

Cabinet

**Date & time**

Tuesday, 22
November 2016 at
2.00 pm

Place

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

Contact

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**Chief Executive**

David McNulty

We're on Twitter:

@SCCdemocracy

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: Mr Tony Samuels, Mr Tim Evans, Mrs Kay Hammond and Mrs Mary Lewis

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1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING:

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

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PROCEDURAL MATTERS

a Members' Questions

The deadline for Member's questions is 12pm four working days before the meeting (*16 November 2016*).

b Public Questions

The deadline for public questions is seven days before the meeting (*15 November 2016*).

c Petitions

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

d 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)

A report from the Social Care Services Board in relation to Adult Social Care Budget Monitoring.

CORPORATE PRIORITIES: 1. WELLBEING

6 SURREY SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2015 - 16 (Pages 3 - 112)

The Surrey Safeguarding Children Board (SSCB) is a statutory, multi agency board, chaired by an independent chair. In the year 2015-2016 the SSCB had 2 chairs; Mrs Alex Walters was the chair from April to August 2015 and Elaine Coleridge Smith from September 2015 – March 2016.

The SSCB is responsible (under section 14 of the Children Act 2004) for coordinating what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and for ensuring the effectiveness of what is done by each such person or body for those purposes.

The Annual Report for 2015-2016 details the progress made against the four SSCB priorities and how partners were held to account to deliver improvements.

Working Together to Safeguard Children 2015, issued by the HM Government covering the legislative requirements and expectations on individual services to promote and safeguard the welfare of children and which provides a clear framework in which to monitor the effectiveness of local services, requires that the Annual Report covers the preceding financial year and should be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chairman of the Health and Wellbeing Board.

7 SCHOOL ORGANISATION PLAN (Pages 113 - 182)

The Cabinet is asked to consider the Surrey School Organisation Plan 2016/17 - 2025/26 for publication.

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

8 SALESIAN CATHOLIC SECONDARY SCHOOL, CHERTSEY (Pages 183 - 188)

To approve the Business Case for the expansion of Salesian Catholic Secondary School from 220 admissions per year (1,100 places) to 270 admissions per year (1,350 places) creating 250 additional places in Runnymede and the Elmbridge Catholic Deanery to help meet the basic need requirements in the Runnymede and Elmbridge area from September 2018.

N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 18.

[The decision on this item may be called in by either the Education and Skills Scrutiny Board or the Council Overview Board]

9 SUPPORT SERVICES FOR CARERS CONTRACT AWARD

(Pages
189 -
218)

Improving support for carers is a key priority for Adult Social Care (ASC) and the Clinical Commissioning Groups (CCGs) in Surrey. This arises from increased statutory requirements to support carers in the Care Act 2014 and a range of national policies including the Government's National Carers Strategy. To ensure effective delivery, the CCGs and Council have undertaken joint procurement exercises for two support services for Carers:

- Independent Carers Support Service; and
- Home Based Breaks for Carers' service

Currently the Independent Carers Support Services provides essential advice, one to ones, peer and other external support to Adult carers. The service is currently delivered as 24 individual grant agreements that come to an end on 31 March 2017. There are both financial and quality efficiency gains to be achieved by rationalising the current offer. The report seeks approval from Cabinet to award new contracts to deliver these services across four areas.

Surrey's Home Based Breaks for Carers provision provides respite for young and adult carers by allowing them to go on scheduled breaks with the assurance that their loved ones are being supported by competent care workers. The current contract will expire 5 February 2017. This report also seeks approval from Cabinet to award a new contract for Home Based Breaks for Carers.

Both proposed contracts support the corporate aim of promoting wellbeing and provides invaluable support to carers in a preventative way, thus reducing stress and more expensive reactive interventions.

N.B. There is a Part 2 report containing exempt information – item 19.

[The decisions on this item may be called in by either the Council Overview Board or the Social Care Services Board]

10 RE-COMMISSIONING SHORT BREAKS FOR DISABLED CHILDREN

(Pages
219 -
226)

This paper seeks agreement to extend the deadline for re-commissioning short breaks for disabled children and young people in Surrey from the previously agreed date of 4 September 2017 to 1 December 2017. This extension will allow additional time for formal public consultation on the specific recommendations agreed by Cabinet following the procurement process. This will enable the impact of these changes to provision to be fully considered when Cabinet makes the final decisions about contract and grant awards.

N.B. There is a Part 2 report containing exempt information – item 20.

[The decisions on this item may be called in by either the Council Overview Board or the Social Care Services Board]

CORPORATE PRIORITIES: 2. ECONOMIC PROSPERITY

- 11 FINANCE AND BUDGET MONITORING REPORT TO 31 OCTOBER 2016** (Pages 227 - 230)

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 October 2016 (month seven).

Given the large forecast variance reported as at 30 September 2016, the Section 151 Officer remains of the view that the financial situation facing the council is serious and has instigated a series of actions by each Service Director to get the budget back into balance.

The Annex to this report gives details of the Council's financial position and will be circulated separately prior to the Cabinet meeting.

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

- 12 SCHOOLS AND HIGH NEEDS FUNDING 2017/18** (Pages 231 - 268)

This report sets out the recommended funding formula for Surrey schools in 2017/18 for approval by the Cabinet. This report is produced annually, ahead of the council's main budget decisions, in order to meet the DfE deadline of 20 January 2017. It follows the annual consultation with all Surrey schools during September and the recommendations of the Schools Forum on 7 October 2016.

All Surrey schools, including academies, are funded from the council's Dedicated Schools Grant (DSG) allocation. This is divided by the DfE into three blocks covering Schools, High Needs special educational needs and disabilities (SEND) and Early Years. Councils are permitted to move funding between blocks and continuing pressures in High Needs SEND provision in recent years have necessitated funding transfers from the Early Years and the Schools blocks.

As further unfunded SEND pressures totalling £10m are expected during 2017/18 and schools are reluctant to see further transfers from the Schools block, they were consulted on the scope for savings in SEND services in a series of events during 2016. A working group of Schools Forum members will meet with officers and CSF Cabinet members to finalise savings proposals during November.

This report provides details of the proposed funding formula for schools on the assumption that a transfer from the Schools block will not be necessary as planned savings in SEND services will be determined during November. Should savings plans be insufficient, then a further report – which could propose a transfer from the Schools block – will be presented to Cabinet on 13 December 2016, following discussions with the Schools Forum. A verbal update on progress will be presented to the Cabinet on 22 November 2016.

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

13 RUNNYMEDE ROUNDABOUT SCHEME

(Pages
269 -
280)

In their Strategic Economic Plans (SEPs), the two Local Enterprise Partnerships (LEPs) covering Surrey, Enterprise M3 (EM3) and Coast to Capital (C2C), have set out their proposals for supporting economic development in their areas. The county council has worked with them to develop these plans, which include improvements to transport infrastructure to provide economic benefits. Funding for the schemes included in the SEP comes from the Local Growth Fund, and the arrangements require a local contribution to be made to the cost for the transport schemes.

The prioritised transport infrastructure schemes are a key element of the Strategic Economic Plan (SEPs), submitted by the Local Enterprise Partnerships (LEPs) to Government in March 2014, which set out how they will support the economic development and regeneration of their areas.

Runnymede Roundabout was one of the prioritised schemes selected during 2014. This major scheme is in a strategic location, with immediate connections to M25 (Junction 13 including to Heathrow Airport), Staines-upon-Thames, Egham and Windsor. All roads connected to the roundabout experience significant traffic bottlenecks at peak times, and this junction is considered to be one of the worst congested areas in the county.

The proposed schemes will deliver a range of benefits to Surrey's residents, including reduced congestion, improved journey time reliability, enhanced safety, improved access for cyclists, pedestrians and buses, and it is expected to contribute to the retention of existing businesses, and attract new development, thereby contributing to local economic growth and job creation.

The Strategic, Economic, Financial, and Management cases were set out in the full Business Case submitted to the EM3 LEP on 30 September 2014, and has been through an independent assurance assessment and approved by the EM3 LEP Board on 24 November 2014.

This scheme was approved by Cabinet on 23 September 2014 with an original budget of £4.80m, together with the Egham Sustainable Transport Package (STP) with a budget of £3.70m.

The Runnymede Roundabout scheme was subject of a tender using the former SE7 Regional Highways Framework, however the submitted tenders were unaffordable. To enable this critical scheme to proceed, it was agreed with the EM3 LEP at their Programme Management Group that the funding for Runnymede Roundabout and Egham STP could be amalgamated into a single package of works, allowing funding to be switched between the two schemes.

The Runnymede Roundabout project has now been revised, including a re-design, and an enhanced overall budget of £7.225m. The Egham STP has been redesigned and its budget reduced to £1.775m. It is currently under construction.

Following Cabinet approval of the scheme, and the LEP approval to treat

the two schemes as a package, detailed design has been undertaken. Approximately £800,000 has been spent on detailed design and charged to the capital account. Construction works for the revised project has been tendered using the new GEN3 Regional Highways Framework, and this report provides details of the procurement process followed.

Given the current financial climate Cabinet is asked to re-affirm the financial support it gave to this scheme in December 2014, so that the scheme can proceed, Cabinet is also asked to award the tender, so that the main construction works can start.

If Cabinet decided to delay a decision on this scheme the contract award process would fall outside the 120 day period during which tenderers are required to hold their prices, with consequent risk that costs could change.

A significant delay could result in the LGF funding allocated to the scheme being withdrawn by EM3 LEP and allocated to other projects, and the scheme therefore being cancelled.

N.B. There is a Part 2 report containing exempt information – item 21.

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

14 SMARTER WORKING FOR THE ENVIRONMENT: POLICY STATEMENT AND ACTION PLAN

(Pages
281 -
306)

In December 2015 a motion was carried by the Council to support action in reducing the Council's emissions and building resilience to a changing climate. In February 2016, the Council signed up to the LGA's Climate Local Initiative, including a commitment to produce an action plan outlining our approach.

An environment policy statement and action plan have been developed to set out the council's approach to environmental sustainability, including responding to climate change. The activities of the county council have many interfaces with the environment, ranging from risks posed by the environment, to the potential for enhancing the local environment and managing environmental impacts and resource consumption. These issues are both direct, such as service provision and estate management and indirect through the council's influence over the £37.5 billion of economic activity in Surrey and the council's role in the lives of 1.15 million residents.

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

15 SUB NATIONAL TRANSPORT BODY

(Pages
307 -
314)

The Cities and Local Government Devolution Act makes provision for the establishment and constitution of a Sub National Transport Body (SNTB) for any area in England (outside of Greater London). The establishment of an SNTB provides an opportunity to develop a strong strategic partnership and a Transport Strategy for a region. The Transport Strategy would set out the SNTB's proposals for the promotion and encouragement of safe, sustainable, integrated, efficient and economic transport facilities and services to and from the area of the SNTB.

The South East 7 authorities - including Surrey County Council (SCC) - have been working together to develop the proposition that would see Government, South East Transport Authorities and/or Combined Authorities and Local Enterprise Partnerships (LEPs) working together with Highways England, Network Rail and port, airport and bus operators in one body. Under the Cities and Local Govt Devolution Act SNTBs may expect strategic transport providers to take account of its priorities.

The SNTB would be the main mechanism to influence and prioritise investment by the major national transport agencies including Highways England and Network Rail in a way that has not been available to SCC before. The specific focus would be for the delivery of major strategic transport infrastructure.

This report seeks approval to establish a shadow body and to develop the Transport Strategy. Establishing the SNTB in shadow form, would demonstrate commitment by the constituent Authorities to working collaboratively and provide reassurance to Government about the strength of the partnership.

[The decisions on this item can be called in by the Economic Prosperity Environment and Highways Board].

CORPORATE PRIORITIES: 3. RESIDENT EXPERIENCE

- 16 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING** (Pages 315 - 324)

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

- 17 EXCLUSION OF THE PUBLIC**

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

PART TWO - IN PRIVATE

- 18 SALESIAN CATHOLIC SECONDARY SCHOOL, CHERTSEY** (Pages 325 - 332)

This is a part 2 annex relating to item 8.

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 decision on this item may be called in by either the Council Overview Board or the Education and Skills Scrutiny Board]

- 19 SUPPORT SERVICES FOR CARERS CONTRACT AWARD** (Pages 333 - 342)
- 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 decision on this item may be called in by either the Council Overview Board or the Social Care Services Scrutiny Board]*
- 20 RE-COMMISSIONING SHORT BREAKS FOR DISABLED CHILDREN** (Pages 343 - 346)
- 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 decision on this item may be called in by either the Council Overview Board or the Social Care Services Scrutiny Board]*
- 21 RUNNYMEDE ROUNDABOUT SCHEME** (Pages 347 - 352)
- This is a part 2 annex relating to item 13.
- Exempt: Not for publication under Paragraph 3**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- [The decision on this item may be called in by the Economic Prosperity, Environment and Highways Scrutiny Board]*
- 22 BLOCK CONTRACT FOR RESIDENTIAL CARE AND DAY CARE SERVICES EXTENSION.** (Pages 353 - 366)
- Surrey County Council entered in to a 20 year block contract with Anchor Trust in March 1998. The care contract is currently due to expire in March 2018 and the leases associated with this contract are not co-terminus with the contract.
- [The decisions on this item may be called in by either the Council Overview Board or the Social Care Services Board]*
- 23 PROPERTY TRANSACTIONS** (Pages 367 - 392)
- Acquisition
- 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 decision on this item may be called in by the Council Overview Board]

24 PUBLICITY FOR PART 2 ITEMS

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

David McNulty
Chief Executive
Monday, 14 November 2016

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.

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

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

Thank you for your co-operation

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Social Care Services Board

Item under consideration: Adult Social Care Budget Monitoring

Date Considered: 26 October 2016

1. The Board was given an update on the current budget position for Adult Social Care, as of September 2016, including performance against the savings plans set out in the Medium Term Financial Plan (MTFP).
2. It was noted that the Directorate was projecting a £21m overspend for 2016/17. This was attributed to a continued increase in the demand for care packages, over that budgeted for in the MTFP. Other factors included a shortfall in the number of Direct Payment reclaims and challenges in delivering against health and social care integration targets.
3. The Board was informed that savings being made were presently mitigating demand, rather than reducing it. It was noted that the additional savings required for 2016/17 had been an area of concern for the Cabinet Member for Adult Social Care, Wellbeing and Independence at the time of budget planning. Members queried how the financial planning process could be improved to better reflect the trends in demand being placed on statutory services.
4. The Cabinet informed the Board that representations made to central government on behalf of the Council about the sustainability of social care funding.
5. The Board is extremely concerned that the projected overspend in Adult Social Care poses a significant risk to the Council's overall financial position in 2016/17 and future years.
6. **The Board RECOMMENDS:**
 - That the Cabinet set out the actions that be undertaken in the next three months in order to reduce the projected overspend;
 - That the Cabinet consider revising the methodology for finance planning;
 - That the Cabinet prioritise a sustainable set of savings for Adult Social Care as part of the planning for the Medium Term Financial Plan (MTFP) 2017-2022.

Keith Witham
Chairman of the Social Care Services Board

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SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER MEETING****REPORT OF: LINDA KEMENY, CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE AND STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: SURREY SAFEGUARDING CHILDREN BOARD (SSCB) ANNUAL REPORT 2015-2016****SUMMARY OF ISSUE:**

The Surrey Safeguarding Children Board (SSCB) is a statutory, multi agency board, chaired by an independent chair. In the year 2015-2016 the SSCB had 2 chairs; Mrs Alex Walters was the chair from April to August 2015 and Elaine Coleridge Smith from September 2015 – March 2016.

The SSCB is responsible (under section 14 of the Children Act 2004) for coordinating what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and for ensuring the effectiveness of what is done by each such person or body for those purposes.

The Annual Report for 2015-2016 details the progress made against the four SSCB priorities and how partners were held to account to deliver improvements.

Working Together to Safeguard Children 2015, issued by the HM Government covering the legislative requirements and expectations on individual services to promote and safeguard the welfare of children and which provides a clear framework in which to monitor the effectiveness of local services, requires that the Annual Report covers the preceding financial year and should be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chairman of the Health and Wellbeing Board.

RECOMMENDATIONS:

1. That Cabinet notes the SSCB Annual Report and is conscious of the time period of the report which is 2015 -2016.
2. The Cabinet notes the appointment of a new independent chair, who is a member of the Council's Improvement Board.

REASON FOR RECOMMENDATIONS:

The Cabinet has a responsibility to ensure the safety and wellbeing of children and young people in Surrey.

The SSCB Annual report provides Cabinet with an opportunity to reflect on what is going well and what areas require improvement in Surrey.

DETAILS:

1. Working Together to Safeguard Children 2010, 2013 and 2015 provides the statutory framework for the safeguarding responsibilities of those working with children and young people, including the responsibilities of the Local Safeguarding Children Board (LSCB).
2. The period covered by this report has been one of considerable challenge for partner agencies and the SSCB, in response to statutory inspection outcomes, restructuring of services within organisations to achieve more effective use of resources and the associated impacts of change throughout the partnership. The SSCB has met its statutory duties by responding proportionately and effectively to national and local issues, and acknowledges that there is still significant work to be undertaken to improve safeguarding outcomes for children and young people in Surrey.
3. The SSCB has a broad membership from both statutory and voluntary sectors as required by Section 13 of the Children Act 2004 and subsequent amendments.

CONSULTATION:

4. The Annual Report was developed following consultation with the membership of SSCB sub groups. The final report was approved at the September 2016 Board meeting and was sent to Cabinet on 7 November for their meeting on 22 November.

RISK MANAGEMENT AND IMPLICATIONS:

5. There are no implications for risk management in the recommendation that Cabinet is being asked to accept.

Financial and Value for Money Implications

6. The activities of the Board are funded through a pooled budget which is contributed to by Statutory Partners which includes contributions from Surrey County Council. The pooled budget for the Surrey Safeguarding Board is £357,082.

Section 151 Officer Commentary

7. The Section 151 Officer confirms there are no material financial or business implications in this report.

Legal Implications – Monitoring Officer

8. Section 13 of the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB) for their area and specifies the organisations and individuals (other than the local authority) that must be represented on the Board, including those which the Secretary of State prescribes in regulations.
9. Section 14 sets out the objectives of LSCBs, which are:
 - (a) to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area of the local authority, and

- (b) to ensure the effectiveness of what is done by each such person or body for the purposes of safeguarding and promoting the welfare of children.
10. The Local Safeguarding Children Board Regulations 2006 made under sections 13 and 14 set out the functions of LSCBs, which include undertaking reviews of the deaths of all children in their areas and undertaking Serious Case Reviews in certain circumstances.
11. It is a statutory requirement under Section 14a of the Children Act 2004 that the Chairman of the SSCB must publish an annual report providing a rigorous and transparent report on the effectiveness of child safeguarding and promoting the welfare of children in the local area.

Equalities and Diversity

12. The recommendations will have a positive impact upon the residents with different protected characteristics by making the activities of the Board more transparent and improving outcomes for Surrey children.
13. No Equalities Impact Assessment has been carried out as this is not necessary in relation to an Annual Report.

Safeguarding responsibilities for vulnerable children and adults implications

14. This Annual Report supports safeguarding children and young people as it provides information on performance in Surrey.

WHAT HAPPENS NEXT:

The 2015-2016 SSCB Annual report will be:

- Published on the SSCB website
- Sent electronically to all Board members for them to cascade to their own agencies
- Sent Electronically to the Chief Executive; the Leader of the Council; the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board
- Presented to the Health and Wellbeing Board
- Made available in hard copy for those unable to access Electronic formats
- Discussed by Social Care Service Board

The SSCB Annual Report for 2016-2017 will be completed over the period April-July 2017 and will complete the same steps as above including coming to Cabinet.

Actions contained in the report will be reported upon as part of the Business Plan Review and Annual Report for the year ending 31 March 2017.

Contact Officer:

Janice Morgans: Interim Partnership Support Manager, Surrey Safeguarding Children Board Tel: 01372 833378

Consulted:

Surrey Safeguarding Children Board, including, Statutory Partners of the Surrey Safeguarding Children Board

Sources/background papers:

- Working Together to safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children; DFE March 2015
www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children



**Surrey Safeguarding Children Board
(SSCB)
Annual Report 2015 – 2016**



Foreword from the Independent Chair

I am delighted to present the Surrey Safeguarding Children Board (SSCB) 2015 – 2016 annual report, having taken over the role of Independent chair from Alex Walters in October 2015.

At the time of writing this report considerable improvement has been made to safeguarding practice across the partnership in Surrey. In particular much effort has been made to ensure that strong leadership is in place, providing improved management oversight and governance. An open and supportive relationship has developed between Children's Services, Health, Police and SSCB senior leaders and the improvement process continues to have strong political and corporate leadership.

