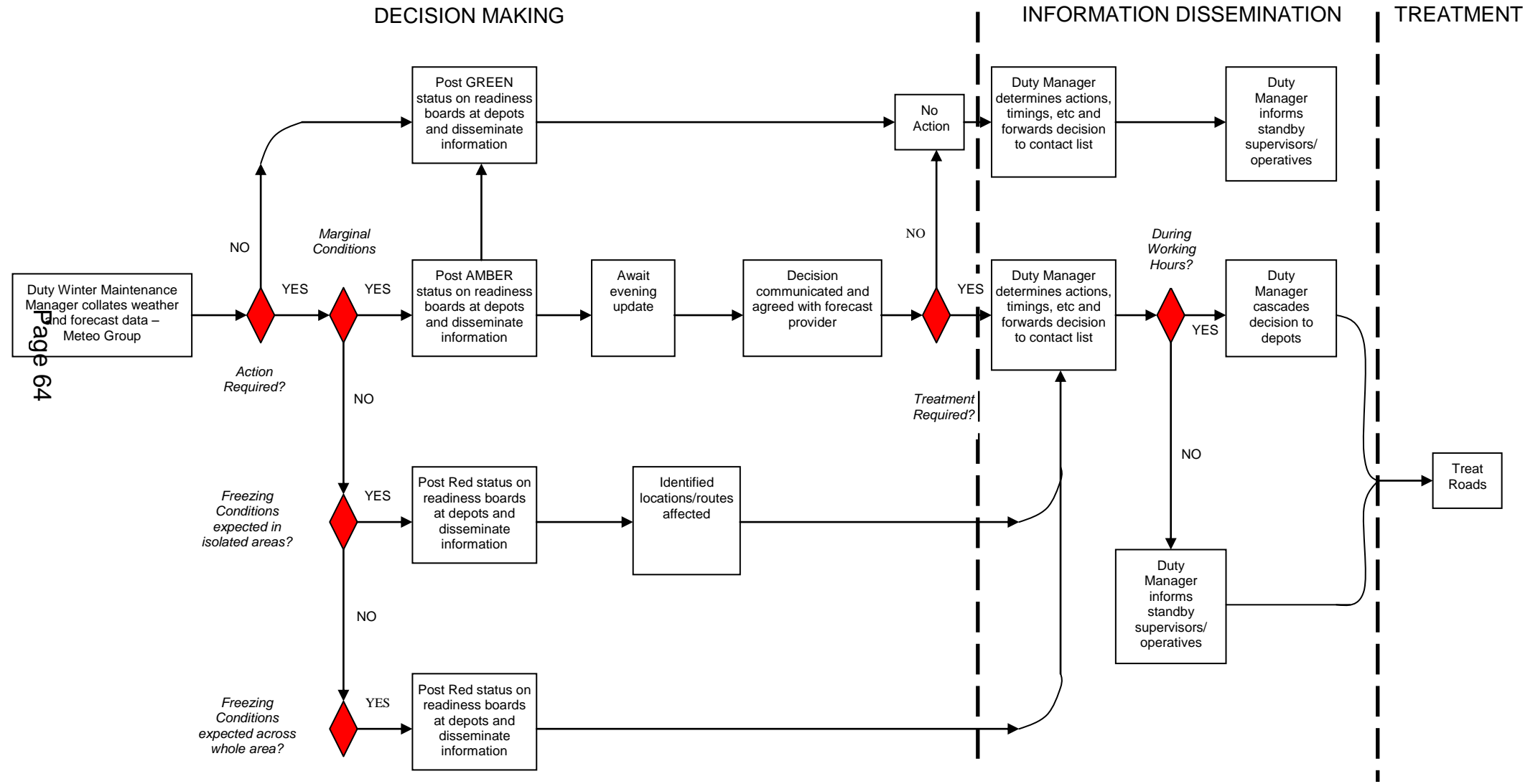
- I. The 2014/15 Gritting Route Network be maintained for the 2015/16 winter season while also incorporating minor amendments resulting from member, resident and officer feedback.
- II. Communities are permitted to purchase additional grit bins at a total cost of £947 for an initial 4 year period and £639 for each subsequent 4 year extension while Parish Councils and other statutory bodies may be licensed to install grit bins on the public highway.
- III. The Highways Cold Weather Plan 2015/16, included at Annex 1, is approved.
- IV. Approval of any future amendments to the Highways Cold Weather Plan be delegated to the Cabinet Member for Highways, Transport and Flooding and the Assistant Director Highways and Transport.

Appendix B – Service Provider’s Winter Operations Plan (Kier to advise)

The Service Provider’s Winter Operations Plan forms part of the Winter Service Plan and is contained in a separate document. The plan can be seen at [Winter Operations Plan](#) and includes reference to:-