However, this has been a challenging report to present because it is underpinned by the OfSTED inspection of services for children in need of help and protection; children looked after and care leavers.

The overall OfSTED judgement was that children's services were inadequate, and the inspection report cited failures in leadership, management and practice. The inspection took place in November 2014, and the report was published in 3 June 2015.

The inspection report for the Local Safeguarding Children Board was published in August 2015. OfSTED found that the arrangements put in place by the SSCB to evaluate the effectiveness of what is done by the authority and board partners to safeguard and promote the welfare of children required improvement.

As part of its annual inspections into police effectiveness, efficiency and legitimacy (PEEL), HMIC assessed Surrey Police in December 2015. At the heart of this inspection is the protection of people who are vulnerable. This inspection focused on 4 areas including how well the force responded to and safeguarded missing and absent children & victims of domestic abuse and how well prepared it is to tackle child sexual exploitation. HMIC found that Surrey Police were undoubtedly committed to protecting vulnerable people, but there were serious weaknesses in the force's arrangements for protecting vulnerable people from harm and supporting victims. Surrey Police were graded as inadequate.

The council established an Improvement Board, chaired by the deputy leader of the council with political cross-party membership in November 2014. An Improvement Plan was published in September 2015 and the membership of the Improvement Board widened to include key representatives from partner agencies (Police, Health, Schools) and the Chair of the SSCB

The Improvement Board, SSCB, SCC, Police and partners have worked hard to improve their understanding of the needs of vulnerable children and professionals in Surrey. Partners have taken on board the need to learn from the inspection reports and build on the things they do well to ensure they are applied to all aspects of their work.

During 2015 – 2016 the SSCB developed its own improvement plan and carried out its statutory functions to enable it to achieve its objectives under Section 14 of the Children Act

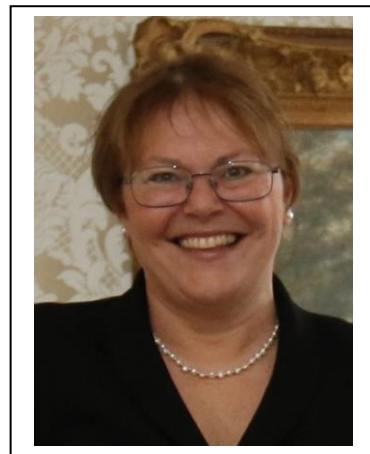
2004. SSCB's core function is to: co-ordinate and ensure the effectiveness of what is done by each person or body represented on the board, for the purpose of safeguarding and promoting the welfare of children within Surrey. Through its own work, and its representation on all key Surrey Boards, SSCB has supported, challenged and influenced the improvement journey in Surrey.

Whilst this report necessarily points out the shortcomings found in services during 2014 – 2015 and 2015 – 2016 inspections, readers are to be assured that the building blocks for improvement are in place. It is sincerely hoped, and anticipated that the 2016 – 2017 annual report will show evidence of improved services for children in Surrey.

Against this background I would like to thank everyone involved in working so hard for the future of Surrey's children and wish them well for the coming year.



Elaine Coleridge Smith
Surrey Safeguarding Children Board



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Who are we and what do we do?

What is the Surrey Safeguarding Children Board (SSCB)?

The SSCB is the key partnership body overseeing multi-agency child safeguarding arrangements across Surrey. The Board is governed by the statutory guidance in [Working Together to Safeguard Children 2015](#) and the [Local Safeguarding Children Board \(LSCB\) Regulations 2006](#). SSCB members are senior leaders from a range of different organisations committed to ensuring the effective operation of the SSCB.

The Board's two basic objectives are to **co-ordinate** the safeguarding work of agencies and to ensure that this work is **effective**. These objectives are defined within the [Children Act 2004](#).

SSCB coordinates local work by:

- Delivering a multi-agency Business Plan, which outlines how we intend to tackle priority safeguarding issues together
- Developing robust policies & procedures
- Participating in the planning and commissioning of services for children in Surrey
- Communicating the need to safeguard and promote the welfare of children and explaining how this can be done

SSCB ensures the effectiveness of local work by:

- Monitoring what is done by partner agencies to safeguard and promote the welfare of children
- Undertaking serious case reviews and other multi-agency case reviews, audits and qualitative reviews and sharing learning opportunities
- Collecting and analysing information about child deaths
- Publishing an Annual Report on the effectiveness of local arrangements to safeguard and promote the welfare of children
- Participating in the work of the Surrey Improvement Board.

Key roles and relationships

The Independent Chair

During 2015 – 2016 the SSCB had two Independent Chairs. Alex Walters was Chair from April – August then Elaine Coleridge Smith took over the role from September 2015.

The Chair is supported by a Board Manager and a dedicated team. The role of the Chair is to provide strong leadership and ensure that the Board fulfils its statutory objectives and functions; this is done by encouraging challenge and scrutiny across all partners with regards to their safeguarding arrangements.

The Independent Chair is accountable to the Chief Executive of Surrey County Council and has met regularly with the Chief Executive and the Deputy Chief executive, Julie Fisher who is also the Director of Children's Services.

Board members and attendance

The Board met six times during 2015 – 2016, including a development event following the May meeting. The membership of the SSCB is made up of representatives from all statutory partners and others concerned with safeguarding children.

The attendance rates by agency for 2015 -2016 Board meetings are set out below

Independent Chair	100%
SSCB Board Manager	100%
Borough & District Rep	67%
Cafcass	67%
Central Surrey Health	50%
Community Rehabilitation Company	50%
Designated Doctor	67%
Designated Nurse	100%
Education: Primary Phase Council	83%
Education: Secondary Phase Council	67%
Education: Special Phase Council	83%
First Community Health & Care	100%
Further Education	33%
HM Prison	17%
Lay member	86%
Lucy Faithfull Foundation	17%
National Probation Service	83%
NHS Acute Hospital	67%
NHS CCG	100%
NHS England	17%
NHS Mental Health Services	50%
SCC AD Children's Services	83%
SCC AD for Young People	83%
SCC AD Schools & Learning	67%
SCC Director Children's Services	83%
SCC Director of Public Health	67%

SCC Head of Early Years	67%
SCC Head of Family Service	83%
SCC Head of Safeguarding	67%
SCC Lead Member	67%
SCC Principal Solicitor	67%
Surrey Safeguarding Adults Board	33%
Surrey Police: Assistant Chief Constable	83%
Surrey Police: Public Protection	83%
Surrey Youth Focus	83%
Virgin Care	83%

Board Structure (as at 31 March 2016)

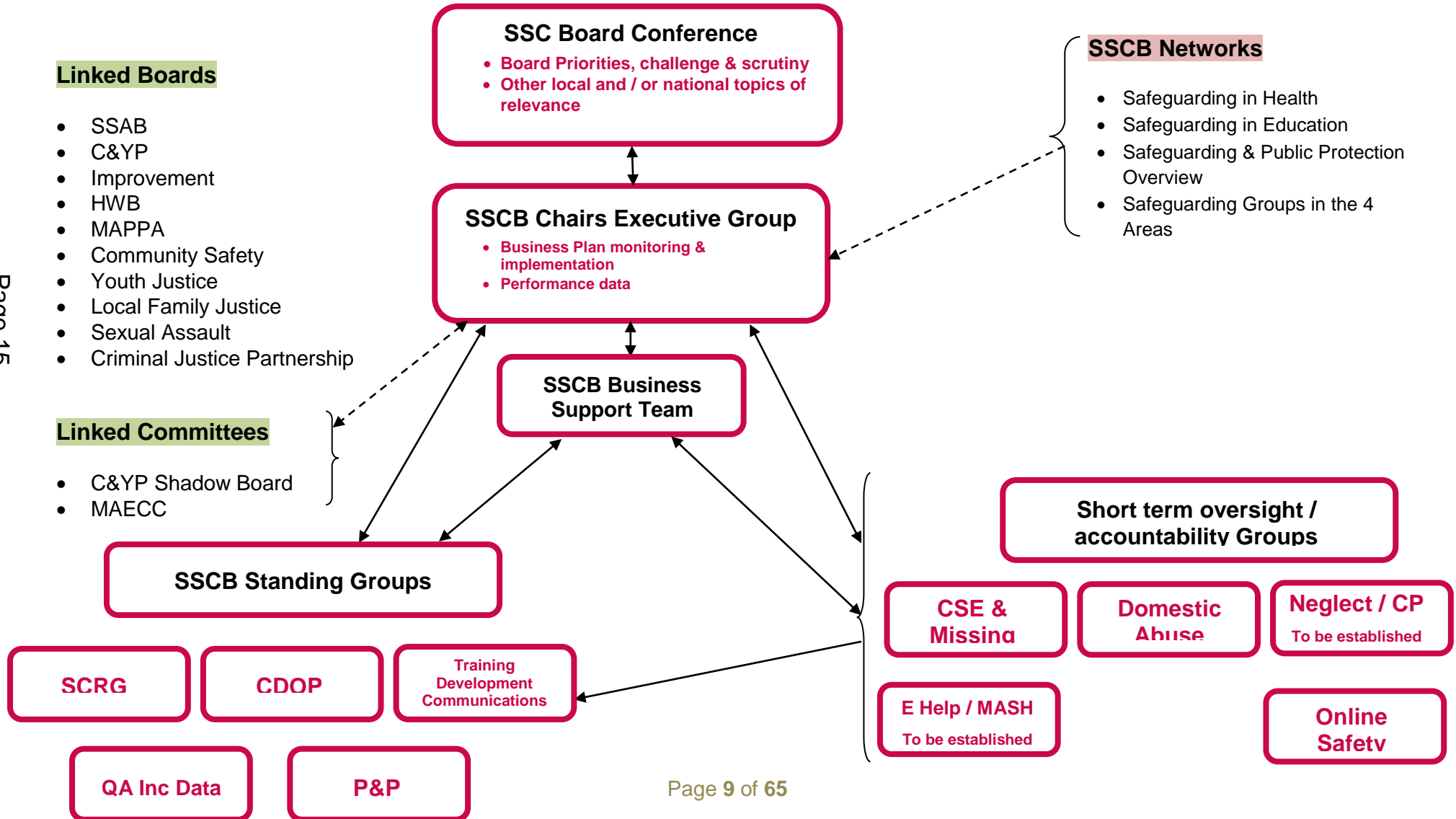
Role of the SSCB: to coordinate and ensure the effectiveness of what is done by each person or body represented on the Board, for the purpose of safeguarding and promoting the welfare of children within Surrey.

Linked Boards

- SSAB
- C&YP
- Improvement
- HWB
- MAPPA
- Community Safety
- Youth Justice
- Local Family Justice
- Sexual Assault
- Criminal Justice Partnership

Linked Committees

- C&YP Shadow Board
- MAECC



Financial arrangements

SSCB is adequately funded by partner agencies and has negotiated marginally increased funding for 2016 – 2017.

During the period, financial contributions from partners totalled £357,082 with Surrey County Council contributing 46.52%, the CCGs contributing 36.92%, NHS Trusts 3.5%, Surrey Police 7.78%, Boroughs & Districts 3.08%, combined probation total 2.05% and Cafcass 0.15%. As well as contributing financially, SSCB partners contribute 'in kind' providing staff time, venues for training, trainers and hosting arrangements for the support team.

Income from training during 2015 – 2016 totalled £108,000. Training costs were £40,000. Venue costs accounted for £23,000, Training Consultants £16,000, and refreshment costs £1,000. This resulted in a net contribution from the training team of £68,000.

Other expenditures were attributed to the following: serious case reviews, domestic abuse project, supplies and services, Independent Chairs which included additional work in respect of the OFSTED inspection, staffing costs and vacancies in the board team.

An under spend of £170,500 was carried forward from the previous financial year making the total income to the Board £635,500. This enabled the cost of running the Board to be fully met during 2015 – 2016.



“What our lay member says?”

Two lay members were recruited during 2015 – 2016 unfortunately one resigned in February 2016 due to pressure of other commitments. The attendance of lay members at the Board meetings was 83% and their presence brought helpful challenge at the meetings. The current lay member is keen to help the board to have strong links in the community and is very committed to her role and her comments are noted below. Work is underway to recruit at least one other lay member.

The new Chair Elaine Coleridge-Smith who joined the Board at the same time as myself has brought new direction to the Board and is challenging the different agencies to take responsibility to safeguard the children in Surrey.

As a Lay Member I am keen to help make links between the SSCB and community groups and this is something I would like to focus on during my second year on the Board. I feel there should be stronger public engagement in local child safety issues and improvement in public understanding of the SSCB child protection work.

I have recently attended a development day for Lay Members held by Brighton and Hove LSCB where all the delegates have the same passion as me to help promote the effectiveness of their relevant Boards and to maintain the importance of "the voice of the child".

My commitment to the children of Surrey to help their voice to be heard and how important the communication to the local communities on how they need to safeguard and promote welfare of children is now one of my challenges which I bring forward to my second year on the board.

I believe that every question / challenge is important and it is the Lay Members responsibility to be the voice of the local community.”

Communication

Newsletter

The SSCB has published a [newsletter](#) quarterly throughout the year focussing on topical safeguarding issues. Feedback received has been very positive.

Commissioning of new website

During the period significant work was undertaken to develop a new website for the SSCB with the aim of improving both the communication and training function of the board:

The new site is due to go live in May 2016 (www.surreyscb.org.uk) and it is anticipated that a dedicated website will:

- Raise the profile of SSCB amongst professional, the public and children

- Support the Board to meet its safeguarding function more effectively and help to meet increasing demands for training, incorporating e learning.
- Facilitate access to the SSCB procedures manual for professionals.
- Increase cost effectiveness.

Development of SSCB Information Leaflet

- The Board has developed and circulated an Information Leaflet with input from a number of young people

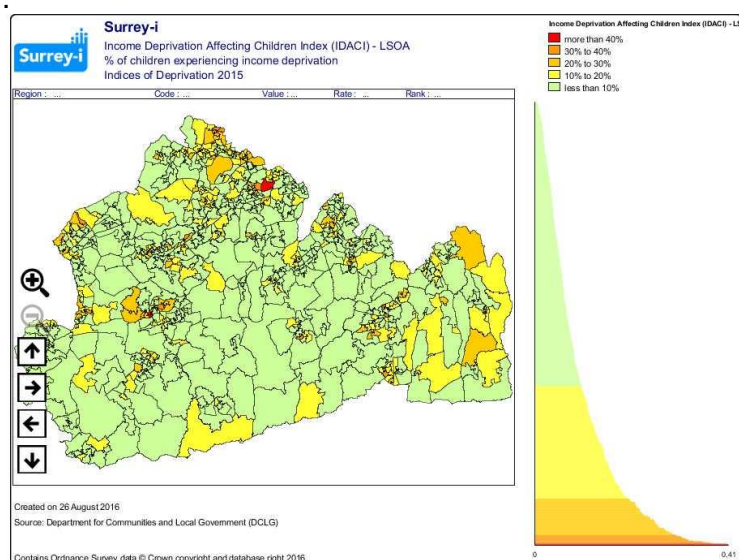
Awareness raising at events

- The Board members have held market stalls at a number of events across Surrey, raising awareness of the Board's work by sharing key messages and campaigns, and promoting multi-agency training opportunities
- The training and communications team have been very active in planning for a Surrey wide SSCB conference in November 2016 entitled 'Off the Radar'.

Surrey in Context

Demographics

Surrey has around 283,099 0-19 year olds of which 256,383 are under 18. The majority are safe, well educated and cared for. They also experience good health and have good leisure and employment opportunities and benefit from higher than average socio-economic circumstances. However, approximately 5,500 are children in need, 860 are Looked After Children and an estimated 28,000 are children living in poverty.



Surrey has one of the lowest rates of **child deprivation** in the UK, with the most recent data indicating that there are approximately 9% of children and young people in Surrey, aged 0-19, living in low income households. Over a quarter of children living in certain areas of Spelthorne and Guildford are living in poverty. There are indications that the current economic climate and welfare reforms are likely to increase family stress and hardship

Overall, Surrey has high standards of educational achievement and, 88% of schools were rated as good or above by OFSTED (2015). However there are educational inequalities associated with socioeconomic deprivation. 500 (2%) of 16-18 year olds in Surrey are not in education, employment or training. This is substantially lower than in the South East (4%) and in England (5%). One fifth of Surrey's pupils are educated in independent schools and there are 800 home-schooled children in Surrey.

The proportion of children entitled to free school meals in primary schools is 9% (the national average is 18%) and in secondary schools is 7% (the national average is 15%).

Children from minority ethnic groups' account for 18.6% of all children aged 0-15 living in the area, compared with 26.1% in the country as a whole. The largest minority ethnic groups of children in the area are Asian and mixed. Surrey is home to the 4th largest Gypsy, Roma and Traveller community in Britain.

The Child's Journey 'feeling safe – being safe'



The OfSTED Inspection of services for children in need of help and protection, children looked after and care leavers was published in June 2015, and found Children's services in Surrey to be **inadequate**. Recommendations for improvement covered every aspect of children's services.

The HMIC inspection in December 2015, found serious weaknesses in Surrey Police's arrangements for protecting vulnerable people from harm and supporting victims, and judged them to be **inadequate**.

The OfSTED Inspection found that the arrangements in place by SSCB to evaluate the effectiveness of what is done by the authority and board partners to safeguard and promote the welfare of children **require improvement**

This annual report paints a picture of the situation in Surrey during 2015 – early 2016. During this time considerable efforts were being made to improve all aspects of safeguarding work, however very little was embedded and able to show positive outcomes for children.

Early Help

Contacts, Referrals and Assessments

During the period of this report practice weaknesses were evident at the Referral Assessment Intervention Service (RAIS)

Caseloads of individual social workers in RAIS were high and remain too high. This compromises the quality of practice and the timeliness of assessments. These issues remain more acute in the east of the county where there are challenges with managing the demand and workload due to the high level of vacancies and the necessity to use locums.

At the time of this report there were a number of cases held at the 'team around the child' (early help) level, where risk was not appropriately assessed, identified or managed and a multi-agency statutory response was absent. This left children at actual and potential risk.

Developing the MASH and a coordinated and coherent Early Help offer is key to the development of a longer term and more sustainable solution to the demand pressures and quality issues in the RAIS.

Thresholds – Levels of Need

The OfSTED Review of the effectiveness of the Local Safeguarding Children Board stated that the SSCB thresholds document 'Early help: multi-agency levels of need' does not meet the requirements of statutory guidance. It did not provide clarity about the types of need that can be met through early help, and those requiring a statutory social work service and did not support the staff working in the RAIS.

Surrey SSCB, in collaboration with partners and the newly appointed AD for MASH & Early Help development, has reviewed the threshold guidance. Following completion of the trial period and further training, the document will be approved in autumn 2016.

During this period SSCB has seen improvement in the effectiveness of management oversight within the referral, assessment and intervention service (RAIS). Supervision is improving and poor practice is identified and challenged.

The Multi Agency Safeguarding Hub (MASH)

Surrey MASH is being developed to provide a single point of access ('front door') for both professionals and the public requesting help for a child or adult, where there is a safeguarding concern, and to ensure that the appropriate help is provided based on an agreed level of need.

During the period of this report an independent Consulting company provided leadership and guidance to Surrey. Whilst initial progress was positive, the pace of change in making progress against a number of key areas for the development of the MASH was slow and much remained to be done to improve the quality of front line practice and sufficiently engage partners.

Following the restructure of the SCC leadership team an assistant director took over responsibility for the MASH project, and the scope was expanded to include early help. To date the MASH and Early Help Programme has progressed well and with pace. Strong partnership commitment means that the Surrey MASH will be operational from October 2016.

Surrey partners have agreed for the location of the new MASH to be Guildford Police Station

Children in Need

The OfSTED inspection report found that a number of cases held at the 'team around the child' (early help) level, risk were not appropriately assessed, identified or managed and that a multi-agency statutory response to children in need was absent

Significant work has been undertaken to address these findings. In particular the local authority has introduced revised Children in Need operating model , which became operational in January 2016.

These changes were preceded by clear communications with key partners including health colleagues, schools and police.

The effectiveness of the new model is being monitored through the Surrey Improvement Board, and will be further reviewed by SSCB during 2016 – 17.