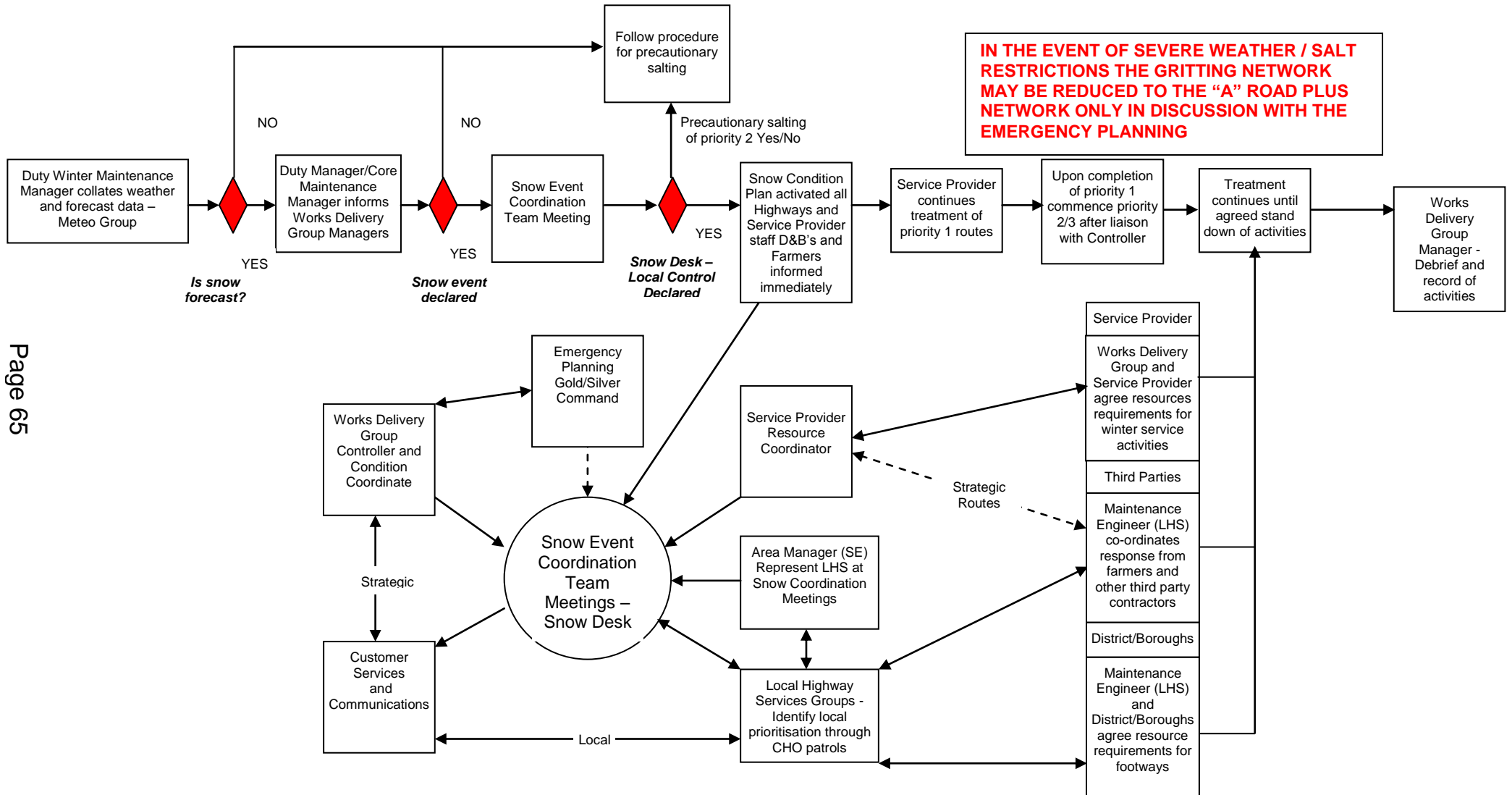
1. Introduction
2. Purpose and scope
3. Aims and objectives of plan
4. Weather prediction and monitoring
5. Decision Making
6. Communication to operational staff
7. Management Structure
8. Operational resource
9. Depot and salt
10. Additional salt provision
11. Routes
12. Vehicles and Plant
13. Facility Details and Welfare
14. Occupational health and safety
15. Post incident review – lessons learnt
16. Winter Operations Plan review
17. Document control
18. Appendices
 - Appendix 1 – Winter Driver Rota
 - Appendix 2 – Decision making process
 - Appendix 3 – Operational and structural organogram
 - Appendix 4 – Winter vehicle fleet list
 - Appendix 5 Vehicle calibration certificates

Appendix C - Precautionary Salting Process Map



Page 64

Appendix D – Snow Event Process Map



Page 65

Appendix E – District and Borough Footway Agreement Summary

To assist in the snow clearing operation the County has entered into a Statement of Understanding with each of the Districts and Boroughs, all parties are agreeing to:

- Openly share information and best practice with each other
- Seek to maximise efficiencies and benefits and to get the best deal for local people within the budgets available

District and Borough Winter functions

We have agreed footway snow clearing routes that will be given priority for gritting/snow clearance when the District and Borough Council crews are unable to undertake their normal primary functions. The extent of clearance on these footways will be dependent on the availability of grit/salt and manpower.

Overall responsibility remains with Surrey as the Highway Authority. This includes insurance liability, other than for negligence on the part of operatives whilst working or arising from road traffic accidents involving fleet vehicles whilst on duty.

Resources

Each District and Borough Council has indicated the level of resources that would be available during a winter event and these resources should be sufficient to carry out at least the top priority routes listed. A number of priority routes have been split between the Districts and Boroughs and Surrey CC.

It is understood that these resources may vary depending on the scale and severity of an event. If waste services are suspended the cleansing operatives would be available to help with hand salting and clearing snow.

The response will be coordinated through the District or Borough representative and the Maintenance Engineer for each area.

To assist with the operation each District and Borough has been provided with hand spreaders and an option to be supplied with 40t of salt. This salt is in addition to, and does not replace the individual salt stock of the District or Borough and will, therefore, be used primarily for gritting the highway and/or priority footways.

As discussions continue with Borough, District, Town and Parish Councils in relation to the provision of additional resources for snow and ice clearance during a weather emergency, the Maintenance Engineer, or designated representatives, will be responsible for liaising with these authorities to assess/record their actions and co-ordinate any assistance they may be able to provide.

In some instances the responsibility for the initial response has been shared. This means that some locations will be treated by SCC and others by the District or Borough Council. An outline summary of the District and Borough response is scheduled below, for more details refer to RoadZone (internal use only) for schedules and maps or [the following link Pavement and footway snow clearing routes](#):

- 1. Elmbridge BC**

Elmbridge Borough Council provide resources to clear snow and grit from the majority of Priority 1 and 2 footway snow clearing routes. Surrey CC provide additional resources to clear snow and grit the remaining Priority 1 and 2 and all Priority 3 footway snow clearing routes.
- 2. Epsom and Ewell BC**

Epsom and Ewell Borough Council provide resources to clear snow and grit from Priority 1 and 2 footway snow clearing routes. The Priority 3 footway snow clearing routes are split between Epsom and Ewell and the County.
- 3. Guildford BC**

Guildford Borough Council provides resources to clear snow and grit from Priority 1 footway snow clearing routes in Guildford Town Centre. Surrey CC provides resources for all other Priority 1, 2, 3 and 4 snow clearing routes in the Guildford BC area.
- 4. Mole Valley DC**

Mole Valley District Council provide resources to clear snow and grit from Priority 1 and 2 footway snow clearing routes in Dorking Town Centre, Betchworth, Brockham, Capel, Charlwood and Newdigate Parishes also have local arrangements to clear snow and grit from footways in partnership with SCC. Surrey CC provide resources to clear snow and grit from Priority 1 and 2 footway snow clearing routes in Leatherhead, Ashted Fetcham and Bookham and all Priority 3 and 4 snow clearing routes.
- 5. Reigate and Banstead BC**

Reigate and Banstead Borough Council provide resources to clear snow and grit from Priority 1 footway snow clearing routes. The priority 2 footway snow clearing routes are split between Reigate and Banstead and County. The County provide resources for Priority 3 and 4 footway snow clearing routes.
- 6. Runnymede BC**

Runnymede Borough Council provide resources to clear snow and grit from Priority 1 and 2 footway snow clearing routes. The Priority 3 and 4 footway snow clearing routes are split between Runnymede and the County.
- 7. Spelthorne BC**

Spelthorne Borough Council provide resources to clear snow and grit from Priority 1 and 2 footway snow clearing routes. The Priority 3 footway snow clearing routes are split between Spelthorne and the County.
- 8. Surrey Heath BC**

Surrey Heath Borough Council provide resources to clear snow and grit from Priority 1, 2 and 3 footway snow clearing routes for Camberley and Frimley. The County will provide resources for other Priority 2 and all Priority 3 footway snow clearing routes. Parishes also have local arrangements to clear snow and grit from footways in partnership with the County in Bagshot, Lightwater and Windlesham.
- 9. Tandridge DC**

Tandridge District Council coordinates snow clearing in partnership with Parish Councils and Chambers of Commerce across the district to clear snow and grit from

Priority 1, 2, 3 and 4 footway snow clearing routes. Priority 3 snow clearing routes in Whytleafe and Oxted will be split between Tandridge and County.

10. Waverley BC

Waverley Borough Council has limited resource and will initially concentrate their snow clearing and gritting operations at their own car parks and amenity areas, including access points. In Haslemere, localised clearing and gritting assistance is also provided by the Parish and Chamber of Commerce. County will provide resources to clear and grit from Priority 1, 2 and 3 footway snow clearing routes.

11. Woking BC

Woking Borough Council provide resources to clear snow and grit from Priority 1 and 2 footway snow clearing routes in Woking Town Centre. County will provide resources for all other Priority 1 and 2 and all priority 3 footway snow clearing routes within the Woking BC area.

Summary Table of Responsibility for Priority Footway Snow Clearing Routes.

(Schedules showing details of each district can be found by following the link to the Surrey CC website above).

District	Priority 1	Priority 2	Priority 3	Priority 4
Elmbridge	Shared	Shared	SCC	N/a
Epsom & Ewell	E & E	E & E	SCC	N/a
Guildford	Shared	SCC	SCC	SCC
Mole Valley	Shared	Shared	SCC	SCC
Reigate & Banstead	R & B	Shared	Shared	Shared
Runnymede	Runnymede	Runnymede	Shared	Shared
Spelthorne	Spelthorne	Spelthorne	Shared	N/a
Surrey Heath	Surrey Heath	Shared	Shared/Parish partnership	N/a
Tandridge	Tandridge/Parish partnership	Tandridge/Parish partnership	Shared	N/a
Waverley	SCC	SCC	SCC	N/a
Woking	Shared	Shared	Shared	N/a

Appendix F – Criteria for the provision of Grit Bins

1. The Council has provided grit bins at certain adopted highway locations that are not included on the Priority 1 precautionary routes already treated as an aid to road safety.
2. Grit bins are placed in consultation with Area Team Managers where they can be positioned safely, near the highway, to provide for spot treatments at: -
 - Difficult road junctions
 - Slopes
 - Acute bends
 - Concentration of pedestrian and commuter use
 - To assist with service for those in isolated rural communities off the primary and secondary precautionary treated routes

Criteria

3. Grit bins are assessed against a score to ensure those provided meet the criteria of servicing the highest priorities within the scope of budget constraints. The Winter Performance Task Group has endorsed the continued use of the same criteria for the 15/16 winter season.
4. The score allocated must reach a minimum of 100 points for a location to qualify, but priority within limited resources will go to those locations with the highest scores. The decision of the Asset Maintenance Plan Team Manager will be final in deciding on the provision of grit bins.

5. Difficult junctions

Grit bins may be positioned to provide spot treatments at junctions where side road traffic joins high volume flows at peak times and snow or ice make the junction particularly difficult to negotiate safely.

6. Slopes

All slopes are potentially hazardous when snow or ice is present. Drivers are accordingly expected to exercise due caution in extreme winter conditions. Grit bins may be considered at locations where the presence of snow or ice on steep inclines makes it almost impossible for drivers to control their vehicles.

7. Bends

All bends are potentially hazardous in snow and ice conditions and drivers are accordingly expected to exercise due caution in extreme winter conditions. Grit bins may be considered at locations where an acute bend exists combined with a slope that make it almost impossible for drivers to control their vehicles.

8. Pedestrian locations

The focus of providing grit bins will be at pedestrian locations subject to commuter use. These will include locations where steps, or ramps, exist particularly at subways or footbridges. For convenience bins are placed at each access point, as far as possible to ease salt distribution at these locations.

9. Salt Storage

Salt is stored in waterproof containers to protect the salt from weathering and to help avoid contamination wherever bins may be affected by seepage. Salt is normally stored in yellow bins for ease of location during servicing operations. In sensitive areas, green bins may be supplied as an alternative to standard yellow as they may appear less obtrusive.

In order to conserve the environment, salt must not be stored on the highway where it could damage trees or areas of conservation verge, or where the salt might dissolve and enter an adjacent water course. In order to safeguard trees a grit bin should not be placed within a radius equal to 12 times the trunk diameter or 4 times the circumference.

Highway Grit Bin Assessment Form

Site Name
Requested by
District team area

Location
Coordinates
Assessed by
Date

Characteristic	Severity	Points weighting	Points allocated
Vehicular Movement			
Is site on Priority One precautionary treatment route	Yes No	→ Continue assessment	Void location rejects application.
Is treatment area off priority one routes on which bin will be safely located	Yes	25	
Surface gradient	1:10 or over Less than 1:10	75 Nil	
Difficult junction requiring precise timing to exit, or Within 25m of and falling towards junction with: -	(Exit traffic at peak times) Moderate Traffic Light traffic	30 Nil	
Bends on slope location with moderate traffic	Yes No	25 Nil	
Traffic density at peak times	Moderate Traffic Light traffic	40 Nil	
Pedestrian Movement			
Concentration of use by pedestrian's steps, ramps, footbridge, subway. (Category 1 & 2 Footways)	Yes No	100 Nil	

Bin condition damaged yes / no
Locality density

TOTAL POINTS

Retain/Remove

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SURREY COUNTY COUNCIL

CABINET

DATE: 22 SEPTEMBER 2015



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

**MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS
SERVICES AND RESIDENT EXPERIENCE**

LEAD OFFICER: JOHN STEBBINGS, CHIEF PROPERTY OFFICER

**PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR
SCHOOLS AND LEARNING**

**SUBJECT: EARLY DELIVERY OF A MULTI USE GAMES AREA AS PART
OF THE LONG TERM PROPOSAL TO EXPAND REIGATE
PARISH CHURCH INFANT SCHOOL, REIGATE**

SUMMARY OF ISSUE:

To approve the Business Case for the provision of a multi use games area as phase 1 of the expansion of Reigate Parish Church Infant School from a 2 Form of Entry infant (180 places) to a 2 Form of Entry primary (420 places) creating 240 additional places in Reigate, to help meet the basic need requirements in the Reigate area from September 2016.