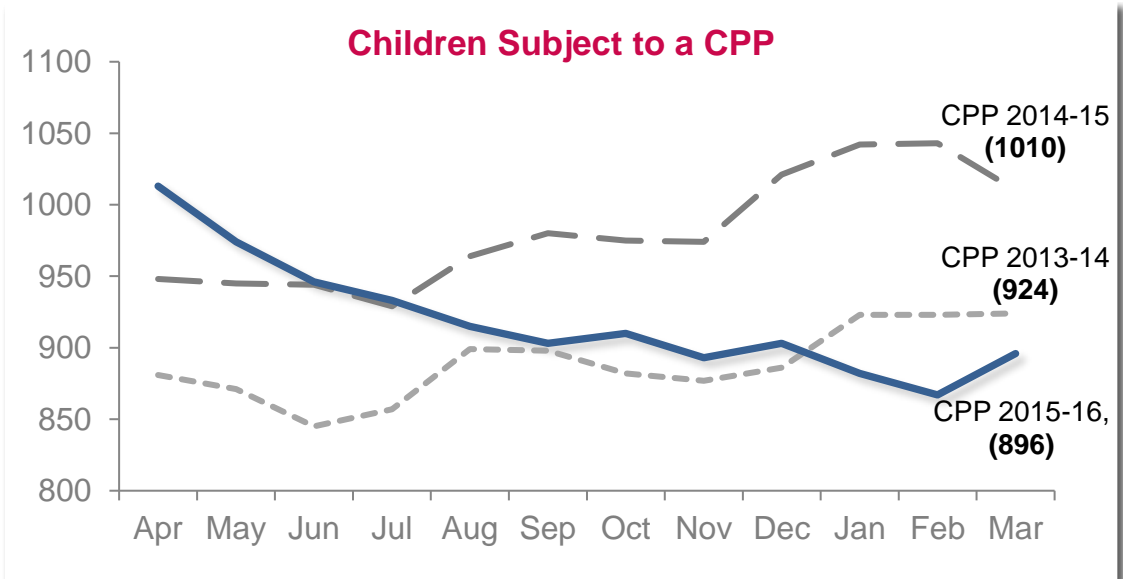
Child Protection

Children find themselves subject to **Child Protection Plans** because they are considered to be in need of protection from neglect and / or physical, emotional, or sexual abuse.

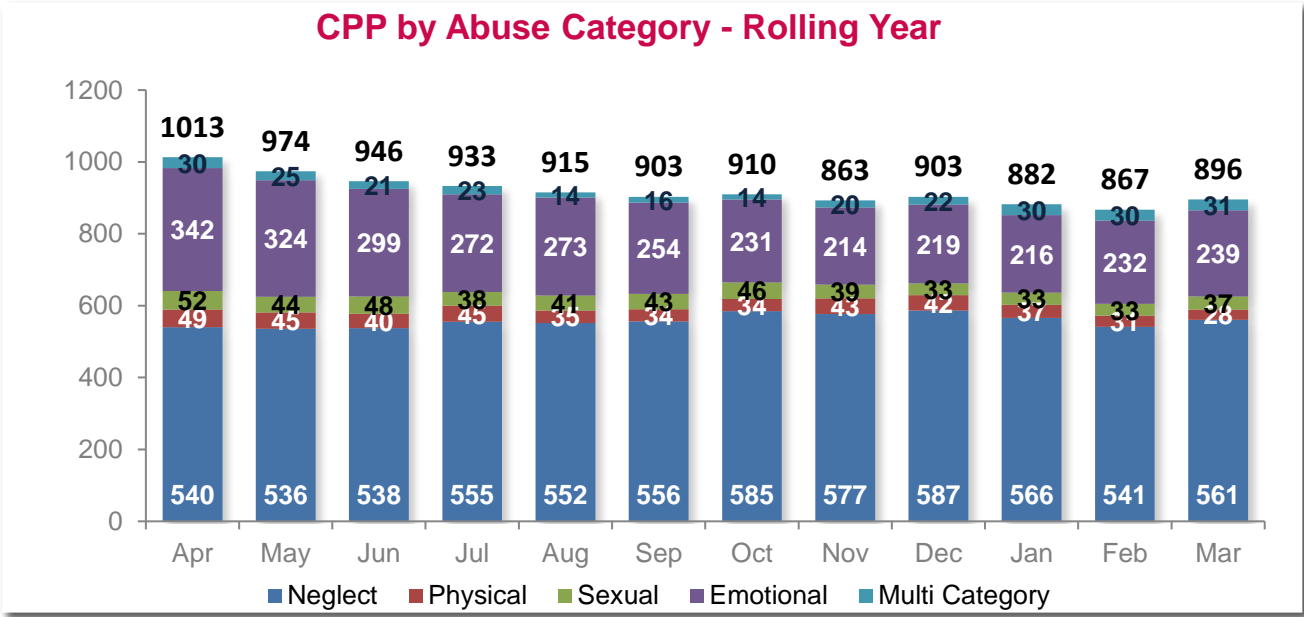
Across Surrey, case loads were high and quality of practice was poor. These Ofsted findings were supported by several audits of Core Groups undertaken by SSCB during the period.

Ongoing areas of concern include

- Quality of Recording
- Attendance
- Timescales
- Engagement of fathers
- Child's Views
- Quality of Child protection plans and use of language
- Specific practice issues that were fed back to children's services teams and to relevant agencies

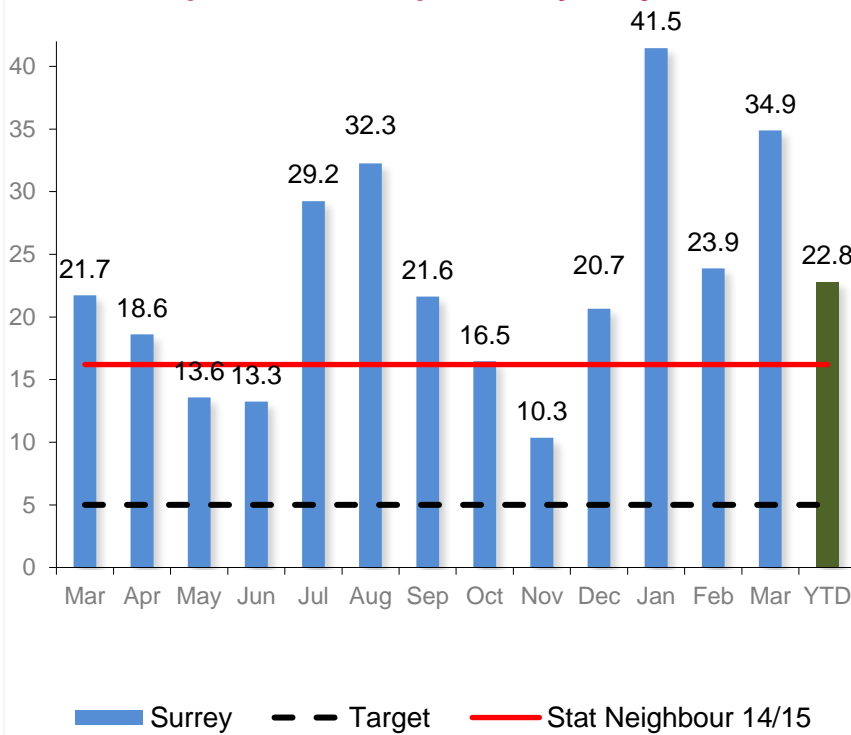


As at March 2016 881 children were subject to a child protection plans compared with 995 in 2014. Of the 881, 457 were male, 403 female and 21 related to an unborn child



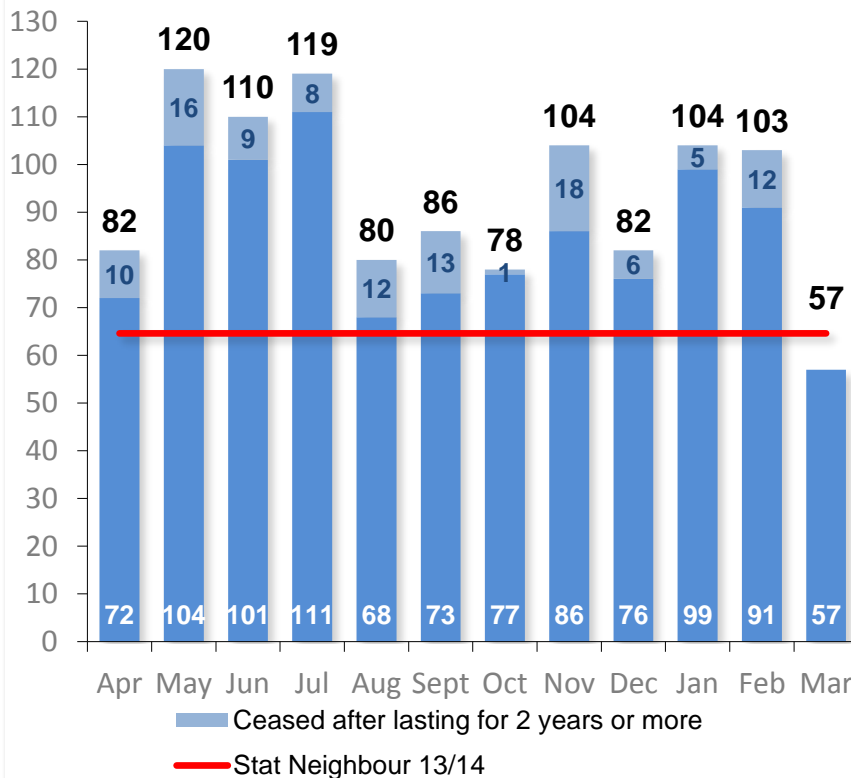
The category of abuse recorded during 2014 – 15 is as follows:
 neglect (559), physical abuse (25), sexual abuse (35), emotional abuse (231) and multi category (31).

Percentage of children becoming subject to a plan who were previously subject



The number of children subject to a repeat plan has increased. The percentage at the end of the 2015-2016 reporting year is 23.1%, compared to 17%, in 2014-2015.

Children and young people no longer subject to a Child Protection Plan



The numbers of children whose plans ended after being the subject to a child protection plan for more than two years was 9.9% in comparison to 6.5% in March 2015.

Safer Surrey

SSCB has fully supported the significant amount of work that has taken place to introduce 'Safer Surrey'. Work is being undertaken to embed skills and tools across the children's social care teams and engaging more widely with practitioners from other parts of the council and partner organisations.

It is encouraging that there are some positive examples of the Safer Surrey approach being used by practitioners, with evidence of good engagement, decision making and outcomes for children.

The Safer Surrey approach to practice is not yet widespread and embedded and there remain challenges with the consistency of practice across the county

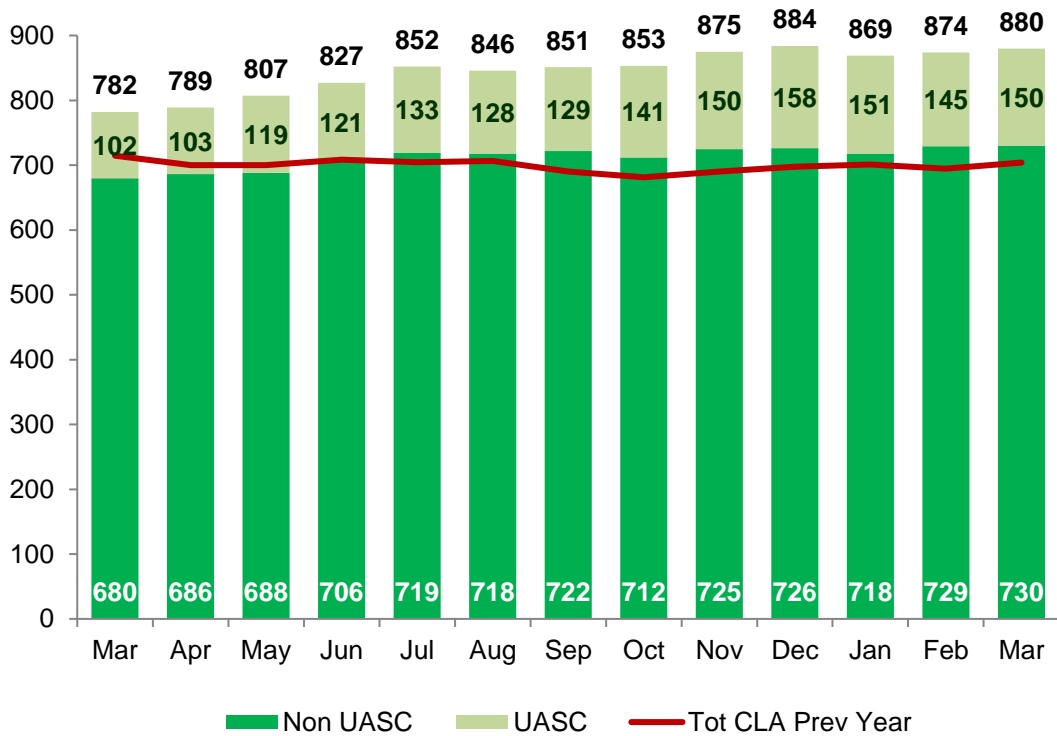
Looked After Children

A child who is "Looked After" is in the care of the Local Authority for a number of reasons, including unaccompanied asylum seeking children, risk of significant harm, or parents struggling to cope.

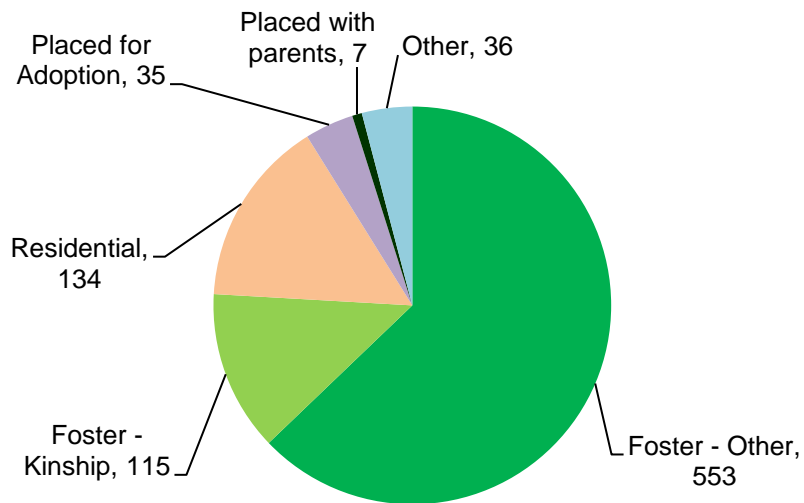
In Surrey, majority of looked after children have stable relationships with social workers, who visit them regularly and know them well, however decisions for children to become looked after are not always timely and the quality of assessments, care plans and pathway plans requires improvement so that these consistently identify children's needs and how these needs will be addressed. . (OfSTED)

- As at 31 March 2016, 876 children were looked after children compared with 779 in March 2015.
- As at March 2016 there were 152 unaccompanied asylum seeking children compared to 102 at March 2015.

Total Number of Looked After Children 2015 - 16 including unaccompanied asylum seekers



2015 - 16 breakdown of LAC by placement category



Surrey's improvement journey in 2015 – 2016



Following the multi-agency inspection of Surrey County Council and its partners in October 2014, The SCC Improvement Board was established to act on behalf of the county council to oversee improvements to children's services. The Improvement Board is chaired by the deputy leader of the council and has members from the council's main political groups. Since December 2015 membership of the Improvement Board was extended to include key partners and the SSCB Independent Chair.

Both Surrey CC and the SSCB acted immediately on the priority areas highlighted by Ofsted to ensure children are safe. However unnecessary time was spent negotiating the outcome of the inspection reports with OfSTED, significantly delaying the start of the improvement work required in Surrey.

Once underway, the [SCC improvement plan](#) outlined the stages of improvement required to take children's services and partners from where they are at the time of this report, to an embedded culture of practice where all partner agencies, are consistently and confidently doing the right things for children, in the right way.

At the time of writing this report considerable improvement has been made to safeguarding practice across the partnership in Surrey. In particular much effort has been made to ensure that strong leadership is being put in place, ensuring improved management oversight and governance. An open and supportive relationship has developed between social care, health service, police and SSCB senior leaders and the improvement process continues to have strong political and corporate leadership.

Restructuring and refocusing the work of the SSCB has contributed to a more effective working relationship with improved levels of challenge. The SSCB needs to strengthen its leadership and QA responsibilities to support the improvement journey in Surrey.

Leaders across the partnership are now clearer in their expectations and this is beginning to impact on the ability to improve practice and tackle poor performance.

Importantly several necessary processes and frameworks are being implemented including:

- The e-aligning of the Children, Schools and Families Directorate Leadership Team roles and responsibilities to reflect the strategic shift needed to strengthen preventative and early help work with partners and manage Children in Need cases more effectively.
- The recently developed thresholds document,
- The introduction of the Safer Surrey approach
- The newly formed Sexual exploitation and abuse management board.
- The use of practice coaches in order to identify specific areas of improvement and provide practical support to practitioners.

This learning process has enabled us to identify the sequence of actions we will take in Children's Services, across the whole organisation and Surrey to build a sustainable and effective service model for children.

A strong one team approach is essential to achieving our ambition for children and achieving the quality of improvement we need, at the pace we need. We will continue to build on the relationships with all our partners to deliver better services and engage effectively with children and families to shape these services

Surrey Safeguarding Children Board Priorities 2014 – 2015

In 2015 – 2016 SSCB prioritised 4 key areas for consideration and scrutiny. Work was carried out through a number of subgroups and progress can be seen in the tables below.

Priority 1:

To work with partner agencies to reduce incidences of **domestic violence** and the impact this has on children and families

Priority 2:

To ensure sufficient, timely and effective early help for children and families who do not meet the **thresholds for children's social care**

Priority 3:

To ensure that professionals and the **child protection** processes effectively protect those children identified in need of protection.

Priority 4:

To develop, agree and communicate a multi-agency **child sexual exploitation** strategy; identifying key priorities and monitoring procedures to measure the impact on children and families.

Work of the sub groups

Domestic Abuse

Domestic abuse is a shared priority with the Surrey Safeguarding Adult Board. The work is overseen by Community Safety Board.

Safeguarding children exposed to domestic abuse (DA) has been a priority for SSCB due to the risks posed to children living with DA and its prevalence.

In 2009, the National Society for the Prevention of Cruelty to Children (NSPCC) conducted research with young people aged 13-17 which examined their experiences of physical, emotional and sexual violence in their partner relationships.

The research found that:

- 25% of girls and 18% of boys had already experienced some form of physical abuse at least once in their lifetime.
- 75% of girls and 50% of boys reported experiencing some sort of emotional abuse at least once in their lifetime.
- 31% of girls and 16% of boys reported experiencing some form of sexual violence at least once in their lifetime.

Further research by the NSPCC in 2011 showed that behaviours (which are known to escalate into physical abuse) such as checking a partner's phone, telling them what to wear and controlling who they can or can't see or speak to, were common within teen relationships. In the same year the Crime Survey for England and Wales found that 16 to 19 year olds were more likely to suffer partner abuse than any other age range.

A year later in 2012 – at the same time as the definition of DA was broadened - the age of those who could experience and perpetrate DA was lowered from 18 to 16. This change coincided with the launch of the Home Office campaign 'This is abuse' which aimed to encourage 13-18 year olds to re-think their views of violence, abuse or controlling behaviour in relationships.

Surrey Police received the highest number of reports from women aged 29 over the past year.

Key achievements in 2015/16

IRIS – East IRIS project has produced some good results seeing a 5 fold increase in referrals to DA Outreach services from GPs in the East in 2015 – 2016. Health are currently

reviewing a wider rollout of IRIS across Surrey

DA Communications – Two key events were delivered in 2016. The first in March to mark the change in legislation regarding coercive control which came into law in December 2015; the second event in May, Behind Closed Doors, to launch the communications campaign highlighting the change in law and to call to action to Surrey businesses to implement Staff Policies on DA. Around 700 people attended across these 2 events.

A DA communications strategy was adopted by the Board and the autumn campaign and Communications week will focus on reaching out to young people:

DA Training – Multi agency courses continue to be delivered and positively received. Bespoke training has also been delivered for Health staff, GPs and Surrey Police, focussed on raising awareness and improving signposting.

Links with other Strategic Boards - Links continue to be strengthened with representation or presentations to each of the Boards regarding DA (SCSB, Surrey Safeguarding Adults Board, Children & Young People’s Partnership on behalf of Community Safety Board and the DA Management Board). Presentations have also taken place to the Children’s Lead Members and Officers group which has representation from Surrey County Council and Boroughs and Districts.

Domestic Homicide Reviews – The Community Safety Board have agreed an oversight role for DHRs. Both Adults and Children’s Safeguarding have been involved in the changes implemented in process and will be part of the lessons learned work going forward. SSCB has been involved in a combined DHR / SCR and ensures participation in DHRs where children have been involved.