RECOMMENDATIONS:

It is recommended that, subject to the agreement of the detailed financial information for the expansion set out in Part 2 of this agenda, the business case for the provision of a multi use games area (MUGA) as phase 1 of an additional 2 Form of Entry (240 places) junior places in Reigate be approved.

REASON FOR RECOMMENDATIONS:

The proposal supports the Authority's statutory obligation to provide sufficient school places, relative to demand.

DETAILS:

Background

1. Reigate and Banstead is experiencing a significant increase in the demand for school places, reflecting both a rise in birth rate and increased house building and migration within the area. Births in the Borough in 2013 were 21.1% higher than births in 2005. A significant number of primary school places have been provided reflecting this demand and further growth is anticipated in the period up to 2024, which needs to be accommodated via further expansions of school provision.

2. The increasing demand for primary school places in Reigate and the surrounding area reflects a rise in the primary-age population over recent years. In order to meet this demand, SCC is overseeing an ongoing school expansion programme, designed to increase the capacity of the school estate. The proposal to extend the age range (and thereby expand the capacity) of Reigate Parish Church School is a core element of SCC's strategy to deliver additional places in this area. In line with this, the Governing Body of the school have undertaken the requisite statutory consultation process and on this basis, have voted to proceed with the expansion of the school.
3. Within the Reigate Planning Area, there is presently provision for 330 places per year in Reception, composed of the following:
 - Dovers Green Infant School (offering 90 Reception places per annum, subject to Cabinet Member decision);
 - Holmesdale Infant School (offering 120 Reception places per annum);
 - Reigate Parish Church School (offering 60 Reception places per annum); and
 - Sandcross Primary School (offering 60 Reception places per annum).
4. At the Junior stage, intake should broadly align with the number of pupils transitioning from Infant schools (i.e. Dovers Green, Holmesdale and Reigate Parish), which collectively account for 270 places. Junior provision in the area presently comprises the following:
 - Reigate Priory School (offering 150 Year 3 places per annum); and
 - Sandcross Primary School (offering an additional 60 Year 3 places [relative to its Reception Year intake] per annum).
5. As can be seen from the above, there is a shortage of junior provision in the area, with those schools offering junior intake providing 60 fewer places than their infant counterparts. It is clear, therefore, that this imbalance needs to be addressed, in order that sufficient junior places exist for those children transferring from local Infant schools. The present proposed expansion of Reigate Parish Church School represents the most appropriate means of addressing this imbalance.
6. Whilst SCC is managing the immediate pressure for September 2015 in this and the wider area, via the delivery of a number of "bulge" year expansions, the need for permanent expansions will remain. A core component of the strategy devised to meet this need is the proposed expansion of Reigate Parish into a primary school, which would reduce all of the above projected junior deficits by 60 places, with the school being ideally situated relative to the profile of demand.
7. Where possible, the Local Authorities strategy is to expand high quality provision that meets parental demand, whilst also ensuring that there is a diverse pattern of provision, so as to provide families with some element of choice. The most recent Ofsted report on the school, from July 2013, rates the school as 'Outstanding'. In particular, this report noted that "Attainment is outstanding. Pupils' results in reading, writing and mathematics are above those of most schools nationally and have been for a number of years". The report also commented positively on school leadership: "All leaders are dedicated and aspirational. They have high expectations of what the pupils are capable of achieving". The evident quality of education provision at Reigate

Parish was a key reason underpinning the move to expand this school and thereby increase the provision of high-quality school places to the local community.

8. Phase 1 of the expansion project will provide a Multi Use Games Area (MUGA) to replace an existing poor quality grass area. This is necessary to increase the capacity on this extremely constrained site, providing more consistent access to the outdoor learning and recreation, due to its capability for use throughout the year and bring the provision closer to the Department for Education's (DFE's) guideline minimum requirements. As such, it is felt that providing this as part of the project at Reigate Parish is an essential part of making the site suitable to accommodate the proposed expansion in numbers and increased age range of the pupils attending the school. It is necessary provide the MUGA in advance of the phase 2 construction works, as play space on this site will be very restricted during the Phase 2 construction works.
9. The accepted surface of a MUGA at a primary school is porous macadam. The school governors have asked that an artificial grass surface is provided. It has been agreed that the school governors will make a contribution to the cost to uplift the surface from porous macadam to artificial grass.
10. Phase 2 of the expansion project will be a new two storey building providing 8 classrooms, and associated spaces, staff and pupil toilets, new hall, staffroom, library and IT room. The existing small hall will become the studio space and dining room as it is adjacent to the existing kitchen. In addition, there are some minor alteration works to the existing office accommodation. The existing main entrance will be modified to provide a safer pedestrian route to the school and external works will provide some additional informal play space.
11. A planning application for the MUGA was submitted in August 2015 and a decision is expected in October 2015. Phase 2 will be subject to a separate planning application that is currently being prepared.

CONSULTATION:

12. The Headteacher and school governors have been fully consulted on the expansion proposals.
13. As a Voluntary Aided school, the increase in admission number was the subject of a school-led consultation process which was held for a 4-week period, between 1 - 29 June 2015. This process engaged a range of interested stakeholders, including the school community, local residents, local admissions authorities and the Surrey School Admissions Forum. On 9 June 2015, the Governing Body held a consultation evening at the school, to which all interested parties were invited.
14. As part of the pre-planning application process, an open public consultation event was held at the school on 16 July 2015. The event was well attended by parents/guardians and local residents. A team consisting of SCC officers, the design consultants, the transportation consultant and school staff and governors were present to respond to any questions or concerns. The general feedback was positive and most attendees were enthusiastic and supportive of the expansion proposal. Some concerns were raised over parents' street parking and congestion and the School Travel Plan is being refreshed and will include mitigating measures relating to increased traffic and to encourage cycling and walking to school.

15. The Governing Body of the school voted to proceed with the expansion project and formally notified the Local Authority of this on 14 July 2015. The Cabinet Member for Schools, Skills and Educational Achievements has made the formal decision to expand the school on 10 September 2015.

RISK MANAGEMENT AND IMPLICATIONS:

16. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

17. The project will be subject to robust cost challenge and scrutiny to drive optimum value as it progresses. Further financial details are set out in the report circulated in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity, in the interest of securing best value.