How these achievements have impacted upon children in Surrey

- Healthy Relationship packages are being delivered in schools and other educational settings, to support children’s services professionals, and children witnessing DA. This has been running since June 2015 and will be reviewed after 12 months in June 2016.

Challenges for the future/next steps

Implement learning from the recent audit undertaken by SSCB.

The main objectives of this audit were to:

- Evaluate the effectiveness of multiagency working to safeguard and promote the welfare of children who are exposed to violence
- Raise awareness of DA amongst service providers
- Explore provisions in safeguarding children and promoting their welfare

Operations Group

Key achievements in 2015/16

- The operations group is a meeting of the 14 SSCB sub-group chairs and is chaired by

<p>the independent chair.</p> <ul style="list-style-type: none"> • It provides the conduit for the sub group chairs to be updated and informed of the work taking place within sub groups and the SSCB board and to ensure the dissemination of key messages. • It provides a forum to raise issues local with the board.
<p>How these achievements have impacted upon children in Surrey</p>
<ul style="list-style-type: none"> • Through this SSCB structure there is increasing synergy and clarity about the key safeguarding messages/learning communicated to practitioners to support their work in safeguarding children.
<p>Challenges for the future/next steps</p>
<ul style="list-style-type: none"> • To ensure continued capacity for partner agencies to support the SSCB sub-groups. • To ensure good communication between the 14 sub-groups to avoid duplication and ensure synergy. • To ensure that key messages and learning are disseminated through the sub groups to front line practitioners in all agencies.

Strategic Case Review Group

<p>Key Achievements in 1 April 2015 – 31 March 2016</p>
<ul style="list-style-type: none"> • The SCRG coordinated the completion of two SCRs (SCR Child AA and SCR Child BB) that had started in the previous year. Although publication of the reports had to be delayed due to criminal proceedings and Coroner's Inquest, the learning from both cases has been widely disseminated and embedded in the core safeguarding training delivered by the SSCB. • Two action plans in relation to SCRs from the previous year (SCR Child Y and SCR Child BB) have been completed and signed off. • Rigorous monitoring of learning from single agency and partnership reviews . <ul style="list-style-type: none"> ○ The SCRG requested and received the report from a SI investigation in health and also the follow-up audit report and memorandum of understanding between NHS hospitals and a private hospital providing mental health services to young people in Surrey. ○ The Quality Assurance Officer of the SSCB attended SCRG meetings to present findings from audits commissioned following recommendations from partnership and/or single agency reviews. • . SCRG monitored SCR action plans including the Early Help re-audit in autumn 2015 to ensure that issues from SCR Child AA were included. • A 'good practice' report was completed and published in autumn 2015 highlighting good practice from partnership reviews during the last five years. • The process for sharing learning from DHRs and SARs has been streamlined with quarterly meetings taking place between SSAB, SSCB and the Community Safety Team.

- SSCB is notified of DHRs when there are children in the household.
- The SCRG regularly monitors national learning from SCRs. During the last year it considered 4 SCRs from other areas to identify learning relevant to Surrey.
- SCR process and toolkit were developed and launched with a comprehensive communications plan to ensure wide dissemination. Referral form has been reviewed and referral process has been streamlined.
- SCRG membership was reviewed in February 2016 to ensure appropriate agency representation.
- SSCB Independent Chair stepped down from chairing SCRG in March 2016 and the representative from SCC Schools and Learning was appointed as chair of SCRG to ensure transparency.
- The SCRG has stopped acting as panel for all reviews. An independent panel is set up for each review with appropriate representation from relevant agencies. Chairing of each panel is shared among SCRG members to ensure SCRG has oversight of cases.
- Terms of reference for SCRG were updated in March 2016.
- SCRG considered nine referrals of which two resulted in SCRs, one in a joint DHR/SCR, two in partnership reviews, one in a thematic review and three in no further action.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- The SCRG was kept informed about out of area reviews that involved Surrey agencies and actively considered learning. SCRG requested and received the report of partnership review Child J from Merton LSCB. Learning was shared in relation to children with complex needs placed out of county by Education. SCRG requested relevant working group within SCC Schools and Learning to consider planning and commissioning arrangements.
- As a result of multi-agency audit on bruising, which was the most common theme in recent SCRs, the SSCB has reviewed the bruising policy. The bruising policy was re-launched with a comprehensive communications plan to ensure professionals are familiar with their new responsibilities for referral as well as the referral pathway. Bruising in disabled children was addressed in the updated policy on disabled children.
- Challenge was made to agencies in relation to their actions emanating from reviews. SABP was challenged by the SSCB Independent Chair regarding actions around management oversight when a practitioner is unexpectedly absent from work. (Recommendation from SI investigation Child ML).
- At the request of SCRG the Policies and Procedures group of the SSCB, SCRG undertook review of pre-birth procedures in January 2016 to ensure pre-birth planning for premature babies is addressed (recommendation from SCR Child AA).
- Likewise audits have been undertaken as a result of recommendations from reviews (bruising, early help).
- Regular workshops are arranged for front line practitioners to disseminate learning from SCRs, other learning reviews, DHRs and audits.

How do you ensure that your work is informed by the voice of children?

- Where the age of the child/ren allows, their views are sought and listened to as part of the SCR process.
- SCRG ensure that SCRs that have incorporated messages from children are included in SSCB core training. Messages from the Brooke review have been incorporated into CSE Level 2 and the SCR workshops.

Challenges for the Future

- Ensure that children are involved and provide their views as a matter of course in all learning reviews.
- Strengthen ties with DHR process to ensure that any learning from these reviews informs future activity of SSCB appropriately.
- Ensure commitment from agencies in embedding learning from reviews into practice in a timely manner.
- Agencies to provide evidence of embedding learning in practice and how this has improved practice.

Next steps

- Ensure that SCRG continues to robustly monitor how learning from reviews is embedded in practice and challenge appropriately if necessary.
- Ensure that learning from reviews is incorporated in regular safeguarding training to front line staff.
- SSCB is represented in DHRs when there are children in the household to ensure learning is shared in a timely manner.

Child Death Overview Panel (CDOP)

Key Achievements in 1 April 2015 – 31 March 2016

The statutory function of the CDOP panel is to review the deaths of all children under the age of 18 who are resident in Surrey, on behalf of the local safeguarding children boards (LSCBs).

The purpose of the review is to systematically gather comprehensive data on children's deaths, to identify notable and potentially remediable factors, to learn lessons and make recommendations to safeguard children and to reduce the risk of future child deaths.

Key Achievements in 1 April 2015 – 31 March 2016

- In January 2016, there was a change in the independent chair of CDOP; the new chair is Ruth Hutchinson, Deputy Director of Public Health.
- CDOP has held 9 meetings in the past year (including four neonatal panels, of which one was a full day meeting).
- Between April 2015 and March 2016, CDOP was notified of 66 deaths of which 54 were children who were resident in Surrey which is a decrease in actual numbers of deaths

since the previous year when 79 children were notified of which 62 were from Surrey.

- There were 21 unexpected deaths between April 2015 and March 2016 which warranted a Rapid Response. The aims of the Rapid response are to:
 - a) establish, as far as is possible, the cause or causes of the infant's / child's death
 - b) identify any potential contributory or modifiable factors
 - c) provide on-going support to the family
 - d) ensure that all statutory obligations are met
 - e) learn lessons in order to reduce the risks of future infant deaths
- CDOP has reviewed and closed a total of 80 deaths during 2015/16.
- Of the 80 deaths reviewed between 2015 and 2016, 16 (20%) were identified as having modifiable factors to reduce the risk of future similar deaths.
- Two deaths were referred to the Serious Case Review Group, of these, 1 went to SCR
- Themes/learning identified through Surrey child death reviews in 2015/16 included:
 1. The importance of recognising sepsis early,
 2. SUDI (Sudden unexpected death in infancy) - known risk factors need to be reinforced by Health Professionals and the 'Safer Sleep' assessment to be completed by Midwife in the Red Book.
 3. Road traffic accidents (RTA)
 4. Neonatal deaths

The four national CDOP themes for 2015/16 reflect the picture in Surrey. They are:

1. Greatest risk of death for children is in the first year of life
 2. Recognition of sepsis early so appropriate treatment can be commenced
 3. Safe sleep
 4. Accidents and Suicide
- The Specialist Nurse has developed and distributed a CDOP booklet for use in all of the 5 Acute Hospitals in the event of the unexpected death of a child.
 - All five acute hospitals now have hard copies and electronic copies of this CDOP booklet in A/E, Children's wards, Maternity, SCBU and NICU. The CDOP booklet has also been shared with Community providers, GP's, Children's services, Police and the Coroner. This booklet will be kept under review by the Specialist Nurse to ensure that it is kept up to date and any changes or improvements will be incorporated following feedback from the hospital
 - The Specialist Nurse completed an audit of the Safe sleep assessment in the red child health record books (31.03.16). The purpose of this audit was to measure:
 - Completion, effectiveness and quality of the Safe Sleep Assessment
 - Identify good practice
 - Identify areas for improvement
 - To provide assurance that the lessons learnt from Child Death Reviews are embedded in practice to protect other children and prevent future deaths

Recommendations for improvement were identified and a re-audit is planned for January/February 2017

- The Specialist Nurse completed 5 sessions of joint CDOP training with Surrey Police in November/December 2015 to raise awareness of the importance of a joint visit to the family during a rapid response to an unexpected death
- Surrey CDOP joined the National network of CDOP's (NNCDOP) and the Designated Paediatrician and Specialist Nurse attended the 2nd NNCDOP conference in February 2016

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Following each CDOP panel meeting, a paper highlighting the identified learning from child deaths is created and shared with all the multi agencies for further dissemination to staff. Modifiable factors are highlighted and recommendations made to prevent future similar deaths.
- The CDOP booklet (electronic and hard copy) is available to all 5 acute settings in Surrey with detailed information of how to respond to an unexpected death, who to contact and up to date bereavement support for families. This has resulted in an improvement in the early notification of child deaths, the timely initiation of the rapid response and improved information to support families.
- The joint training with Surrey Police has resulted in more timely communication with the Specialist Nurse and negotiation regarding a joint visit. This multi-agency approach is key to the effective investigation of an unexpected death and support for the family.
- Becoming a member of the NNCDOP will help to improve the communication and sharing of information regarding child deaths on a national level.

How do you ensure that your work is informed by the voice of children?

- Parents are informed and enabled to contribute to the CDOP process in Surrey.
- This is facilitated by the specialist nurse for child deaths who directly contacts all families of unexpected child deaths and all expected child deaths aged over 1 month old.
- The arrangements for expected neonate deaths are slightly different however these parents are also given the contact details of the specialist nurse for child deaths and can contribute via her to the review process if they wish.
- Information regarding the child including their views/voice is systematically gathered from all professionals who were involved with the child.

Challenges for the Future

Key areas for development to ensure that the Surrey CDOP processes continued to function effectively are:

- Providing training for all staff involved in the CDOP process – this is on-going and CDOP training is to be included in the SSCB training calendar in the near future
- Keeping the database up to date, so that it is able to collect all the data required for the DfE data return and can provide more effective information for the annual report.

- On-going audits of rapid response arrangements to gauge their effectiveness. A re-audit of Rapid response was completed in September 2015 to monitor the effectiveness and quality of the rapid response in Surrey. The results of the audit were shared with SSCB. A further audit is planned for April 2017.
- A re-audit of safe sleep assessments is planned for January/February 2017 to monitor and provide assurance that the lessons learnt from Child Death Reviews are embedded in practice to protect other children and prevent future deaths
- Continuing to build on the relationships with the Coronial service and the Police to improve and maintain the quality of the rapid response in Surrey.

Next steps

- As the numbers of deaths with modifiable factors are relatively small (42 over a five-year period) and are from a number of causes it is often hard to identify specific public health messages. It is important to build up the data-base to show whether specific deaths are indicative of trends and therefore need a more general response. When modifiable factors are identified in a child death, the Specialist Nurse will discuss with Nicola Mundy, Public health Lead for CDOP who will research and analyse the national picture. As a result, patterns, themes, trends and appropriate recommendations can be identified and consideration will be given to what action could be taken locally and what action could be taken at a regional or national level.
- The review carried out by Alan Wood in March 2016, which was submitted to the Government suggests that child deaths need to be reviewed over a population size that gives a sufficient number of deaths to be analysed for patterns, themes and trends of death. It also suggests that regionalisation should be encouraged and that consideration should be given to establishing a national-regional model for child death overview panels (CDOPs).
- Surrey CDOP plan to approach Kent and Sussex CDOP's to discuss the way forward to be enable sharing of learning and identification of patterns, themes and trends in child deaths on a regional basis

CP Dissent Group

Key Achievements in 1 April 2015 – 31 March 2016

The SSCB Child Protection Dissent Group (CP Dissent Group) is a multi-agency audit group which meets on a monthly basis to discuss cases where professional dissent occurs at a Child Protection Conference (CP Conference), on average around two per month. The group reviews the conference reports, considers the nature of the dissent and evaluates the decision of the CP Conference Chair.

A review of the group has recently been undertaken by the SSCB and there is a desire to remodel the way we deal with professional disagreement at CP conferences such that professional disagreement is dealt with more promptly, informally and locally, and is referred for independent scrutiny only by exception where resolution cannot be achieved locally

The SSCB Executive's Group has thus endorsed a recommendation to disband the group

and put in place processes whereby that local problem solving can occur. Cases will then only be referred on where this is unsuccessful. Work is underway to put this into practice.

CSE Strategy Group (including Missing)

An OfSTED monitoring review in March 2016 focused on case audits where there was a feature of going missing and/or child sexual exploitation.

The findings were disappointing and whilst there were some signs of progress, significant concerns remained that some very vulnerable children had not been adequately protected. SSCB, alongside key partners commissioned the LGA to undertake a pilot peer review of CSE practice across Surrey. The review will take place in May 2016 and will be used to influence current work plans.

Key Achievements in 1 April 2015 – 31 March 2016

- An immediate focus was placed on the development of an agreed action plan and strategy to act as the basis for the partnership response to CSE in Surrey.
- The SSCB has appointed a Partnership Manager (CSE) funded by the PCC who will be leading on this work and the CSE Strategy Group will provide the required oversight and governance
- An SSCB audit of partnership response to CSE in Surrey was completed in May 2015. Findings were incorporated into the action plan and have led to a greater focus on disrupting perpetrators.
- A comprehensive problem profile was completed in December 2015 and considered by the CSE Strategy Group in February.
- An awareness raising event on national CSE day was attended by 300 professionals from across the children's workforce with a focus on CSE of boys. The event was supported by the SSCB.
- A SSCB screening tool and guidance was introduced across the children's workforce
- Surrey Children's Services have commissioned the national charity 'Missing People' to undertake return home interviews. Work is due to commence 1 April 2016

How have these achievements impacted upon Children in Surrey (positively and negatively)

- The problem profile and audit findings have been used to inform responses – especially in relation to disrupting perpetrators, but also in relation to the (re-)commissioning of services for children at risk of/suffering from CSE (STARS – the CAMHS offer)
- Use of screening tool enables practitioners who are concerned about a child to better identify those at risk of CSE.

How do you ensure that your work is informed by the voice of children?

- A CSE online Survey was conducted in November 2015 to gather the voice and views of children regarding CSE. Findings were fed into the strategy.
- 2 CSE related serious case reviews have been undertaken in this period, and the children have participated in the investigations.

Challenges for the Future

Focus is required on:

- better reflecting the voice of the child in existing processes and service development
- alignment of CSE action plan with the missing agenda
- developing an agreed set of data (dashboard) to be considered by the CSE Strategy Group
- a focus on disrupting perpetrators of CSE
- Ensuring training and workforce development activities have the desired impact
- Need for robust information sharing arrangements to support operational responses
- There has been some confusion between the triage, area MAECCs and MAECC Oversight Group and whilst the recent MAECC restructure has improved the sharing of information between agencies and therefore a reduction in delay work needs to be undertaken to maximise the effectiveness of the process. It has been agreed that a review of the MAECC process is necessary and this will take place during the summer of 2016

Next steps

- Begin to merge and align current CSE activities with related agendas – especially missing children, LAC and unaccompanied asylum seekers forming the Sexual Exploitation and Abuse Management Board, under police leadership, with SSCB oversight.
- Ensure that the newly formed SEAMB provides robust and effective leadership in addressing the issues highlighted above.

Work undertaken by Surrey Police in respect of CSE

Key Achievements in 1 April 2015 – 31 March 2016

- Surrey Police now have dedicated CSE teams on each division who investigate CSE and act as SPOC's (single point of contact for the victim).
- There are now robust supervisory footprints on investigations; staff within the Public Protection Standards Team carry out 7 day, 28 day and closing reviews on Child Abuse and CSE investigations.
- A Memorandum of Understanding with local authority and private children's homes has been created, to protect children and young persons living within those homes and those on out of area placements.
- Police and Children's Services have introduced weekly CSE triage panel meetings to discuss all new referrals and any medium or low risk case, where a lead professional believes the risk level should be increased. This meeting will also look at suspected perpetrators.
- A tactical problem profile in relation to CSE has been completed by Police and Children's Services.
- After applying for funding from the OPCC, we now have two full time WiSE (What is Sexual Exploitation) workers in post. They work with children or young people under 25 years, who have been identified at risk of CSE and they are not being supported elsewhere. They offer one to one support for children and help them identify what is happening and exit the exploitation.
- A CSE analyst (funded by the OPCC) has just been recruited to advise and assist in

all aspects of investigation by providing strategic and tactical analysis of multi-agency CSE intelligence, in order to identify offenders, series and trends, and to suggest problem solving prevention, disruption and intelligence gathering opportunities.

- A CSE Role of Community Partnership training event took place on the 24/02/16 with about 80 delegates from various roles within the council. Training was delivered on CSE/Models/Grooming/Warning Signs.
- CSE Training to the Force Chaplains, Force Independent Advisory Group was delivered
- On the National CSE Day the 18/03/16 we held a CSE event for professionals. Over 300 professionals attended.
- Neighbourhood officers carried out some night-time economy work on this date, targeting locations and speaking to taxi drivers.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Having a Memorandum of Understanding with children's homes in place will help prevent and identify instances of CSE and will ensure agencies work together to safeguard victims and potential victims of CSE.
- The introduction of the weekly triage panel meetings will enable the MAECC meeting to spend more time looking at the management and disruption of suspected perpetrators and offenders, thus protecting children from this abhorrent abuse.
- The tactical problem profile will be used to inform the terms of reference for the strategic problem profile and help build a picture of the prevalence of CSE in Surrey and any emerging trends and patterns.
- The new risk assessments we have in place ensure that safeguarding is our primary focus and help officer's identify secondary and tertiary victims that might have otherwise gone unnoticed.
- The new teams and roles we have in place will help strengthen our response to combating CSE.
- The ongoing Awareness Campaign is essential to ensure we work together to identify and disrupt the hidden crime of CSE.

How do you ensure that your work is informed by the voice of children?

- The views and voice of the child/victim has now been included in the PPST (Public Protection Standards Team) reviews. The voice of the child has been embedded within the investigation closing template.

Challenges for the Future

- To ensure we are all identifying "male" victims of CSE and thinking "victim" rather than the sex of the young person.
- To bring the wider community on board with us and increase referrals and intelligence from the voluntary sector, night time economy and the public.
- To meet with STARS who are part of CAMHS to see if we can interview and record a victim of CSE and learn from their experiences.

- To look at the 'See Me Hear Me' materials to see if we can incorporate these into our Child Abuse Policy and Procedures.

Next steps

- To have meetings with Health/Education/Children's Services and the Police to discuss datasets that holds information pertinent to CSE to cultivate intelligence and inform and enrich the CSE problem profile.
- To run a CSE training event in November to train officers on disruption tactics to tackle and prevent CSE, with an added focus on identifying male victims.
- To ensure that the Voice of the Child is clearly, heard, listened to and is at the heart of investigations.
- To ensure that the ongoing CSE Awareness Campaign is in the wider community, so that we increase knowledge to a larger audience of what signs to look out for and how to report abuse.
- To work with children's services and education in developing the CSE training package that will be delivered in schools.
- To work with children's services in ensuring that we have the right support services in place to sign post victims and their families to.

Education Group

Key Achievements in 1 April 2015 – 31 March 2016

- A school self audit for safeguarding was created titled "Audit of Statutory Duties and Associated Responsibilities" . This was aligned to Keeping Children Safe in Education 2014. The audit is mandatory to all maintained schools as it replaces the Annual Report to the Governing Body. The audit produced a 69% completion rate for all Surrey schools. A report was submitted to the Surrey safeguarding Children Board.
- Designated Child Protection Officer (now known as Designated Safeguarding Leads) network meetings were held each term in all the areas when safeguarding updates were given. Training was given in Child Sexual Exploitation and the Prevent Programme with Working to Raise Awareness of Prevent (WRAP). Mop up sessions were also held for those DSL's who were unable to attend.
- A Headteacher from an Independent School now sits on the Education Safeguarding Group.
- The SSCB CSE screening tool was disseminated to all schools.
- The Education Safeguarding web pages are up to date and schools can access a wide range of services including mode policies for child protection and Staff Behaviour.
- A process was created where police "Child at Risk" reports were shared with schools in a timely manner. This process is under review.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- The safeguarding audit highlighted where training or further training would be useful. As

a result online safety training is now available to schools.

- The audit listed what is required in safeguarding policy and procedures to keep children safe. Schools were able to ensure that their policies and procedures were up to date, and if not to add this to their action plans.
- The sharing of police notifications impacted greatly on schools where any change in behaviour was flagged up immediately in order for teachers and school staff to make informed decisions.

How do you ensure that your work is informed by the voice of children?

- The majority of schools have a school council where the voice of the child is paramount.
- Future safeguarding audits will also challenge schools to ensure that such a platform is available to the pupils.

Challenges for the Future

- Fulfilling the role of “Lead professional” in cases where a Team Around the Family was required, impacts on their time as teachers.
- Safeguarding legislation and statutory guidance is constantly changing and schools are finding it difficult to keep up.

Next steps

- To use the analysis gained from the schools audit to shape future training and DSL network meetings.

Health Group

Key Achievements in 1 April 2015 – 31 March 2016

- The group has had consistently good attendance, allowing two way communication with senior officers from health commissioners and providers and the LSCB and there is evidence that key areas from LSCB and national publications have been shared, debated and acted upon.
- The coordination and delivery of a Surrey wide health conference to consider the embedding of learning from an SCR further to a learning event held the previous year. Exploring the embedding of learning from other reviews and from safeguarding inspection findings.
- An annual Deep Dive Audit assessed the SSCB priorities and learning from serious case reviews.
- The CDOP Safe Sleep Audit has been undertaken and presented. Between 2011 and 2012, there were 6 Sudden Unexplained Deaths in Infancy (SUDI) within Surrey which were reviewed by CDOP and modifiable factors were identified. As a result, a county wide Safe Sleep campaign was undertaken by the Specialist Nurse Child Deaths to raise awareness amongst professionals and parents of the risk factors that have been identified that increase the risk of infant deaths. The audit sample identified a total of 50 babies from across the county of Surrey, with an even distribution from each of the five acute settings

- Data collection through and health safeguarding dashboard which is regularly reviewed with clear reporting systems to CCGs and LSCB.

How have these achievements impacted upon Children in Surrey (positively and negatively)

Presentations at the health safeguarding conference evidenced practice change in response to review and inspection findings.

The findings of the Deep Dive Audit identified evidence of good practice:

- Communication
- Information sharing
- Working with resistant families
- Child focussed assessments – good documented evidence of the child's voice being heard.
- Risk assessment
- Involvement in multiagency processes.
- Improvement in the recording of supervision
- Evidence of improvement in professional challenge with the escalation procedure being used.
- Of the cases involving a looked after child only one showed good evidence that the LAC process had been followed and that there was a focus on the child
- Evidence of an increase in the recognition of child sexual exploitation and for the cases that highlighted CSE appropriate action was taken. It is recognised that the SSCB has developed its response to CSE and as the subjects in this audit were parents, current processes were not in place.
- There is an increase in awareness regarding domestic abuse and evidence that SSCB procedures and guidance have in most cases been followed in terms of routine enquiry and appropriate action taken.

The findings of the Safe Sleep Audit demonstrated:

- The responses of Mothers, who as part of the audit, were asked questions which were designed to assess their knowledge, of the advice given by health professionals in relation to the risk factors associated with co-sleeping demonstrated that there was good understanding of advice given.
- 77% of Red books contained evidence that the Safe Sleep assessment had been completed with a parent.
- 96% of the parents asked were aware of and able to identify the risk factors associated with co-sleeping.

How do you ensure that your work is informed by the voice of children?

The representatives on the group are from all Surrey health commissioners and providers and the work of the group is informed by a range of processes from within the agencies where the voice of the child is evident:

- Health Needs Assessments
- Health safeguarding dashboard evidence
- Safeguarding Supervision
- Lessons from SCR and messages from children incorporated into learning and development opportunities
- Quality Assurance Processes including assessment through the Deep Dive

Challenges for the Future

- Evidencing that information flow through this group is cascaded and reaches those within members' organisations.
- Agreeing an achievable approach to implementing developments, both national and those that have been agreed by LSCB across a complex health economy

Next steps

- To maintain a work plan that reflects the changing national and local requirements.
- Undertake the annual deep dive to evidence the changing local and national priorities have been acted upon

Learning, Development & Communication Group

Key Achievements in 1 April 2015 – 31 March 2016

- Scoping work to develop a new website to ensure effective communication in relation to the boards work
- Influencing and contributing to regular SSCB newsletters as a means of communicating national and local developments to improve children safeguarding practice.
- Preparatory work to establish a new training booking system to promote easier access to training by professionals
- Work streams with the components required to comply with the boards learning and improvement framework and support the development of a comprehensive SSCB Learning and Development Strategy and Toolkit
- Development of an SSCB Single Agency Training Quality Assurance process and pack
- Development of an SSCB Multi Agency Training Quality Assurance process and pack
- Piloting of an Impact Analysis has been completed
- A Four stage evaluation process has been implemented
- Development of specialist courses in response to national and local priorities eg Child Trafficking, CDOP has been progressed.
- Development of a support package for SSCB trainers has been completed.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- The Board's multi-agency training programme is regularly evaluated to ensure that the impact upon children's safeguarding practice is understood.

- The longitudinal approach to evaluation provides evidence of how the learning has been implemented in practice. Evaluation of course impact on practice consistently shows that participants become more effective by drawing on what they have learnt in the Board's multi-agency course.

How do you ensure that your work is informed by the voice of children?

- The voice of the child is routinely incorporated into all SSCB training.
- At L, D and C meetings local and national SCRs, case reviews, domestic homicide reviews and other national reports are tabled and scoped to ensure the voice of the child is clearly reflected in learning and development.
- An example of this was an SCR undertaken where CSE was the presenting issue. This report clearly presented the voice of the child in relation to inappropriate language used by professionals. The reports findings were used to review CSE course material to ensure there was a focus on professional language that serves to protect the child.

Challenges for the Future

Challenges for the future include:

- The need to constantly review learning and development materials to ensure they respond to the ongoing national and local developments
- Evidencing the uptake and impact of single agency training across the County.
- Evidencing the effectiveness of multi agency training across the County.
- Evidencing the effectiveness of communication strategies including the SSCB newsletter and newly developed web site.

Next steps

- Ongoing refreshing of the SSCB multi-agency training to include the changes in Surrey relating to Early Help, Safer Surrey and MASH developments.
- Completion of the review of CSE training material to ensure there is a focus on the risk to boys as well as girls.
- Completion of the work that is underway to develop training for taxi drivers and escorts to highlight CSE and other safeguarding issues such as trafficking.
- Review the learning from the pilot to evaluate the impact of multi-agency training and implement this to cover all courses.
- Organising and delivering the SSCB Conference 'Under the radar' , in November 2016

North East Area Group

Key Achievements in 1 April 2015 – 31 March 2016

- Membership is at its strongest for some time with a focus on ensuring there is a wide range of expertise represented and good attendance and that the group are using this foundation to become even more effective. Representation from a faith member is now secured and the police have now identified a replacement for the last police member

who left at the beginning of the year.

- The forward plan is working well to inform future agenda setting and updates are scheduled in with partners at the earliest point to secure availability and ensure specific issues remain a focus on our agenda (e.g. MASH/DA updates).
- At the May 2015 meeting Noreen Gurner gave a presentation on CDOP and how this process sat within the SSCB SCR processes.
- A verbal presentation from the NE children's outreach worker for Domestic abuse was received. Following this, a discussion was held where members expressed concern regarding the capacity of this work, specifically the lack of available capacity to address unhealthy teen relationships – which appears to be a growing issue, especially with potential links to CSE.
- The Chair of the NE SSCB and the SSCB QA Officer have also visited partner agencies to quality assure their section 11 submissions in 2014. This included visits to Bronzefield Prison, two NE boroughs and Health partners (SABP, Epsom and St Helier's Hospital trust and CSH). Overall this was an extremely useful exercise and provided an opportunity to visit partners in their workplace to talk through their respective safeguarding procedures, roles and responsibilities. The visit to Bronzefield was particularly interesting with some outstanding practice evidenced throughout the setting – which now holds the only mother and baby unit in the country.
- An update was received from Gordon Falconer in relation to the current work being undertaken on the prevent agenda. Useful discussions were held in respect of referral pathways and the use of local quadrant prevents engagement officers. One concern raised was how the statutory duty around agencies to have a Prevent plan was being monitored and moderated and whether consideration needs to be made as to this being part of the section 11 audit.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Positive multiagency interventions from the group have directly impacted on children at risk of CSE

Challenges for the Future

- It is difficult to evidence that information received from the meeting is disseminated back in to agencies and also that agencies are aware of and use the opportunity to feed in safeguarding concerns. All members have therefore been provided with a form to complete in respect of roles, responsibilities and mechanisms for communication prior to and post meetings being held. This issue was an area questioned by the recent inspection and it is hoped the outcome of this exercise will help us identify any gaps in communication and also provide a useful evidence base in the future.
- To have a strategic Children's Services presence to ensure the group are not disadvantaged in addressing some of the issues other area groups may have more information about.

Next steps

- Planning for NE Area Workshops on 12 July 2016 – *Understanding and responding to Risk*

North West Area Group

Key Achievements in 1 April 2015 – 31 March 2016

- Consistent membership
- Desire to re-establish the core purpose of the NW area group and how it relates/links to the full SSCB
- A partnership commitment to multi-agency early help and CSE practice improvement, as part of the wider Surrey Children's Improvement Plan

How have these achievements impacted upon Children in Surrey (positively and negatively)

- A well functioning MAECC and MAECC Triage Panel that is better safeguarding children at risk of CSE through improved multi-agency working
- A more coordinated, understood and accessed early help offer, which is starting to prevent children and families from requiring more acute safeguarding services

How do you ensure that your work is informed by the voice of children?

- This is a gap and we need to establish an approach to ensuring the voice of the child is captured and presented at the NW Area Group. Most services represented capture their own feedback but we don't collate and coordinate this at present.

Challenges for the Future

- Truly capturing the voice of the child across the safeguarding partnership and acting upon that feedback in terms of delivery and commissioning of services
- Preventing the development of more acute safeguarding problems through an effective early help offer and responding effectively to children at risk of significant harm within a context of reduced public expenditure
- Maximise the potential of partnership working and integration to help achieve the above.

Next steps

- Discuss these challenges and the role of SSCB in meeting them as a group of Area sub-group chairs with the Independent Chair of SSCB

South East Area Group

Key Achievements in 1 April 2015 – 31 March 2016

- Case study work – each SE area SSCB meeting has focused on individual children's

situations in the safeguarding system. This has worked well in considering agency responsibility and accountability and has led to the Child Protection Team Manager in Children's Services producing a practice guide to terminology in care proceedings and child protection processes. This has now been circulated county wide

- Learning from Serious Case Reviews (SCR) – as a result of a series of workshops held in the SE area focused on barriers to learning from SCRs, a small working group developed a SSCB training session focused on Professional Challenge. This was developed and delivered by members of the SE Area Safeguarding Group and is now part of the wider SSCB training offer
- The area group has held 2 local partnership reviews, one of which resulted in the SCRG focusing on children who are home educated and the learning from this partnership was disseminated widely
- The SE area group in collaboration with the SSCB on line safety group, held a multi agency conference on 'on line safety' for over 100 delegates. Feedback has been very positive and learning identified.
- The SE area group is working closely with the voluntary sector to set up a children's reference group for the SE area group, so we can capture their views of the safeguarding system
- Domestic Abuse – this is a key area priority and the voluntary sector outreach service is a key contributor to the group. A number of activities have included presentations on Coercive Control and on male victims of DA
- Early Help – this is a key area priority and the SE area Early Help Pilot was a fixed agenda item for the duration of the pilot and the area group provided feedback and support to the pilot
- CSE – the area group has had regular updates on the work of the area MAECC and Triage Panels. The partnership has been very proactive in supporting this area of work
- The area group held a bespoke meeting to feedback on the draft thresholds / levels of need document

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Joint supervision has developed good working relationships and has impacted on care planning for children which is more cohesive and joined up
- Local area multi agency workshops have identified learning and barriers to learning from SCRs. This shared learning has enhanced professional skill and knowledge and directly impacts on children where there are safeguarding concerns and an increase in professional discussions
- Learning from local partnership reviews has resulted in increased understanding of the role of agencies in the wider safeguarding system (eg. dentists). This increased awareness will improve appropriate referrals to safeguarding agencies
- Significantly increased understanding has been achieved as a result of the on line conference, directly supporting children who are vulnerable to exploitation via social media

- Having linked social workers allows for good communication and trust between agencies, leading to appropriate support being offered to children as a result
- The practice guide assists professionals in decision making in the child protection process and therefore is focused on best outcomes for children
- Raising professional awareness of domestic abuse has directly impacted on children receiving the right support at the right time, particularly earlier intervention
- Positive multi agency interventions have directly impacted on children at risk of CSE. There is a strong SE partnership approach to this issue
- Using a strengths based approach and focus will directly impact on the relationships with children and shifting culture from a deficit model to a strengths based model

How do you ensure that your work is informed by the voice of children?

- Children's direct experience of the safeguarding system is being used to inform partner agencies of the impact of their roles on children. This will lead to changes in practice and will be shared widely

Challenges for the Future

- Independent schools are difficult to engage locally
- Child exploitation in its wider sense needs to be tackled but not through CSE routes
- On line safety and its ever changing focus
- Implications of the MASH
- Implications of the refreshed Levels of Need document (pilot)

Next steps

- Development of further local partnership workshops
- Safeguarding training needs analysis required locally
- Multi agency audit of safeguarding case work to be reintroduced locally

South West Area Group

Key Achievements in 1 April 2015 – 31 March 2016

- All agencies were well represented at South West Area Group meetings which have provided a forum to discuss and progress the SSCB priorities and provide opportunity for multi-agency networking and sharing good practice.
- Updates on the MASH have been ongoing for the past several months.
- Feedback provided to all agencies from Serious Case and Partnership Learning Reviews and again how changes can be embedded in different agencies.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Consistent feedback from serious case reviews and Partnership reviews encourages practitioners in partner agencies to embed learning from Serious Case Review feedback, which in turn ensures evidence based practice and a child focus outcome.
- Regular meetings are held to encourage reflection and assessment of whether strategy discussions are effective, to the point, children focused and reflective of Working Together to Safeguard Children aims and ethos.
- Health are not always present in strategy discussions as it can be difficult to get a health representative at the time required by police and social care if a strategy discussion is urgent and requires immediate assessment. This has impacted negatively on the assessment as police and children's services are making assessments without information from health.

Challenges for the Future

- Explore how Health Colleagues can be part of telephone strategy discussions in SPIM meetings more consistently
- Proactively seeking the voice of the children in assessment for children at risk of CSE
- Continue to discuss/review all learning from SCRs / Partnership reviews and discuss whether they are being embedded into practice and share good practice where appropriate.

Next steps

- Learn lessons from CSE Peer review challenges and discuss how these are embedded into practice and share good practice.
- Learn from other area groups how they proceed with their agendas and share good practice.

Online Safety Group

Key Achievements in 1 April 2015 – 31 March 2016

- We held a multi agency conference "Protecting Children On and Offline" on 24th June 2015 which was attended by about 200 professionals from Surrey.
- The conference had keynote speakers who talked about the risk to children online and how we are implementing the 'Prevent' strategy to stop children becoming involved or supporting terrorism. Workshops were also held on subjects such as gang activity, children exhibiting sexualised behaviour, FGM, and the work of the NSPCC and Parent Zone. A play called "In the Net" was previewed which is aimed at years 3 and 4 in primary schools.
- The Online Safety Group work closely with Parent Zone who partner CEOP.
- We now have Surrey Police Prevent Coordinator on our group and have close links with the CSE group as a great number of children are groomed online.
- We have developed a training programme on CSE, Prevent and Online grooming which is now an SSCB established course.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Members of the group deliver training in schools which has been favourably received and help has been given in creating policies designed to protect children.
- Members of the group work closely with children e.g. YSS and ACT.

How do you ensure that your work is informed by the voice of children?

- We are looking at ways of working more closely with children including having conferences for them.
- A lot of school presentations are given to parents and pupils and online safety is now taught in schools.

Challenges for the Future

The Online arena is ever changing and difficult to stay ahead. Professionals receive training as do pupils but it is the parents who have the gap in knowledge.

Policies & Procedures Group

Key Achievements in 1 April 2015 – 31 March 2016

- Following findings outlined in the SSCB QA&E bruising audit, the group revised and published a new Multi-agency Protocol for the Management of Actual or Suspected bruising in Infants who are Not Independently Mobile. A multi-agency communication strategy was disseminated to all partners to coincide with the launch and publication of the protocol on the SSCB website.
- The group revised and updated the procedures for Children with Disabilities which also includes a section on the management of actual or suspicious bruising.
- The Child Protection Medical guidance was revised.
- A PREVENT procedure was developed which includes the referral pathway and flow-chart
- The group updated and the multi-agency domestic abuse procedure and supporting guidance
- The group revised the multi-agency supervision principles
- Review of Guidance on Working with Hostile, Non-compliant clients and disguised compliance was completed

How have these achievements impacted upon Children in Surrey (positively and negatively)

The group have responsibility for:

- Ensuring local policies, procedures, protocols and guidance are up to date and compliant with the requirements of current legislation, statutory guidance and research

evidence

- Ensuring that all the SSCB policies, procedures and protocols are accessible to all staff within member agencies and independent practitioners in contact with children and their families
- Ensuring current safeguarding procedures are reviewed in light of any issues arising from local or national case reviews including Serious Case Reviews/Child Death Reviews

How do you ensure that your work is informed by the voice of children?

- The P&P group will work in close collaboration with other SSCB sub-groups to review the impact on outcomes of policies procedures guidance and protocol in safeguarding and promoting the welfare of children.
- The P&P group will communicate with representatives of other SSCB sub-groups to ensure effective information sharing and a co-ordinated approach to recurring themes.
- The P&P group will publish new guidance and relevant policy/procedure to all organisations that have a responsibility for safeguarding children
- The P&P group will ensure that all new procedures will be informed by what children need and want to feel safe
- The P&P group will co-ordinate effective communication and publicity in relation to new policies and procedures.

Challenges for the Future

- Ensuring that changes to procedures and new procedures are widely communicated.
- Supporting partners effectively to ensure that procedures are widely communicated and implemented into practice.
- Evaluating the impact of procedures on practice.

Next steps

- For the group to develop an action tracker which gives assurance that procedures under review are on target for completion and provide a mechanism to hold members to account.
- For the group to develop a work plan for monitoring when procedures, guidance or protocols are requiring updating.
- For the group to develop a more effective interface between adults and children's safeguarding groups by bringing together the two groups to discuss common agenda items
- Developing a system for practitioners in partner agencies to provide feedback on new policies and procedures

Quality Assurance and Evaluation Group

Key Achievements in 1 April 2015 – 31 March 2016

- The major focus of the last year for the SSCB QA&E group has been on Targeted Priority 3, namely to ensure that, professionals and the child protection processes effectively respond to those children in need of protection.
- The group has focused on a number of key areas:
 - -the Neglect Strategy and Action Plan ;
 - -the effectiveness of the Core Group process, and
 - -the engagement of partners through the Section 11 audit review.
- In conjunction with the Policy and Procedures Group we developed a comprehensive Neglect Assessment Tool which has been successfully piloted and has now been rolled out across the partnership.
- There have been regular audits of the Core Group process throughout the year in order to gauge the effectiveness of partners working together and to monitor for change and improvement. This has led to an improvements in the regularity of Core Groups taking place (over 90% each quarter), combined with a closer focus on the impact of child protection plans.
- There has been a major focus on widening the engagement of partners in the Section 11 process. Workshops with the Borough and District Councils have achieved considerable improvement in both the completion of these audits and the quality of the responses.
- We have also successfully rolled out the process to all schools in Surrey with high take up by Local Authority and Academy Schools, although limited response from the Independent sector
- The second area of focus has been seeking to improve the quality of the SSCB's data set, particularly in support of the development of our CSE Profile.
- We now have an agreed framework with the Borough and Districts on data that can identify those children in unsuitable housing, or part of homeless families.
- We have also agreed across the partnership a CSE data set which has already enabled us to compile our first Problem Profile.
- We have also been able to use partnership agencies data to cross-reference children and identify children who may be vulnerable to CSE and require an early intervention service.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- There have been a series of positive changes for Surrey in the last year which may in part be linked to the QA&E Group's work on the effectiveness of the Core Group process.
- The numbers of children on Child Protection Plans for lengthy periods of time has decreased significantly in the past year.
- The number of children subject to CP Plans for more than 16 months has dropped from

155 at the start of the year to 98 at the end of the year and

- The number subject to CP Plans for more than 24 months has decreased from 59 to 29 during the same period.
- The cross referencing exercise that takes place termly on children who go missing and are absent from school has helped to identify children who are vulnerable to CSE, but not currently identified as at risk. This has enabled early intervention to be put in place to prevent these children becoming victims. On each occasion we were able to identify approximately 20 children currently not deemed as at risk of CSE, but were going missing and persistently absent from school and make referrals for early help.