Section 151 Officer Commentary

18. The funding for this scheme is included within the 2015-20 Medium Term Financial Plan

Legal Implications – Monitoring Officer

19. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

Equalities and Diversity

20. The expansion of the school will not create any issues that would require the production of an Equality Impact Assessment.
21. The new school building will comply with Disability Discrimination Act (DDA) regulations.
22. The Admissions arrangements for Reigate Parish are split 50/50 between 'Foundation' places (30 places for children whose parents are active members of a local Christian Church) and 'Open' places (30 places open to all applicants). The Admissions Policy for both entry streams gives the highest priority to Looked After Children (LAC) and children with exceptional medical or social needs, thus supporting provision for the county's most vulnerable children. The next order of priority employs the "sibling rule" and remaining applicants are then sorted on the basis of distance from home to school. There is no proposal to amend the admissions criteria, which are fully compliant with the School Admissions Code.
23. The school will be expected to contribute towards community cohesion and to provide the normal range of before- and after-schools clubs provided in a typical Surrey County Council school.

Corporate Parenting/Looked After Children implications

24. This proposal would provide increased provision for primary places in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any Looked After Children who have the opportunity of attending the school.

Climate change/carbon emissions implications

25. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authority's adopted core planning strategy.

WHAT HAPPENS NEXT:

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

Contact Officer:

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651
Oliver Gill, School Commissioning Officer – tel: 020 8541 7383

Consulted:

Tony Samuels, Cabinet Associate for the Built Environment
Dr Zully Grant-Duff, Local Member: Reigate, Reigate and Banstead
Julie Fisher, Deputy Chief Executive and Strategic Director for Business Services
Paula Chowdhury, Strategic Finance Manager – Business Services

Annexes:

None but Part 2 report with financial details attached to agenda as item 13

Sources/background papers:

- The Education Act 1996
- The School Standards Framework Act 1998
- The Education Act 2002
- The Education and Inspections Act 2006
- Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version

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SURREY COUNTY COUNCIL**CABINET****DATE: 22 SEPTEMBER 2015****REPORT OF: MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES AND RESIDENT EXPERIENCE****LEAD OFFICER: JULIE FISHER STRATEGIC DIRECTOR FOR BUSINESS SERVICES****SUBJECT: AWARD OF CONTRACT FOR THE MANAGED SERVICE FOR TEMPORARY LABOUR RESOURCES****SUMMARY OF ISSUE:**

This report seeks approval to award a contract to Adecco UK & Ireland for a Managed Service for the provision of temporary labour resources to commence on 1 February 2016 as the current arrangements expire on 31 January 2016.

This report provides details of the procurement process, including the results of the evaluation process and, in conjunction with the Part 2 report, demonstrates why the recommended contract award delivers best value for money.

Due to the commercial sensitivity involved in the contract award process the financial details of the successful supplier have been circulated as a Part 2 report.

RECOMMENDATIONS:

It is recommended that:

1. The contract be awarded to Adecco UK & Ireland
2. The contract be awarded for an initial period of four years, with an option to extend for up to two further years.

REASON FOR RECOMMENDATIONS:

During a review of the spend and contracts with the Corporate and Human Resources categories in both Surrey and East Sussex Councils, procurement identified an opportunity to align the expiry of the current contracts and retender as a joint contract to appoint a single provider for both Councils.

Following an assessment of a number of options it was decided that a mini competition process using the "Eastern Shires Purchasing (ESPO) Managed Services for Temporary Agency Resource Framework (ref 653F)" was deemed the most appropriate route to market.

The tender was in compliance with the requirements of Public Contracts Regulations 2006 and the Council's Procurement Standing Order. The recommendation provides best value for money for this contract in following a thorough evaluation process.

This procurement exercise has been carried out in collaboration with East Sussex County Council to secure a single provider to deliver the service for both Councils via an individual contract for each Council.

In accordance with their constitution and procurement standing orders, East Sussex County Council have already awarded their contract to Adecco UK & Ireland.

DETAILS:

Background

1. Temporary labour resources are an appropriate part of the overall workforce planning for the Council and are typically used to:
 - Cover planned and unplanned absence (e.g. leave, sickness)
 - Obtain additional resources for specific projects
 - Obtain specialised skills than are not available in-house for specific projects
 - Additional resource to assist in seasonal / cyclical fluctuations
 - Interim resource whilst full time posts are being recruited
2. The Council spends £12m per annum on the supply of temporary resources to help both frontline and back-office functions to deliver their service effectively.
3. The existing contract for Surrey County Council for the supply of Temporary Agency Resources is due to expire on 31 January 2016.
4. The contract award will support the Council's ability to continue to provide temporary labour resources.
5. A joint project team was set up to include representatives from Human Resources (HR) and Procurement from both Surrey and East Sussex County Councils.
6. The project team carried out extensive consultation with key services teams and senior management within both Councils to advise the specification and priorities for the tender.
7. Recommendations from the audit and scrutiny committee report were taken into account in the design of the specification to ensure the new contract addressed the key issues identified with the current contract, which included:
 - Off-contract spend in Children's Services due to lack of quality candidates and a protracted recruitment process with the incumbent provider
 - CV screening was poor, leading to inappropriate CVs being provided to hiring managers
 - Fulfilment rates for adult social care staff was a concern
 - High turnover of staff and a high level of vacancies in Children's Services
 - Temporary workers claiming more than the full time hours per week
 - High level of auto-approval of timesheets

8. Market analysis and consultation with key providers was carried out and ensured the project team was well informed of the market structure and able to identify new emerging trends. This information fed into the design of the specification
9. Following consultation both internally and externally, a new operating model for the contract was designed that would utilise the best of the traditional Master vendor and Neutral vendor operating models that the Council has used in the past.
10. The new model will capitalise on the expertise of a managed provider to deliver operational and back-office roles, where quality candidates are commonly available (Master); but utilise select local providers to deliver niche roles (Neutral) for example social care, specialist IT and specialist highways and environment roles. These niche roles have typically been areas that under the current arrangement the Council have experienced difficulties in fulfilling.
11. The design of the new specification was for the sourcing strategy for type of roles to be tailored according to a number of factors such the type of role, market conditions and availability of candidates, as opposed to a one size fits all approach used previously.
12. The tender exercise was conducted in collaboration with East Sussex County Council to appoint a single provider to deliver both Councils' needs. The collaboration on this contract forms part of the development of the wider Orbis partnership working approach. It is anticipated the delivery of a single provider, working strategically with both Councils in partnership will help deliver benefits which will include:
 - Consistency for front-line hiring managers recruiting across both Councils
 - Sharing of best practice, performance reporting and experiences to feed into continuous improvement for both contracts
 - Potential to share talent pools of known quality staff to drive quality fulfilment in historically hard to fill roles and reduce administration
 - Sharing of panel vendor agencies and support local economies by providing an opportunity for currently local-to-county agencies to expand and develop.
13. As part of the collaboration with East Sussex County Council, joint strategic aims for the new contracts were developed, as follows:
 - **Workforce development** - Joint workforce planning, maximising the use of innovation, collaboration and thought leadership to ensure timely access to talent on a local and regional basis and aligns with permanent recruitment needs.
 - **Access to talent** - Having a strong relationship between managers and suppliers, which includes managers engaging with agencies directly, to develop bespoke recruitment processes that suit service demands and deliver high quality candidates, especially for specialist roles.
 - **Quality and reliability** – Strategic, partnership approach to performance management and robust issues management to improve effectiveness and share best practice and learning from experiences in both Councils.