How do you ensure that your work is informed by the voice of children?

- During the period the QA&E Group has been developing its participation strategy so that the voice of the child is prominent in the work and the recommendations we make.
- Specifically in the past year, the group has conducted a focus group session with children at risk of CSE in order to inform future commissioning of services that children say they find most effective; w
- e conducted an online survey with children on social media and digital awareness so that we can target the Board's Online Safety Strategy and Action Plan and
- A major consultation exercise has been carried out with children looking at the communication and guidance we provide on our Child Protection.

Challenges for the Future

- There continue to be areas for improvement in the development of our data set specifically, the quality of this in enabling us to effectively commission future services. The corollary to this is that when gaps are identified the continued squeeze on public sector finances will limit the commissioning options.
- There remain a high number of children subject to CP Plans under the category of neglect, which is a key area of focus for the partnership and the QA&E Group. 62.6% of all children subject to a CP Plan in Surrey were so under the category of neglect (561 of a total of 896).
- The effectiveness of the Neglect Strategy and supporting action plan developed by the QA&E group will be a vital area of work to monitor and track if we are to achieve improved outcomes for children.

Next steps

Four major audits are being commissioned, each linked to the SSCB's Business Plan priorities:

- Effectiveness of assessment of neglect and how that impacts on the partnership intervention with children suffering from neglect
- The quality of Independent Return Interviews for children who go missing from home, or care and its impact upon the reducing the number who go missing and the number who go missing more than once
- The effectiveness of the MARAC process and programmes working with perpetrators of

Domestic Abuse

- The quality of assessment for early help and the impact of subsequent intervention, including consideration of the effectiveness of the MASH

Priorities for next year and beyond

Targeted priority 1

To monitor and challenge the effectiveness of **Early Help** for children and families who do not meet the thresholds for statutory intervention and support by Children's Social Care. To ensure that the voice of children and is heard

Our application of thresholds is not always consistent, emphasising the need to address this through the MASH & Early Help and the new SSCB threshold guidance

Targeted Priority 2

To ensure professionals and the current **Child Protection processes** effectively protect those children identified as in need of protection and who are looked after (LAC). To ensure that the voice of the child is heard

Targeted Priority 3

To challenge and scrutinise the effectiveness of the response and impact of partners work to protect children at risk of **Child Sexual Exploitation (CSE)**. To ensure that the voice of the child is heard

Targeted priority 4

To monitor and challenge the effectiveness and impact of the **Domestic Abuse Services** in reducing the incidences of Domestic Abuse and protecting children from harm. To ensure that the voice of the child is heard



What you need to know

SSCB Independent Chair

Elaine Coleridge-Smith

SSCB Partnership Board Manager

Janice Morgans

Participant Observers

Linda Kemeny, Cabinet Member for Schools, Skills and Educational Achievement

SSCB Membership (as at 31 March 2016)

Atkinson	Helen	Surrey County Council	Director of Public Health
Baker	Sarah	Central Surrey Health	Director of Quality (Nursing)
Bayley	Wendy	HMP & YOI Bronzefield	Head of Reducing Reoffending
Boodhoo	Amanda	Guildford and Waverley CCG	Designated Nurse for Safeguarding
Brocklesby	Kate	Guildford and Waverley CCG	Designated Doctor
Cassam	Carol	NHS England	
Ely	Kathleen	Virgin Care	Executive Nurse and Head of Children Services
Findlater	Donald	Lucy Faithfull Foundation	Research & Development Director
Fisher	Julie	Surrey County Council	Deputy Chief Executive, and Director of Children's Services

Frost	Val	First Community Health and Care	Clinical Operations Director
Furnell	Paul	Surrey Police	T/Detective Chief Superintendent
Gordon-Walker	Julian	Surrey County Council	Head of Safeguarding
Hall	Pam		Lay member
Jeffries	Victoria	National Probation Service, South East & East Division	Assistant Director
McCarthy	Mary Ellen	Lumen Learning Trust	Executive Principal
Monk	David	Pond Meadow School	Head teacher
Morgans	Janice	SSCB	Interim Partnership Manager
Newbould	Sam	Kent, Surrey & Sussex CRC Ltd	Head of Service for Resettlement
Newnes-Smith	Cate	Surrey Youth Focus	Chief Executive officer
Nosal	Vernon	SSAB	Interim Head of Quality Assurance and Adults Strategic Safeguarding
Oddoye	Mayvis	SABP	Consultant Nurse – Safeguarding
Osborne	Phil	Surrey County Council	Head of Early Years and Childcare Service
Peers	Kevin	Surrey County Council	Interim Assistant Director, Children's Services
Polley	Janet	Surrey County Council	Principal Lawyer
Rafferty	Sean	Surrey County Council	Head of Family Services
Randle	Kerry	SCC Schools and Learning	Area Education Officer – NE
Rankin	Suzanne	Ashford & St Peter's Hospital Trust	Chief Nurse
Round	Louise	Tandridge District Council	Chief Executive
Satchell	Sue	CAFCASS	Service Manager
Searle	Ron	Warwick School	Head teacher

Stobbart	Vicky	NHS Guildford and Waverley Clinical Commissioning Group	Executive Director of Nursing, Quality and Safeguarding
Symonds	Garath	Surrey County Council	Assistant Director Commissioning & Prevention

Contributors

With thanks to the following who contributed information for the Annual Report 2015 – 2016:

- SSCB Support Team
- SSCB Independent Chair
- SSCB Partnership Board Manager
- Surrey County Council Head of Safeguarding
- SSCB Quality Assurance and Evaluation Officer
- Designated Nurse Safeguarding Children
- Chairs of SSCB Sub Groups
- Surrey Police Public Protection Unit
- SSCB Training and Development Officer
- Surrey County Council Elective Home Education
- SSCB Area SEND Programme Leader
- Surrey County Council Fostering Team
- Director of Public Health
- Lay Member
- Surrey County Council Assistant Director Commissioning & Prevention
 - MASH
 - Early Help
 - Family Support Programme
- Surrey Police Detective Superintendent
- SSCB CSE Partnership Manager
- HOPE Service
- Carers Strategy & Development Manager
- Surrey County Council Care services Team, Residential
- Surrey County Council Head of Countywide Services
- Surrey County Council Community Safety Manger
- Surrey County Council Local Authority Designated Officer
- Surrey County Council Performance and Systems Development Team
- Surrey County Council Carers Strategy and Development Manager
- CSF Strategy and Policy Development

Recipients of Annual Report

In line with statutory requirements the SSCB Annual Report has been sent to the following people:

- Surrey County Council, Chief Executive
- Surrey County Council, Cabinet Member for Schools, Skills and Educational Achievement
- Surrey Police and Crime Commissioner
- The Council's Cabinet
- Chair of Health and Wellbeing Board
- Chair of Surrey Community Safety Partnership

- Chair of Children and Young People Partnership
- Chair of Surrey Safeguarding Adult Board
- Local Family Justice Board

Surrey Safeguarding Children Board Business Plan: 1st January 2016 to 31st March 2018

Overarching priority:

To ensure the SSCB is able to deliver its core business as identified in Working Together 2015.

- (a) to **coordinate** what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and
- (b) to **ensure the effectiveness** of what is done by each such person or body for those purposes.

In order to do this it has five core business objectives:

- Optimise the effectiveness of arrangements to safeguard and protect children
- Ensure clear governance arrangements are in place for safeguarding children
- Oversee serious case reviews (SCRs) and child death overview panel (CDOP) processes and ensure learning and actions are implemented as a result
- Ensure that single-agency and multi-agency training is effective and contributes to a safe workforce.
- Raise awareness of the roles and responsibilities of the LSCB and promote agency and community roles and responsibilities in relation to safeguarding children

SSCB aims to provide the leadership and support required to enable children to feel safe and protected within their communities. In addition to the delivery of its core business SSCB has agreed four additional areas of improvement which require greater scrutiny based on audit, partner's reports to the board, evolving statutory guidance and inspection outcomes.

The Learning and Improvement Framework published by the SSCB contains more detailed information of how partners' improvement activities inform future priorities and is a statutory responsibility in WT 2015. [SSCB Strategic Documents](#)



Summary of the SSCB key areas of scrutiny 2016 – 17				
The effectiveness of Early Help for children and families who do not meet the thresholds for statutory intervention and support by Children’s Social Care.				
The effectiveness of the current child protection processes in protecting those children identified as in need of protection and who are looked after (LAC). To include consideration of ‘neglect’				
The effectiveness of the response and impact of partners work to protect children at risk of Child Sexual Exploitation (CSE) .				
The effectiveness and impact of the Domestic Abuse Services in reducing the incidences of Domestic Abuse and protecting children from harm.				
SSCB will focus on				
<p>Strengthening accountability across partners</p> <p>Scrutinising how well partner agencies’ safeguarding arrangements demonstrate improved processes and cultural change</p> <p>Ensuring that the SSCB’s responsibility for strategic oversight of child protection arrangements is shared and understood by local agencies, across local partnerships and within Surrey’s communities</p>	<p>Training with impact and testing if learning is embedded</p> <p>Reviewing safeguarding training to ensure that it is well co-ordinated across the partnership and has an impact on practitioners in the safeguarding system</p> <p>Testing how well learning is embedded in front line practice across Surrey</p> <p>Testing how well learning from case reviews is embedded in to practice across Surrey</p>	<p>Auditing, scrutinising and challenging</p> <p>Maximising the use of performance data</p> <p>Reviewing SSCB Quality Assurance processes to ensure that it is well co-ordinated across the partnership and has an impact on practitioners.</p> <p>Testing how well learning from audit is embedded in front line practice in Surrey</p>	<p>Listening to children and families</p> <p>Ensuring that children’s views are reflected within the partnership</p>	<p>Engaging with local communities</p> <p>Supporting the development of a co-ordinated and multi-agency response to</p> <ul style="list-style-type: none"> • CSE • Early Help • Neglect • Domestic Abuse <p>Ensure that local communities are better engaged in the work of the Board and within the partnership</p>

Detailed Work plans 2016 – 17

Targeted priority 1 – To monitor and challenge the effectiveness of Early Help for children, young people and families who do not meet the thresholds for statutory intervention and support by Children’s Social Care. To ensure that the voice of children and young people is heard.

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OUTCOME		Q1	Q2	Q3	Q4	Narrative
The Early Help workforce is competent in identifying vulnerability based on ability to assess, plan, deliver and evaluate Early Help services for children, young people and families who do not meet the thresholds for statutory intervention and support by Children’s Social Care	Early Help sub group Supported by <ul style="list-style-type: none"> • SSCB QA • SSCB L&D • SSCB P&P • MASH & Early Help program board • Surrey Children & Young People partnership 					
The Early Help workforce is effective in sharing relevant information at a strategic and delivery level						
Workforce planning effectively manages risk associated with financial constraints and recruitment issues across the Early Help sector.						
Agreed multi agency plans, policies and procedures relating to Early Help are delivered effectively, and the impact on C&YP is positive.						
The Early Help workforce is effective in delivering excellent services for children, young people and families who do not meet the thresholds for statutory intervention and support by Children’s Social Care						
Children and Young people receiving Early Help Services actively contribute to decisions affecting them . When appropriate, advocates ensure that the child’s voice is heard.						



Targeted Priority 2 – To ensure professionals and the current child protection processes effectively protect those children identified as in need of protection and who are looked after (LAC). To ensure that the voice of children and young people is heard.

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OUTCOME		Q1	Q2	Q3	Q4	Narrative
The Children’s workforce is competent in identifying vulnerability based on ability to assess, plan, deliver and evaluate services for children, young people identified as in need of protection and who are looked after.	Neglect sub group Supported by <ul style="list-style-type: none"> • SSCB QA • SSCB L&D • SSCB P&P • SSCB SCR • Surrey Children & Young People partnership 					
The Children’s workforce is effective in sharing relevant information at a strategic and delivery level						
Workforce planning effectively manages risk associated with financial constraints and recruitment issues across all Children’s’ services.						
Agreed multi agency plans, policies and procedures relating to children in need of protection and who are looked after are delivered effectively, and the impact on C&YP is positive.						
The Children’s workforce is effective in delivering excellent services for children, young people and families who are identified as in need of protection and who are looked after.						
Children and Young people identified as in need of protection and who are looked after actively contribute to decisions affecting them. When appropriate, advocates ensure that the child’s voice is heard.						

Targeted Priority 3 – To challenge and scrutinise the effectiveness of the response and impact of partners work to protect children and young people at risk of Child Sexual Exploitation (CSE). To ensure that the voice of children and young people is heard.

OUTCOME		Q1	Q2	Q3	Q4	Narrative
The Children's workforce is competent in identifying vulnerability based on ability to assess, plan, deliver and evaluate services for children, young people identified as in need of protection and who are looked after.	CSE sub group Supported by <ul style="list-style-type: none"> • SSCB QA • SSCB L&D • SSCB P&P • SSCB SCR • Surrey Children & Young People partnership 					
The Children's workforce is effective in sharing relevant information at a strategic and delivery level						
Workforce planning effectively manages risk associated with financial constraints and recruitment issues across all Children's' services.						
Agreed multi agency plans, policies and procedures required to protect children and young people at risk of Child Sexual Exploitation are delivered effectively, and the impact on C&YP is positive.						
The Children's workforce is effective in delivering excellent services required to protect children and young people at risk of Child Sexual Exploitation.						
Children and Young people actively contribute to decisions affecting them. When appropriate, advocates ensure that the child's voice is heard.						



Targeted priority 4 – To monitor and challenge the effectiveness and impact of the Domestic Abuse Services in reducing the incidences of Domestic Abuse and protecting children and young people from harm. To ensure that the voice of children and young people is heard.

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OUTCOME		Q1	Q2	Q3	Q4	Narrative
The Children’s workforce is competent in identifying vulnerability based on ability to assess, plan, deliver and evaluate services for children, young people identified as in need of protection and vulnerable due to incidences of Domestic Abuse	Domestic Abuse sub group Supported by <ul style="list-style-type: none"> • SAB • SSCB QA • SSCB L&D • SSCB P&P • SSCB SCR • Surrey Children & Young People partnership 					
The Children’s workforce is effective in sharing relevant information at a strategic and delivery level						
Workforce planning effectively manages risk associated with financial constraints and recruitment issues across all Children’s’ services.						
Agreed multi agency plans, policies and procedures required to protect children and young people at risk from Domestic Abuse are delivered effectively, and the impact on C&YP is positive.						
The Children’s workforce is effective in delivering excellent services required to protect children and young people at risk from Domestic Abuse.						
Children and Young people actively contribute to decisions affecting them. When appropriate, advocates ensure that the child’s voice is heard.						

Glossary of Terms

ACT	Assessment, Consultation Therapy
AEHEP	Association of Elective Home Education Professionals
CAFCASS	Children and Family Court Advisory and Support Service
CAMHS	Child and Adolescent Mental Health Service
CCG	Clinical Commissioning Group
CDOP	Child Death Overview Panel
C GAS	Children’s Global Assessment Scales
CPP	Child Protection Plan
CSE	Child Sexual Exploitation
C&F	Child and Family Assessment
C&YP	Children and Young People
DA	Domestic Abuse
DCU	Diversity Crimes Unit
DfE	Department for Education
DHR	Domestic Homicide Review
DSL	Designated Safeguarding Lead
EHE	Elective Home Education
FGM	Female Genital Mutilation
FGMPOs	Female Genital Mutilation Protection Orders

FMU	Forced Marriage Unit
FMPOs	Forced Marriage Protection Orders
FSP	Family Support Programme
GP	General Practitioner
GRT	Gypsy, Roma, Traveller
HONOSCA	Health of the Nation Outcome Scales
HTP	Harmful Traditional Practices
ICPC	Initial Child Protection Plan Conference
IRIS	Identification and Referral to Improve Safety programme
JSNA	Joint Strategic Needs Assessment
LA	Local Authority
LAC	Looked After Child
LADO	Local Authority Designated Officer
LSCB	Local Safeguarding Children Board
MAECC	Missing and Exploited Children Conference
MASH	Multi Agency Safeguarding Hub
MARAC	Multi Agency Risk Assessment Conference
NEET	Not in Education, Employment or Training
PCC	Police Crime Commissioner
NSPCC	National Society for the Prevention of Cruelty to Children

OFSTED	Office for Standards in Education, Children’s Services and Skills
PEP	Personal Education Plan
PPU	Public Protection Unit
RAIS	Referral, Assessment and Intervention Service
SABP	Surrey and Borders Partnership
SCR	Serious Case Review
SENCO	Special Education Needs Coordinator
SEND	Special Educational Needs and Disability
SGO	Special Guardianship Order
SPOC	Single Point of Contact
SPIM	
SSAB	Surrey Safeguarding Adult Board
SSCB	Surrey Safeguarding Children Board
UASC	Unaccompanied Asylum Seeking Children
YSS	Youth Support Services





Surrey Safeguarding Children Board

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**The Surrey Context
Addendum**

to

**Surrey Safeguarding Children Board Annual Report
2015 – 2016**

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Education

- Our childcare and early education services continue to provide high quality care with just over 91% rated good or outstanding by OFSTED, the same as last year.
- 79% (over 55,000) of Surrey children under five years old are now registered at a Surrey children's centre compared with 72% last year. 56% (just under 39,000) visited a centre in the last year compared with 53% last year.
- 89% (just under 5,000) of children under five years old living in disadvantaged areas are registered at a children's centre (9% more than 2014-2015) with 76% visiting a centre in the last year (11% more than 2014-2015).
- 91% of Surrey schools are now rated as good or outstanding by OFSTED as at 31 March 2016.

Elective Home Education (EHE)

Key Achievements in 1 April 2015 – 31 March 2016

- Continued rolling out EHE Awareness Training to Social Workers, Child Minders, Designated Safeguarding Leads (DSLs), Special Education Needs Co-ordinators (SENCO's), Youth Support Service (YSS) workers. We have covered a wide range of professionals and updated a significant numbers of workers.
- Attending (or if very rarely not attending sending a report) all Child in Need and Child Protection meetings where a child about whom there is concern is EHE
- Providing YSS with detailed and individual 'risk of NEET' (not in education employment or training) data for all Year 11 leavers from EHE
- A more robust approach to removing children with poor home education provision from EHE register and passing to Education Welfare Service for support to return to school (two have progress to Court for non-attendance)
- Full attendance and participation at London Elective Home Education Officers meetings (LEHO). 40 Local Authorities meet termly and feed into the National Group, Association of Elective Home Education Professionals (AEHEP). Themes and trends in EHE and associated risks are discussed. AEHEP is the body that the Government will consult with if/when changes to legislation are planned and implemented.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- Children at risk are less likely to be 'invisible' in Surrey if EHE as colleagues are aware that EHE Team cannot routinely monitor their progress or well being
- Children at risk, who also receive a poor home education, have their education provision monitored more robustly and are more like have improved education or a return to school as the EHE Team are working more closely with Children Services.
- Year 11 leavers will be offered more targeted support from YSS to engage with on-going education, training or careers advice

- Surrey is up to date with national themes, trends and associated risks are discussed.

How do you ensure that your work is informed by the voice of children?