- **Customer service** - Supply and governance arrangements that set clear standards of customer care and monitor this throughout the contract to produce excellent customer service from the agency to Surrey, partners and candidates.
- **Flexibility and simplicity** - Having processes and supporting software that deliver excellent results to ensure managers have less administration and to minimise time spent recruiting so they can respond to service needs.
- **Cost saving** - Continuing downwards pressure on support costs and mark up rates to achieve the most cost effective solution without compromising quality of service.

Procurement Strategy and Options

14. A mini-competition tender process, compliant with the Public Contracts Regulations 2006 and the Council's Procurement Standing Orders, has been carried out using the Council e-Procurement system following the receipt of authority from Procurement Review Group (PRG) on 2 June 2015.
15. Several procurement options were discussed and considered when completing the Strategic Procurement Plan (SPP) prior to commencing the procurement activity. These included the following options:
 - Creating a commercial offering via a Local Authority Trading Company (LATC)
 - Bringing the management of the service back in-house
 - Going out to tender for a new outsourced provision using the existing ESPO framework.
 - Going out to tender for a new outsourced provision via a full Official Journal of the European Union (OJEU) tender
16. After a full and detailed options analysis, the tender process described in 10(c) was chosen. This option was deemed most appropriate and selected because:
 - The option as described in 15(a) presented a high risk approach as it is a highly competitive market and it would be extremely difficult to establish a presence among numerous competitors. The only way this model would be feasible is if it generated a good level of income; this cannot be guaranteed in a competing market of established experts in their field. In addition based on initial consultancy information provided the investment in staff and IT systems required to set up an LATC is estimated to be substantial.
 - Option 15(b) is also a high risk approach for the similar reason as listed in 15(a). This is not a service the Council specialises in or has any prior experience of and would require significant investment in specialist IT systems and the recruitment of a new team with expert market knowledge to manage the day to day contract management operations and management of the supply chain.

- Option 15(d) was considered unnecessary as there is a compliant framework that meets the needs of both Councils and therefore a full OJEU tender would incur undue cost and time with no guarantee of better value to the Council.
17. The Council could have utilised the framework either via a direct award or mini competition; a mini competition was deemed necessary to fully establish best value for money for both Council's requirements.
 18. All suppliers within the framework were invited to attend a supplier engagement day to meet the project team and discuss the requirements ahead of the tender being published.
 19. Representatives from key service areas were involved throughout the evaluation process to ensure that the preferred solution was fit for purpose for all areas of the organisation.

Key Implications

20. By awarding a contract to the supplier as recommended, for the Managed Service for temporary agency resource, to commence on 1 February 2016, the Council will be meeting its obligations to provide temporary labour and ensuring best value for money for this service.
21. There will be a 16 week mobilisation period from October 2015 to February 2016 to ensure the system is configured, staff are trained; and processes, infrastructure and support agencies are fully in place for the launch of the new contract from go live.
22. Performance will be monitored through ongoing review of the supplier in accordance with defined Service Level Agreements and Key Performance Indicators. There will be monthly operational level reporting and quarterly strategic meetings to review performance and discuss improvements. There will also be joint strategic meetings with East Sussex County Council as part of the partnership working approach to this contract.
23. The contract will utilise local and Small and Medium Sized Enterprises (SME) in the supply of temporary resource, operating as tiered suppliers under the managed provider.
24. The contract will provide hiring managers in frontline services better access to the specialised agencies for their services to ensure the Council's requirements are fully captured and the most appropriate candidates are sourced.
25. The management responsibility for the contract lies with the dedicated contract manager within HR. The contract will be managed in line with the HR policies and the processes agreed with the winning supplier.
26. The rates that can be influenced by the supplier are fixed for the term of the contract and no changes can be made to those rates without prior agreement from the contract manager within the Council.
27. The new contract will seek to address the issues highlighted in paragraph 7 by:
 - Embedding a dedicated HR contract manager from the outset of the contract within the Council that was not in place for the start or main duration of the current contract, but has been in place since February 2015

- Providing tailored sourcing strategies for each service area that will be regularly assessed during the life of the contract. This will eliminate the need for off-contract activity as the strategy will be customised to the operational needs of the service
- Providing specialist and dedicated social care recruiters to work onsite and directly with frontline managers to support in their recruitment activities and maximise fulfilment of roles with quality candidates
- Removing automatic approval of timesheets, which will ensure more focus on timesheet management and better control of costs
- Providing regular highlight / exception reporting for timesheets submitted above normal full time hours

Competitive Tendering Process

28. The contract has been tendered following a competitive tendering exercise. It was decided that the mini competition using the ESPO framework was appropriate as there are a limited number of suppliers in this specialist market that can fulfil the managed service requirements of a larger organisation such as Surrey County Council.
29. All eight suppliers within the framework were invited to tender for the contract and were given twenty eight (28) days to complete and submit their tender response. A total of six tender responses were received from the following bidders:
 - Adecco
 - Hays
 - Manpower
 - Pertemps
 - Reed
 - Swanstaff Recruitment
30. Two bidders confirmed in advance of the tender close date that they did not wish to participate in this opportunity.
31. The tender was evaluated on the following split of price and non price based criteria:
 - Non Price = Total of 75%
 - Quality based questions – 40%
 - Presentation – 20%
 - System Demonstration – 15%
 - Price = Total of 25%
 - Price based questions – 5%
 - Pricing Schedule – 20%
32. The tender award process was split into two phases, an initial tender response that was submitted by all participating bidders, followed by a shortlisting to a presentation stage.
33. Bidders were notified in advance of the tender being issued and within the tender documentation the full procurement process. The process laid out that following the initial tender response, the top three scoring bidders would be shortlisted and taken through to a presentation stage, whereas all bidders outside the top three would not continue any further in the process.

34. The initial tender response was evaluated against the criteria and weightings as shown below:

- Quality Questions – 40%
 - Pricing Schedule – 20%
 - Cost-based questions – 5%
- Maximum Total for phase 1 - 65%**

35. The six bids received for the initial tender response were broadly similar in overall score. Whilst bidders provided varying rates for each category of worker, overall the total bid price submitted was very similar. In addition the evaluation panel felt that all bidders provided a good written response to the quality questions, which was to be expected given the providers concerned were long established, large providers within the market.

36. Following the initial tender response the top three scoring bidders were shortlisted to the presentation stage. The shortlisted bidders were as follows:

- Adecco
- Manpower
- Pertemps

37. The shortlisted bidders were then evaluated in accordance with predefined questions and scenarios which were provided to the bidders in advance, as follows:

Presentation – 20% of tender score

- Cultural fit
- Managing difficult transactions
- Proposed approach for the initial 6 month contract period
- Sharing best practice and legislative guidance

System Demo – 15% of tender score

- End to end order and timesheet management
- Reporting
- Administrator functionality
- Issue Management and reporting

38. Based on the combined total scores received for both phases of the tender the winning bidder recommended for the award of the contract is Adecco UK & Ireland.

39. Please refer to Part 2 report for further information related to the breakdown of scores at each stage of the tender.

40. The procurement department has received positive feedback from unsuccessful bidders complimenting on how the process was run and the quality of the feedback provided on their bids following the tender process.

CONSULTATION:

41. Key stakeholders within both Surrey and East Sussex County Councils have been consulted at all stages of the commissioning and procurement process including:
- Procurement
 - Legal Services
 - HR Leadership Teams
 - Service based Senior Management Teams
 - Front line Hiring Managers
 - Finance
 - Audit
 - IMT

RISK MANAGEMENT AND IMPLICATIONS:
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42. Risks were appropriately identified in Table 1 and have mitigation actions in place.
43. The terms and conditions include termination provisions to allow the Council to terminate the contract should priorities change.
44. The framework terms and conditions include Non Exclusivity provisions to allow the Council to use other suppliers to fulfil roles if required.
45. The specification and terms and conditions clearly set out that during the life of the contract the sourcing strategies will be reviewed on a regular basis to ensure they are appropriate for the life of the contract and can be subject to change following agreement from the Council and the supplier.
46. All suppliers successfully completed satisfactory financial checks as part of the framework competition. The framework was awarded in April 2015 so it was not deemed necessary to carry out further financial suitability analysis at this stage however this will be monitored during the life of the contract.

Table 1 – Risks and mitigating actions

Category	Risk Description	Mitigation Activity
Financial	Price increases due to market conditions and scarce supply of niche workers	The framework controls and fixes the prices the agencies and managed providers can charge. Worker rates are controlled by the Council. Any exceptions to rates must be signed off by the contract manager before being applied.
Supply	Supply disruption during changeover of suppliers	We have allowed a sixteen (16) week implementation to ensure the new provider is full ready and has built up the agency base to support them for the launch of the new contract.
Reputational	Change of supplier could lead to unrest within the services	We have allowed a sixteen (16) week implementation to ensure the new provider is full ready and has built up the agency base to support them for the launch of the new contract.
Financial / Reputational	Services will go off contract if the new contract does not utilise certain preferred	The contract manager, alongside the new supplier will work with all service areas to ensure there is consistent provision from Day 1, and if necessary

	agencies	will utilise existing agencies for, and review after, a set period as to whether to continue to use agencies going forward.
Supply	Incumbent supplier will cease to provide any workers	The current contract expires on 31 January 2016, and the supplier is obliged to provide workers to this point. The contract manager will work closely with the incumbent to ensure that service standards do not falls below acceptable and the KPIs are still being met.
Supply	Workers in existing posts that will need to be retained after 31 January 2016 will not automatically transfer to the new contract and the incumbent will cease to supply as a panel vendor following contract end.	Direct engagement with the workers to ensure they are aware of the change and at the earliest opportunity the new supplier will contact them to arrange signing up to the new contract when it becomes live.

Financial and Value for Money Implications

47. Full details of the contract's values, scoring and financial implications are set out in the Part 2 report.
48. The rates provided by the supplier are ceiling rates, fixed for the life of the contract and any higher rates proposed must be agreed by exception by the contract manager in advance.
49. Despite the lower rates achieved it should be noted that any rise in the following may increase annual spend for the Council. In addition some elements are within the Council's control whereas others not. Elements within control of the Council are as follows:
- Volumes
 - Pay rate of the workers
 - Expenses pay policies
 - Overtime, out of hours and unsociable hours pay policies
50. Elements outside of control of the Council are:
- Statutory deductions e.g. pension and National Insurance (NI)
 - Agency Worker Regulation legislation
 - Minimum wage increases

Section 151 Officer Commentary

51. The Section 151 Officer confirms that the cost of the proposed contract for the managed service for temporary labour is included within the Council's Medium Term Financial Plan (MTFP). The estimated net savings included within this report are based upon current usage and as such this is a reasonable approach.

Legal Implications – Monitoring Officer

52. This report sets out the need for the Council to have provision of temporary labour resources and it is recommended that a contract be awarded for this provision on the basis set out in the first paragraph under **SUMMARY OF ISSUE** and **REASON FOR RECOMMENDATIONS**.

Equalities and Diversity

53. The need for an Equality Impact Assessment (EIA) was considered, however, a conclusion was reached that as there were no implications for any public sector equalities duties due to the nature of the services being procured, an EIA was not required. Despite this, the preferred supplier will be required to comply with the Equalities Act 2010 and any relevant codes issued by the Equality and Human Rights Commission.

Other Implications:

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

Area assessed:	Direct Implications:
Safeguarding responsibilities for vulnerable children and adults	As part of the delivery of this contract all workers that will be assigned to work with or have exposure to vulnerable adults or children will be subject to an enhanced DBS check. The managed provider will have in place robust DBS procedures that are in keeping with the Council's policies and will be carried through to supporting agencies. The managed provider will monitor the expiry dates of workers requiring DBS clearance and no worker will be allowed to work without a valid and in date DBS clearance.