- This is very difficult in EHE, as we have no statutory right to see the child and often the parents refuse to allow us to do so, many parents choose to meet outside of the family home or to send the Local Authority a report of the educational provision a child receives. We are unable to challenge this but always encourage the parent to include the child and if the child is present we will engage them in direct conversation about EHE and their views on education/future career.
- Where a child indicates a desire to return to education/enrol on a training course we support by providing options and ideas to encourage parents to facilitate this.
- We always record a child's comments in the report that we send to parents following a visit.
- It is a delicate balance, as a parent has the right to make educational decisions for their child, including choosing to home educate. Usually, even if the child would prefer to attend school, there is not a Safeguarding / Children Service role. In this situation we would again provide advice about a return but have not statutory power to compel a parent to listen to their child's views.

Challenges for the Future

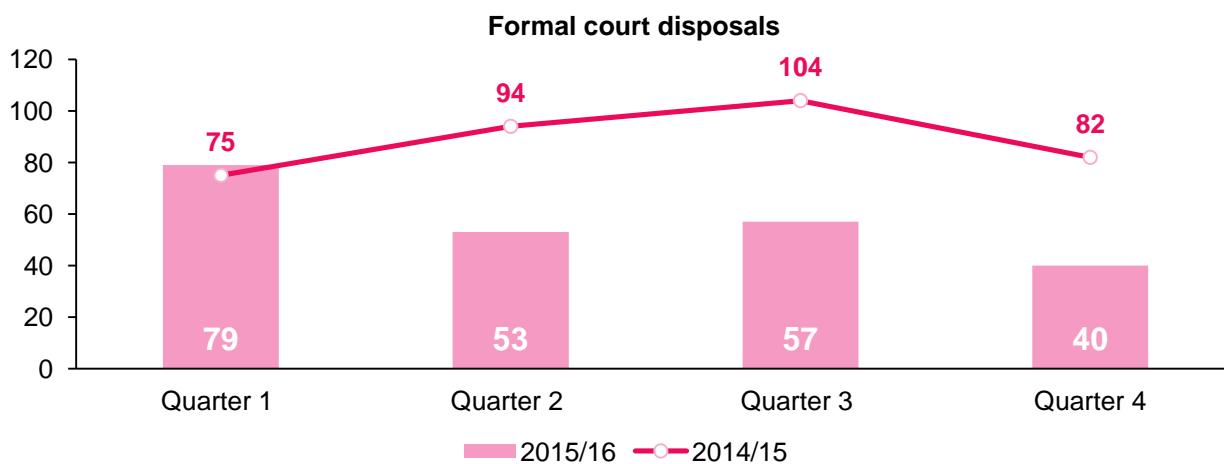
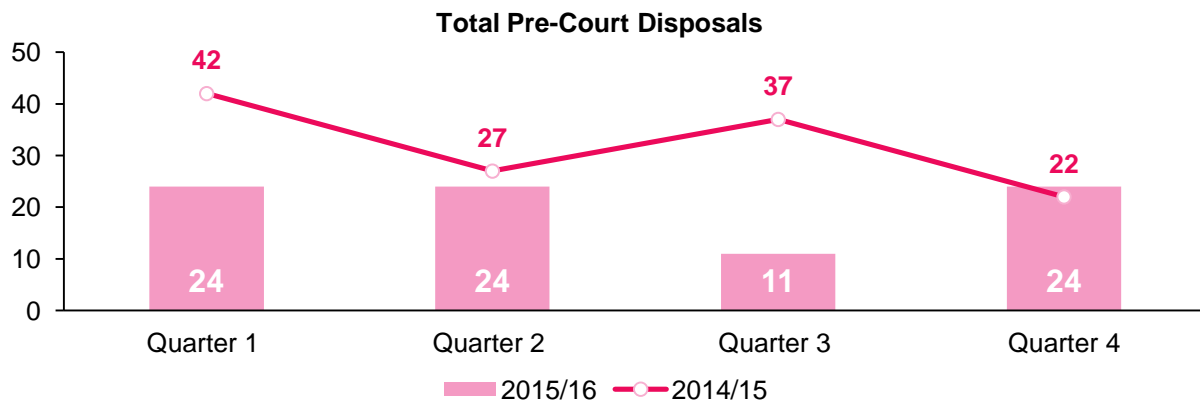
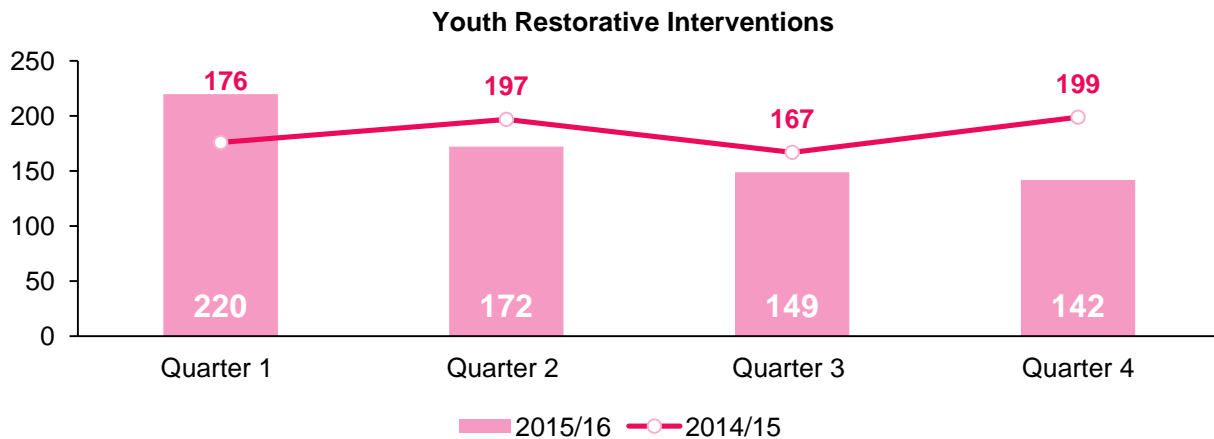
- Rising numbers of complex EHE families; increases in those who are known to be 'vulnerable families' / Child in Need / Child Protection on the EHE register.
- Rising numbers of families who state that they have been "compelled" to EHE, rather than making an actual, informed choice – reasons given include "he would have been expelled if I did not EHE" / "the school did not address the bullying my child faced" / "the school did not meet my child's Special Education Need and Disability (SEND) needs" / "I was offered a poor performing school and not my choice of school".
- The increasing numbers of families who did not choose to EHE after considering all options and planning for a long term commitment, is a challenge as these families nearly always require extra support = more visits / more attendance at meetings / more reports / more monitoring and often result in a referral back to Education Welfare Service (EWS). This is a big pressure on a very small team. There are 760 EHE students on the register (as at 28.7.16) and the team comprises of one full time senior adviser, one 0.50 term time only assistant and one 0.50 business support.
- Increasing requests from Government with regard to data provision about the EHE community without increased statutory power to insist on registration / reason for choosing EHE / engagement with Local Authority

Next steps

- The EHE policy will to be updated in September 2016
- Continued robust monitoring of children where home education provision is of concern
- Continued close working relationships with Children Service and other professionals

Young People

Youth Support Services



The numbers of young people offending and entering the criminal justice system in Surrey remain low. Surrey continues to have the lowest level nationally of first time entrants (FTEs) to the Youth Justice System with the number continuing to drop albeit now very slowly having seen a 92% drop from a high of 1499 in 07/08 to only 127 in 15/16. Likewise numbers in the formal justice system remain low and continue to fall but again slowly, with

these numbers having reduced by around 80% (against a South East average reduction of 60%) since 2009/10.

Over the last 5-years there has been a significant overall reduction in recorded youth crime of around 50% nationally. Against these positives there does however appear to have been a recent increase in the numbers of young people arrested for sexual offences and work is underway to better understand this data and explore the reasons behind and respond to this.

The YSS homelessness prevention service (HPS) has transformed responses to homeless 16/17 yr olds such that young people in Surrey no longer fall through the gaps between Local Housing Authorities and social care and instead are referred to HPS and supported as above. The use of B&B has fallen from around 20 young people at any one time (around 7500 bed nights pa in 2012) to almost zero over the past two years.

500 (2%) of 16-18 year olds in Surrey are not in education, employment or training. This is substantially lower than in the South East (4%) and in England (5%).

Care Services Team (Residential)

Key Achievements in 1 April 2015 – 31 March 2016

Surrey Residential Service has 7 homes for looked after children across the County. The children who live there are some of our most complex children and many have experienced repeated family breakdown from birth families and adoptive and fostering families. A Children's Home is therefore a very positive option for some children.

Each Children's Home has 2 unannounced OFSTED Inspections a year and in this period all homes were rated either Good or Outstanding.

All staff are trained to understand the impact of trauma on attachment and in restorative practice. This assists staff in developing meaningful and trusting relationships with children and understanding their life journey and therefore the meaning of their behaviour. This is critical for our children to make significant progress, and assists staff to develop individual strategies to manage behaviour, and support them to make significant progress often towards independence.

The Children's Homes have played an active role in reducing the offending of Looked After Children. The Lord Laming enquiry, at the House of Lords, asked many questions about how we have adopted a restorative approach not just in reducing crime but to everyday problem solving and interpersonal relationships in the homes, as we equip children for the future and help them understand and process their own life journey. Lord Laming highlighted in his Report In Care, Out of Trouble the excellent practice within Surrey Children's Homes which has since been followed up by the national press with The Times visiting and hearing about the approach to care in our Children's Homes published recently.

The Residential Service held a highly successful Residential Conference this year, with various workshops from partner agencies such as 3Cs, ACT, Social pedagogues, Surrey

<p>Arts, as well as hearing from young people regarding their experiences of care and Paolo Hewitt another former child who has published 2 books on his experience of living in Burbank 60s/70s.</p> <p>Hope House opened in the Spring 2016 as an 8th Children’s Home, this provides care for young people in a Mental Health crisis for a short term period of 7-10 days to prevent Tier 4 admissions into Hospital where possible and to ensure that young people are not held in Police cells, A and E or Paediatric wards while experiencing these crises and offers targeted and intensive support to plan next steps, whether to return to their family or into alternative care placements. This project has been enabled through a successful bid to Government for Social Innovation funding</p>
<p>How have these achievements impacted upon Children in Surrey (positively and negatively)</p>
<p>Within Inspection reports and through observation the homes have demonstrated good and outstanding quality of care with excellent progress for many children, with stable teams of experienced staff who have a good insight into children’s needs. Children are engaged in Education, with good multiagency links to the Virtual School, the HOPE service, the Police, YSS, LAC Nurses and 3 Cs who provide regulation consultation for staff both for themselves and in understanding and caring for the children.</p> <p>Most children are making good and excellent progress in all aspects of their lives and benefit from warm and nurturing relationships with staff with whom they are able to develop strong attachments. Staff are confident to manage and coordinate episodes when children go missing and all staff have received specific training around child sexual exploitation with good careplans and risk assessments in place for each one.</p> <p>Leaders and Managers have been complimented by OFSTED on the high quality of their leadership and management and there are clear pathways for training and development for staff, and effective supervision, consultation and support.</p> <p>The overall experiences and progress of children living in Surrey homes is rated Good or Outstanding and OFSTED are confident that children and young people within Surrey Children’s homes are clearly helped and protected.</p>
<p>How do you ensure that your work is informed by the voice of children?</p>
<p>Children are regularly consulted through link working sessions and children’s meetings which assist in making day to day decisions in the home around meal planning, outings, holidays, decoration and all aspects of home life. They assist in contributing to review reports, care plans and are regularly consulted monthly by the Reg 44 Independent Visitor who is available to all young people, on their visit and who have a statutory responsibility to consult with them</p>
<p>Challenges for the Future</p>
<p>Ensuring that we maintain excellent care by motivating and training staff to offer inspirational care of children so that they can achieve the best possible outcomes both while in our care and as they transition into independence.</p>

Hope Service / Extended Hope Service

Key Achievements in 1 April 2015 – 31 March 2016

Launch of the Extended Hope Service set up with money from DfE Innovation Funding following a successful bid and mobilisation of the project.

From October 2015 to April 2016 Extended Hope Service set up 4 nights Thursday to Sunday between 5p.m. and 11p.m. based a mental health nurse to work alongside the Emergency Duty Team to provide assessment/support and intervention to any young people aged 11-18 years old experiencing an emotional or mental health crisis. There were over 400 contacts with the service during this period of time.

From April 2016 the service increased to operating 7 nights a week and to date has had over 900 contacts with nurses on duty at Extended Hope.

In May 2016 another part of Extended Hope Service – Hope House opened and offered 2 respite beds offering care for a maximum of 6 consecutive nights again for young people experiencing an emotional and mental health crisis and need additional support and a period away from home or placement. There have been over 22 admissions to these beds since opening and the service is now moving towards being open 7 nights a week and offering consecutive stays of 7 nights (10 maximum).

Hope service has presented nationally at the CAMHS conference in November 2015 achieving feedback rated as excellent in 95% of cases by delegates. They also presented nationally at CAMHS Benchmarking Conference in December 2016 and at NHS England conference in June 2016.

Hope service ensured that no young people left the Hope service NEET except for young people who transitioned from an adult bed from an adolescent psychiatric bed (approximately 3 young people)

Developed a comprehensive website for access by partners and members of the public.

Further developed parent and carer groups which run once monthly on both sites (Epsom and Guildford) offering a half hours presentation on different topics of interest and a further one hour of peer support amongst parents facilitated by Mental Health Nurses, Social Workers and Therapists.

How have these achievements impacted upon Children in Surrey (positively and negatively)

Extended Hope often working in conjunction with Hope Service have managed to prevent young people being accommodated by offering support or respite bed in a timely manner to support young people, their carers or their family.

Young people who have attended Hope Service (there are on average 60 young people receiving a service at any one time) have accessed education and increased their attendance in education by good attendance at the Day Programme. Accessed opportunities

to receive teaching a support to sit GCSE's, ASDAN's and Functional skills.

Young people who have refused not wanted to access CAMHS for therapy have engaged in either 1-1 or group drama or art therapy. Alternatively have been assessed and/or been seen by Clinical Psychologists as part of their Day Programme care plan. This has provided an opportunity to explore past issues and build resilience and new coping mechanisms to improve emotional and mental health.

Clinical outcome measures (C Gas and HONOSCA) have been used to assess functioning of young people within w2

weeks of starting at the Hope Programme and then within 2 weeks of their discharge from the service and have all shown significant improvement

Several young people in Surrey residential homes have been able to access the Hope Service and this has helped to stabilise their placements where there have been concerns around placement breakdown due to behaviours resulting from attachment difficulties, trauma, depression etc.

How do you ensure that your work is informed by the voice of children?

- Young people at Hope have an allocated Hope Co-ordinator and a keyworker and have opportunities to talk with these workers regularly.
- Young People often ask Hope staff to advocate on their behalf at meetings (such as LAC reviews, Care Planning Approach meetings, PEPs, CP conferences etc).
- We have a Young People's Meetings (chaired by young people in the Hope Day Programme) every half term, where young people give their views and suggestions for the Day Programme (such as suggestions for activities, sessions, lunches and what books they would like etc). This information is feedback to staff at monthly Team Meetings.
- Young people complete a Holiday Programme Questionnaire each half term - and feedback on what activities they would like in the half term breaks.
- Young People complete both NHS and Surrey Service User Feedback questionnaires.
- Young People's involvement in foundation standards, audits and inspections.
- Young people's care plans are reviewed with young people every 6 weeks and their views are recorded on their care plan.
- Hope Day Programme staff have a timetable meeting every half term and try to incorporate suggestions young people have made.
- We have case tracking meeting once a month and case reviews 3 times a month - where we discuss young people's views.

What have you found out?

- Young people have responded well when they have been actively involved in the care planning process.
- Overall young people have been keen for Hope Co-ordinators to advocate on their behalf at meetings.

- Young people have participated well at Community Meeting and have been keen to come up with ideas and suggestions for the Hope Day Programme.
- Young People have shared that they like having consistency (i.e. knowing that their plans are and knowing what members of staff they can talk too).
- Information from questionnaires and community meeting is feedback to management and discussed in Team Meetings and management meetings.

How are you using this information?

- Young People's views shared at Community Meetings have been listened too and where possible changes within the Day Programme have been made.
- Young people's views are regularly reviewed as part of the care planning process.
- Data gathered from questionnaires is fed back and discussed at manager's meetings.

Challenges for the Future

Ensuring funding over the next few years to sustain the day to day running of Hope House
 Recruiting Band 6 Mental Health Nurses due to a national shortage
 Maintaining Hope Service rating as 'Good' and hopefully improving to 'Outstanding' when inspected this year.

Further reducing number of admissions to Tier 4 (adolescent psychiatric beds) and length of stays when appropriate.

Next steps

- Ensure that Extended Hope Service is open 7 nights a week offering respite beds for admission any night of the week.
- Secure funding for Extended Hope once DfE money is used
- All staff in Hope and Extended Hope to complete Team Dialectical Behaviour Therapy Training in September 2016 to further increase team approach and skills when working with young people with difficulties with regulating their emotions and self harming behaviours.

Private Fostering

The family and friends team within Surrey's Fostering Service is accountable for discharging the local authority's responsibilities in respect of private fostering arrangements, as stipulated under the Children (private arrangements for fostering) Regulations 2005. The care services manager provides the strategic, developmental and operational lead, in compliance with the national minimum standards.

Surrey's statement of purpose for private fostering is updated annually. The document is available to staff, key stakeholders and the public.

A new communications strategy was developed in 2015 to promote ongoing and targeted awareness-raising to include high risk groups. Some awareness-raising in 2015 was targeted at independent school, faith groups and GP surgeries.

There have been 24 notifications of new private fostering arrangements received in 2015-2016, seven less than the previous year.

12 new arrangements started and 18 arrangements ended in 2015 – 2016. In one of the arrangements ending, the carer obtained a Special Guardianship Order for the child. There were 5 children in private fostering arrangements on 31 March 2016. There were 5 notifications of private fostering arrangements which had not yet started or been in place for 28 days or more on 31 March 2016.

- The local authority responded to 100% of the notifications by means of an initial visit to the child, carer and premises. 87.5% of these visits were undertaken within the regulated seven working days timescale. This equates to 3 private fostering initial visits not being done within 7 working days from date of notification.
- 100% of the fostering assessments due within the reporting year were completed within the regulated 42 working days timescale. There is no required performance set by the Department for Education in this regard, but Surrey has set an internal target of 70%.
- Compliance with statutory visits every six weeks to arrangements that started after 1 April 2015 was 58.3%. This is lower than performance in the previous year.
- Compliance with statutory visits to arrangements that started before 1 April 2015 (which could include both six weekly and 12 weekly visits) was 63.6%. This is lower than performance in the previous year.

An information leaflet about private fostering is provided to parents and carers once notification of a private fostering arrangement had been received. There is a separate information leaflet for children to share the same information in an age appropriate manner.

Children in private fostering arrangements, private foster carers and parents are provided with advice and support throughout the duration of the private fostering arrangement. Satisfaction surveys are completed on a regular basis by children in private fostering arrangements to get feedback about the quality of service and support.

Children who are in a private fostering arrangement at the time of their 16th birthday qualify for an assessment of needs, information, guidance and advice from the Care Leavers Service. They are advised in writing how to access this support in future. The information is also included in Surrey's family and friend's policy.

Young Carers in Surrey

The 2011 census shows 6021 children and young people 0 - 24 providing unpaid care in Surrey. However research for the BBC (Kids Who Care 2010) suggests that there are around 14,000 young carers in Surrey. The survey suggested a figure of 700,000 young carers in the UK compared to 175,000 in the Census (four times as many). It seems clear that the Census significantly under estimates numbers of young carers as those filling out forms do not always recognise that the question about caring applies to their own children.

Our Surrey JSNA provides much more detailed information on young carers and young adult carers:

<http://www.surreyi.gov.uk/ViewPage1.aspx?C=resource&ResourceID=659&cookieCheck=true>

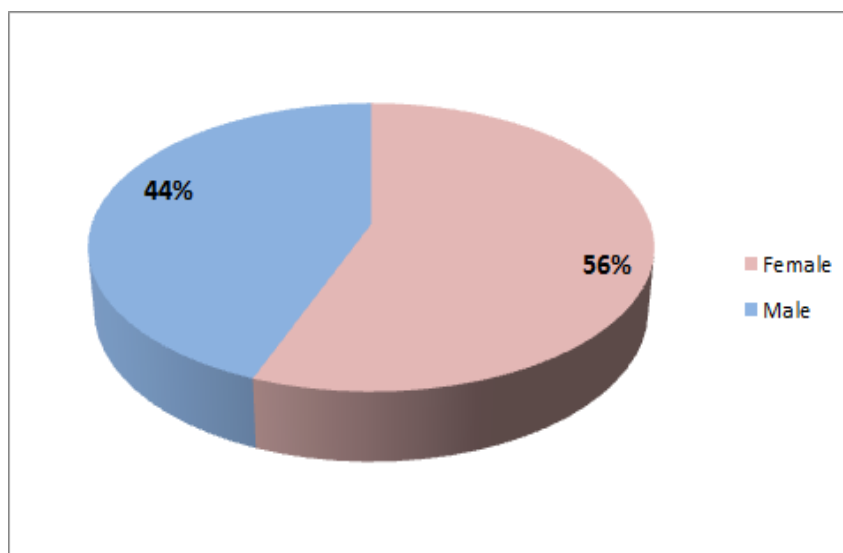
Young Carers are identified and supported through a range of mechanisms and through a range of agencies. Work is being undertaken to develop more detailed information sets and to obtain information from others such as Surrey County Council's Services for Young People and NHS Providers. Set out below is what has been gathered to date.