WHAT HAPPENS NEXT:

The timetable for implementation is as follows:

Action	Date
Cabinet decision to award	22 September 2015
Cabinet call in period	22 - 30 September 2015
Contract Signature	October 2015
Contract implementation	October 2015 – February 2016
Contract Commencement Date	February 2016

Contact Officer:

Dean Fazackerley,
Category Specialist – Procurement and Commissioning, Business Services,
Tel: 020 8541 79476

Annexes:

Part 2 report with financial details attached (item 14)

SURREY COUNTY COUNCIL**CABINET****DATE: 22 SEPTEMBER 2015****REPORT OF: N/A****LEAD OFFICER: ANN CHARLTON, DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES****SUBJECT: LEADER/DEPUTY LEADER/CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING****SUMMARY OF ISSUE:**

To note the delegated decisions taken by Cabinet Members since the last meeting of the Cabinet.

RECOMMENDATIONS:

It is recommended that the Cabinet note the decisions taken by Cabinet Members since the last meeting as set out in Annex 1.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The Leader has delegated responsibility for certain executive functions to the Deputy Leader and individual Cabinet Members, and reserved some functions to himself. These are set out in Table 2 in the Council's Scheme of Delegation.
2. Delegated decisions are scheduled to be taken on a monthly basis and will be reported to the next available Cabinet meeting for information.
3. **Annex 1** lists the details of decisions taken by Cabinet Members since the last Cabinet meeting.

Contact Officer:

Anne Gowing, Cabinet Committee Manager, Tel: 020 8541 9938

Annexes:

Annex 1 – List of Cabinet Member Decisions

Sources/background papers:

- Agenda and decision sheets from the Cabinet Member meetings (available on the Council's website)

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CABINET MEMBER DECISIONS**SEPTEMBER 2015****(i) A25 WESTERHAM ROAD, LIMPSFIELD – SPEED LIMIT ASSESSMENT****Details of decision**

That the request of the Tandridge Local Committee to reduce the speed limit of the A25 Westerham Road between the start of the existing derestricted speed limit, approximately 117m east of Ballards Lane and the eastern boundary of the property Bower Lodge, from 40mph to 30mph, (to include the short sections of Limpsfield High Street and Wolf's Row as set out in paragraph 10 of the submitted report, be endorsed.

Reasons for decision

To enable the Cabinet Member for Highways, Transport and Flooding to decide whether or not to endorse the Tandridge Local Committee's request to reduce the speed limit of the A25 Westerham Road from 40mph to 30mph between the start of the existing derestricted speed limit, approximately 117m east of Ballards Lane and the eastern boundary of the property Bower Lodge, (to include the short sections of Limpsfield High Street and Wolf's Row).

(Decision of Cabinet Member for Highways, Transport and Flooding – 9 September 2015)

(ii) DOVERS GREEN INFANT SCHOOL, REIGATE**Details of decision**

That the Statutory Notice, thereby bringing into effect the formal expansion of Dovers Green Infant School by 1 Form of Entry (1 FE) for September 2016 be approved.

Reasons for decision

There is an increasing demand for primary school places in Reigate and the surrounding area, which reflects a rise in the primary-age population over recent years. In order to meet this demand, SCC is overseeing an ongoing school expansion programme, designed to increase the capacity of the school estate. The proposal to expand the capacity of Dovers Green School by 1 FE is a core element of SCC's strategy to deliver additional places in this area. In line with this, Surrey County Council has undertaken the requisite statutory consultation process to inform the decision making process and no objections have been received as part of this. For these reasons, it is recommended that the Cabinet Member determines the Statutory Notice so as to bring the expansion of the school formally into effect.

(Decision of Cabinet Member for Schools, Skills and Educational Achievement – 10 September 2015)

(iii) REIGATE PARISH INFANT SCHOOL**Details of decision**

That the Statutory Notice, thereby formally bringing into effect the extension of the age range of this school from 4-7 (Infant) to 4-11 (Primary) for September 2016 be approved.

Reasons for decision

There is an increasing demand for primary school places in Reigate and the surrounding area, which reflects a rise in the primary-age population over recent years. In order to meet this demand, SCC is overseeing a school expansion programme, designed to increase the capacity of the school estate. The proposal to extend the age range (and thereby expand the capacity) of Reigate Parish Church School is a core element of SCC's strategy to deliver additional places in this area. In line with this, the Governing Body of the school, in partnership with Surrey County Council and the Diocese of Southwark, have undertaken the requisite statutory consultation process and, on this basis, have voted to proceed with the expansion of the school. For these reasons, it is recommended that the Cabinet Member determines the Statutory Notice so as to bring the expansion of the school formally into effect.

(Decision of Cabinet Member for Schools, Skills and Educational Achievement – 10 September 2015)

(iv) INVESTMENT IN SYTHWOOD PRIMARY SCHOOL AND CHILDREN'S CENTRE**Details of decision**

That a funding contribution of £170,000 towards the capital investment on the site at this Academy be approved.

Reasons for decision

The Department for Education (DfE) requires all local authorities in England to secure free early education places for two year old children who meet the eligibility criteria based on household income. This report makes recommendations for capital investment which will ensure that there is provision in place in the Woking area of Surrey, Goldsworth East and West, and Horsell West, where there is a current shortfall in provision.

(Decision of Cabinet Member for Schools, Skills and Educational Achievement – 10 September 2015)

(v) INVESTMENT IN THE FREE EARLY EDUCATION PORTAL FOR THE ADMINISTRATION OF PAYMENTS TO PROVIDERS FOR FREE EARLY EDUCATION ENTITLEMENT FOR 2,3,4 YEAR OLDS

Details of decision

Capital investment in a web based early years system for the administration of the free early education entitlement for two, three and four year olds be retrospectively approved.

Reasons for decision

Several options were appraised, including procuring an Information and Communication Technology (ICT) system. However, to support administration of free early education (FEE) entitlement an in-house development was recommended and is under development.

(Decision of Cabinet Member for Schools, Skills and Educational Achievement – 10 September 2015)

(vi) SUPPLY OF TRANSPORT FOR SCHOOL MEALS – CONTRACT AWARD

Details of decision

That a contract be awarded to Sheridan Myers Management Services LLP from 1 January 2016 for three years with an option to extend for a further two periods of one year each for Surrey County Council (SCC).

Reasons for decision

A full tender process, in compliance with the requirements of Public Contracts Regulations 2015 and the Council's Procurement Standing Orders has been completed and the recommendations provide an appropriate and flexible service which delivers best value for money for the Council.

The supplier has demonstrated the ability to undertake the required service as specified through a competitive procurement and thorough evaluation process.

(Decision taken by the Cabinet Member for Schools, Skills and Educational Achievement – on behalf of the Cabinet Member for Business Services and Resident Experience – 10 September 2015)

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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