Support from Surrey Young Carers

Surrey Young Carers Service now provides support to more than 2000 young carers a year; a figure that has been rising year on year as below:

- 2147 in 2015/6
- 1849 in 2014/15
- 1650 in 2013/14
- 1392 in 2012/13

The majority of young carers supported by Surrey Young Carers are female (56%) with 44% being male. This is a similar figure to that identified in Young Carers in the UK Dearden and Becker (Carers UK 1997) where 57% were female and 43% Male.



A breakdown of the circumstances of the people who are looked after by the young carers is shown below (for 2015/16). It should be noted that this figure exceeds the numbers of young carers as some look after more than one person:

Main Age Group of the 'Cared for' people	Number of 'cared for' people (Apr - Sep)	Number of 'cared for' people (Oct - Mar)	Full Year Position
Under 18	822	880	955
18-64	1078	1074	1193
65+	61	61	72
Other / age not known	60	77	82
Total (all ages)	2021	2092	2302

Main categories of the 'Cared For' people	Number of 'cared for' people (Apr - Sep)	Number of 'cared for' people (Oct - Mar)	Full Year Position
Child (parent carer being supported)			
Physical/sensory difficulties	482	473	593
Mental health exc dementia	394	314	445
Dementia	11	15	18
Learning difficulties	177	180	196
Substance misuse	33	37	42
Other/Not known	924	1073	1008
Total	2021	2092	2302

The number of referrals has also been steadily increasing from 356 in 2011/12 to 581 in 2015/16 representing growth of 63%. The sources of referrals to Surrey Young Carers received during 2015/16 can be seen in the table below:

Source of Referral for Carer	Number of new carers referred (Apr - Sep)	Number of new carers referred (Oct - Mar)	Full Year Position
Self referral	48	42	90
GP/Doctor	0	1	1
Other Health Professional	12	12	24
Adult Social Care	9	9	18
Children's Social Care	89	69	158
District/ Borough Council	0	0	0
Carers Support Orgs	31	37	68
Other Voluntary Orgs	4	5	9
Statutory/EDUCATION	97	94	191
Other	14	8	22
Total	304	277	581

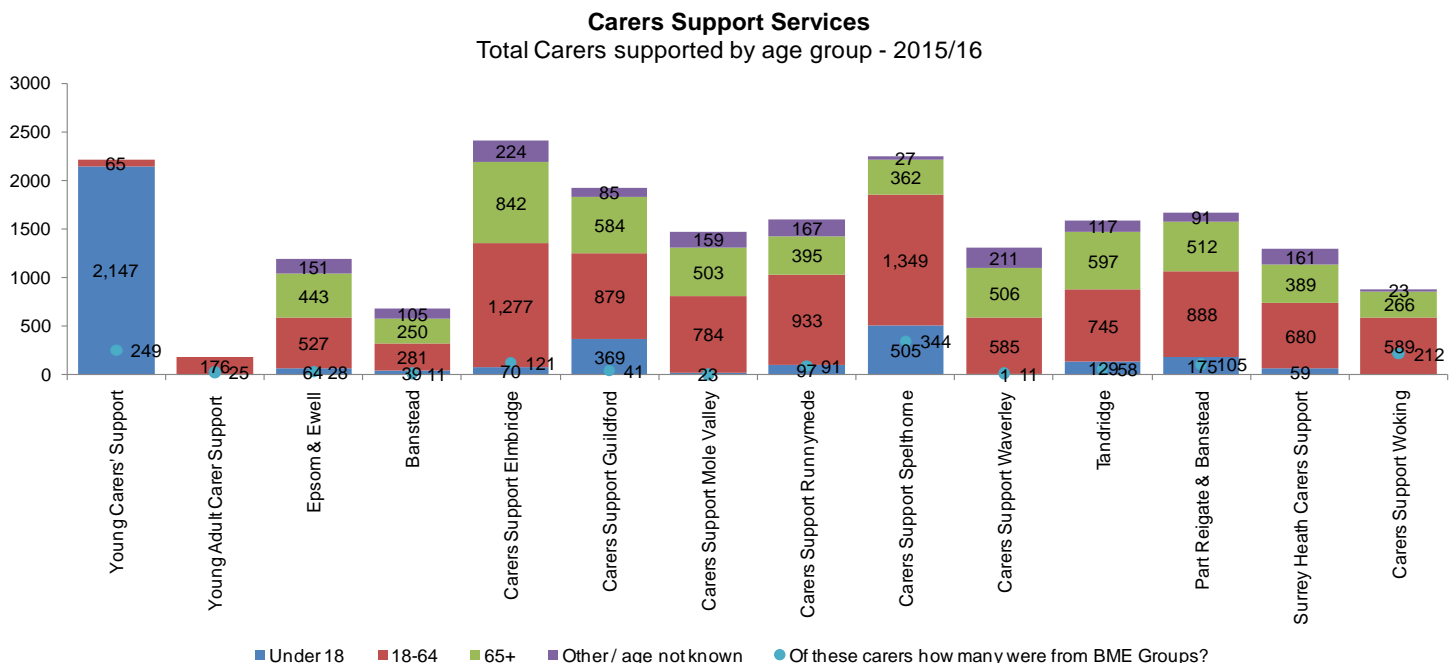
The Surrey Young Carers Service Education Advisors also work to assist education settings in supporting students/pupils who are young carers. They report having in, partnership with schools and colleges, identified a further 1000 young carers who have not been referred to SYC but are supported in school.

Action for Carers also run a smaller young adult carers network that has 280 young adults (aged 18 to 24) receiving support (at March 2016).

Carers Support

There were 1518 young carers identified by Generic Carers Support schemes as at 31 March 2016. These are focussed on supporting adult carers including in some cases parent carers. There is a need as with other services to identify children and young people in the household who may be young carers. There is data for 9 out of eleven boroughs. The level of identification is very variable and further work is to be undertaken with schemes around this.

About 300 of these young people are being supported by Surrey Young Carers and around 1200 who are likely to indirectly benefit from support given to the adult carers (who are most commonly their parents). A breakdown of this is included in the attached table:

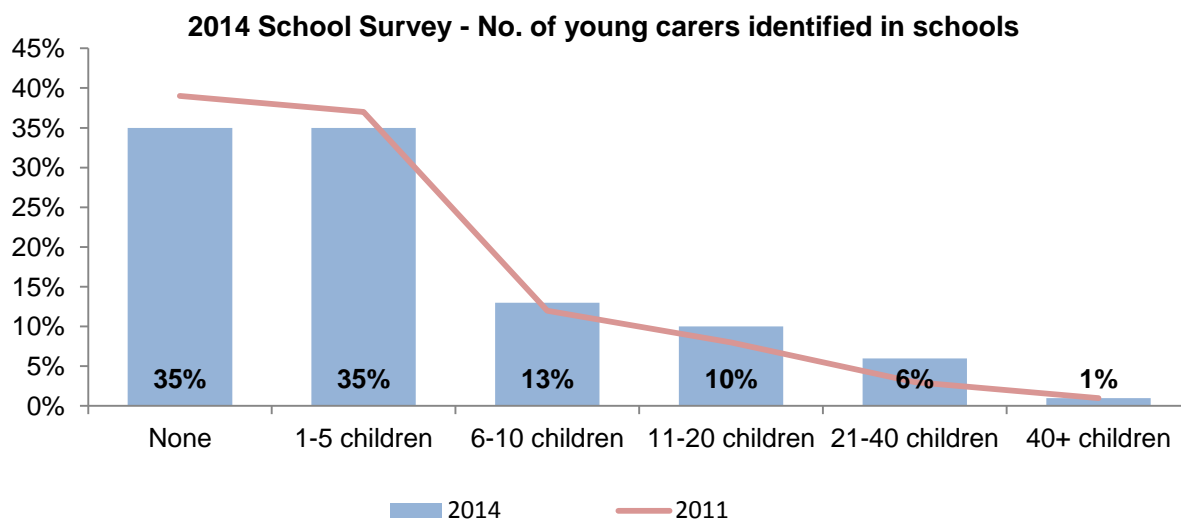


Schools

In a survey of schools in 2014 undertaken by SCC Children Schools and families, 400 requests for information were sent out with 196 responses (49%). Schools were asked how many young carers they had identified in their school. The answers ranged widely, with 35% of respondents saying that they had not identified any to 2 schools that identified 56 and 83 young carers respectively.

The total number identified shows an increase from a very similar audit (2011) from 686 to 811. It should though be noted there may be similar numbers for the other half of schools

that did not respond. For example one secondary school in SW Surrey have identified 126 young carers (a figure in line with the BBC research referred to above). A summary of responses to the 2014 audit is shown in the table below:



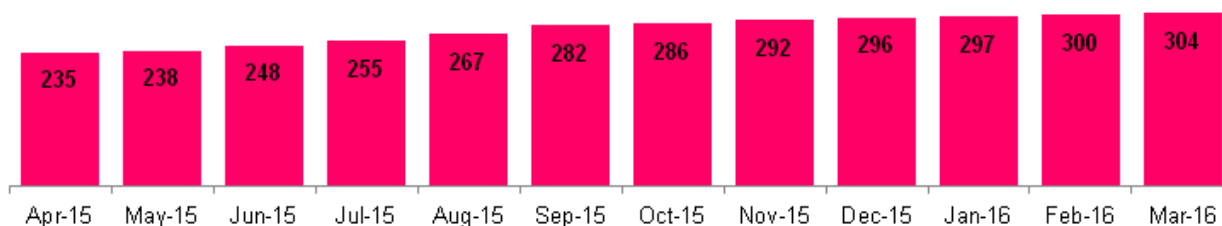
OFSTED has added young carers to the list of vulnerable children about whom schools should be aware. The numbers of children identified by schools should therefore be rising in future years.

Adult Social Care

The number of Young Carers recorded as known to Adult Services is continuing to rise although there still is thought to be under recording. The figures below are tracking progress during 2014/15 and 2015/16. By March 2016 the number had risen to 304.

Number of Young Carers open on AIS at month end

Source: AIS People List report



Children’s Social Care (to be updated for report to Social Care Board December 2016)

Children’s Services record where a Children and Family Assessment has noted the involvement of a young carer as a factor influencing the outcome of the assessment.

2014 – 2015

Total number of C&F Assessments completed = **8992**

Number of C&F Assessments with a Young Carers factor identified: **386***

Percentage of C&F Assessments with a Young Carers factor identified: **4.3%**

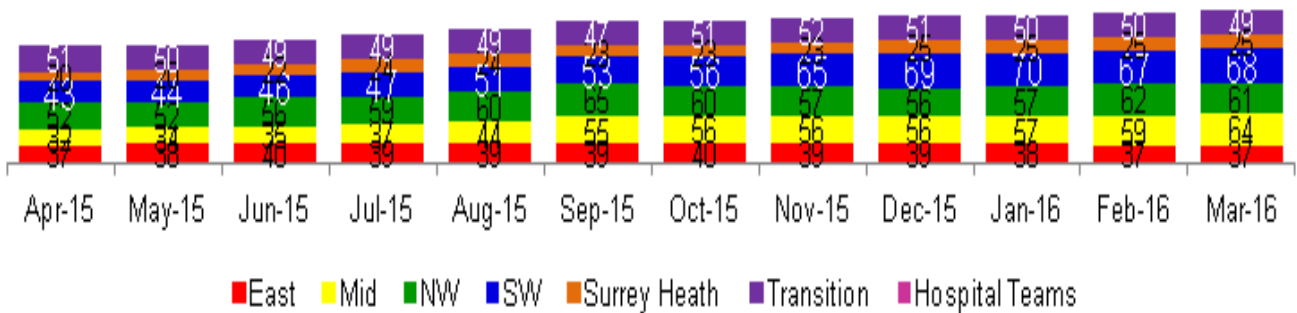
* In 175 of these cases the outcome of the assessment included the provision of a carers support payment to help support the needs of the young carer.(see below).

April 2015 to Aug 2015

Total number of C&F Assessments completed = **6206**

Number of Young Carers open on AIS at month end by Adult Social Care Area

Source: AIS People List report



Number of C&F Assessments with a Young Carers factor identified: **267**

Percentage of C&F Assessments with a Young Carers factor identified: **4.3%**

Carers Support Payments and Young Carers

We have provision to make small scale one off payments to support young carers via our contract with Surrey Independent Living Council. This comprised in 2014/15 -

- a) Payments through Children's Services - **175** costing - £77,867
- b) Preventative Payments approved by Surrey Young Carers - **285** costing - £106,319

Young Carers and the NHS

Young Carers Registered with GPs

There has been a system for GP Practices registering adult carers for some years and there are now just over 20,000 adult carers registered with their GP. Young carers have recently been added to this process. The numbers of young carers are up from 58 in February 2015 to **164** in September 2015 but there is clearly far more work to be done in this area.

Children with Disabilities

There are 2472 Children recorded as being on the Disabilities Register in Surrey Children's Services records.

Key Achievements in 1 April 2015 – 31 March 2016

- The SEND 2020 Programme is working with partners across education health and social care and parent/carer forum Family Voice to improve special educational needs and disabilities (SEND) services in Surrey. The SEND Development plan 2016 – 2020 was published in spring 2016.
- The SEND 2020 programme has four key objectives, to:
 - transform the customer experience
 - rebuild the system around the customer
 - reshape the SEND local offer
 - develop inclusive practice
- A SEND children and young people's rights participation officer has been appointed to ensure we have the voice of children and young people at the centre of our improvement programme.
- A co-production policy has been agreed in partnership to outline how we will work with children and young people, their parents and partners.
- An analysis of the customer journey and experience alongside a SEND needs analysis has been completed identifying the needs of children and young people age 0-25 years old with SEND across Surrey and the experiences of their families.
- We are developing inclusive practice in schools by creating a pilot to implement the Index for Inclusion across schools in Surrey. 48 schools are taking part in the pilot with a plan to involve over 200 schools from November 2016.
- A short breaks needs analysis was completed as part of the specialist review of short breaks.
- A joint commissioning approach has been agreed and a joint commissioning network has been launched (May 2016)
- The SEND Employability Programme was launched in February 2016.
- The local offer to be re-launched in April 2016

How have these achievements impacted upon Children in Surrey (positively and negatively)

Currently Family Voice are working with the SEND 2020 programme to ensure the programme impacts children and young people positively. We are starting to measure customer satisfaction but currently this survey will be completed by parents in most cases. The Children's Rights participation worker has set up a group of children and young people and moving forward we will be working with the children's rights participation officer and schools to gather the voice of children and young people and measure the impacts of change from the SEND 2020 programme.

How do you ensure that your work is informed by the voice of children?

The SEND children and young people's rights participation officer will be working with children and young people to ensure they have their say both in the SEND 2020 programme and in decisions made about them as individuals.

The index for inclusion encourages a culture of practice that is inclusive of all children and young people and involves children and young people in shaping their learning.

Challenges for the Future

- There continues to be a growing need and we need to manage our resources more efficiently and join up education, health and care services to improve the customer experience.
- There is financial pressure and a savings plan for SEND services is in development to increase in-house provision so that we are less reliant on independent providers which are more expensive
- There is a need to increase special school places and a plan to develop Free Schools to meet that need.

Next steps

- A group of customer experience champions will be committed to driving improvement for customers and working towards the Customer Service Excellence Standard.
- A SEND commissioning strategy is being developed
- An Inclusion Strategy will be developed to define and drive the development of inclusive practices.
- We will publish an outcomes framework and work to ensure that the transformation will support the delivery of those outcomes.
- There are further challenges to align the SEND 2020 programme with the Early Help programme and improve SEN Support and the early help offer for children and young people with SEND.

Harmful Traditional Practices

(including honour based abuse, female genital mutilation and forced marriage)

Name of Group/ Organisation – Surrey Police – PPSU – HTP

Key Achievements in 1 April 2015 – 31 March 2016

- Since the disbandment of the Diversity Crimes Unit (DCU) in February 2016, reports of Harmful Traditional Practices (HTP) are allocated to Safeguarding Investigation Units who have officers experienced in dealing with such reports.
- DCU officers are now part of the Public Protection Standards Unit (PPSU) and act as advisors. They review HTP reports and investigations ensuring that risks are managed even if no criminal offences are evident as safeguarding is paramount.

- DCU officers have provided training inputs to Health and Education to raise awareness of HTP.
- DCU officers have provided internal training to Contact Centre Staff regarding HTP and taking of initial report.
- A risk assessment has been introduced for Contact Centre to obtain as much detail of the child / vulnerable person as well as secondary and tertiary victims in order to assess any immediate threat, harm or risk.
- A CHECK risk assessment has been introduced to assist investigating officers to consider all evident and potential risk to a child / vulnerable person including secondary and tertiary to manage immediate risk as well as the continual review of risk.
- HBA Remembrance Day (14 July) was communicated for Surrey Police to acknowledge those that have lost their lives because of honour killings. A bulletin is also created for schools and distributed via Surrey County Council.
- Between 1 April 2015 and 31 March 2016 Surrey Police had a total of:
 - 71 recorded HTP reports
 - 36 of these are crime related
 - 35 of these are non crime incidents
 - 15 victims under 18 recorded
 - 71 under 18 recorded as being involved in other ways

This is an increase in the number of reports from last year and the number of children as victims has almost doubled hopefully as an indicator of awareness raising or confidence in reporting.

- Information required for mandatory reporting has been shared with Contact Centre staff receiving the initial report.

How have these achievements impacted upon Children in Surrey (positively and negatively)

- The SIU have teams working until 10pm so cover longer hours. Their training includes inputs on HTP and they are child protection trained officers.
- The risk or concern is taken seriously and is not under estimated especially as this can escalate from a not so serious incident to more serious incidents.
- Police work in partnership with other agencies such as Social Services, Outreach, FMU and specialist charities that offer further support.
- Strategy discussions are held with social services and joint visits arranged.
- We are mindful that a person from a cultural background where honour is likely to be a risk factor, must give consideration to the implications of this even if this person comes to notice for an unrelated matter, such as a victim of sexual offence or even as a suspect for an offence.
- Protective measures are considered and put in place regardless of a crime or no crime.
- The risk assessments that are in place ensure safeguarding is paramount and assist with identifying secondary and tertiary victims that can be missed.

How do you ensure that your work is informed by the voice of children?

- The child at risk is listened to and their views taken in to consideration.
- The norm would be to inform the parents or use them as a supporter. However, in such circumstances this could place them at further risk of honour based abuse or even a forced marriage. Consideration is given to using a teacher or social worker as a supporter to minimise risk.
- There is the fear that the abuse will worsen, or worse case scenario lead to death. Quite often it is the fear of the unknown, therefore positive action is to safeguard in the first instance and then consider appropriate action on a case by case basis.
- Safeguarding of the child / vulnerable person is paramount and may need to be managed discreetly based on what they disclose. Giving the child / vulnerable person time to disclose and to gain their trust is equally important.
- Achieving Best Evidence is practiced mainly via visually recorded interviews for children.

Challenges for the Future

- Honour based incidents can be difficult to tackle without specialist knowledge or understanding so continued input to professionals is required.
- Gaining the trust and educating children to report incidents as such incidents take place at home, behind closed doors and often those at risk are terrified of coming forward or do not realise they are being subjected to abuse as it is the norm to them.
- When family become aware of police or other agency involvement, the risk to the child can be heightened so this needs to be managed.
- Risks can be underestimated especially if there is no criminal offence.
- Evidence for FMPOs and FGMPOs can be challenged and PPSU advisors will argue that actual evidence cannot be relied upon as by that time, the child at risk could already be subjected to the inevitable that the orders would have protected them from in the first place.
- Correctly recording and flagging reports and linking as victims so that data is accurate.
- Educating the public where appropriate especially about health implications of FGM.

Next steps

PPSU aim to:

- Continue with outreach work and to engage with outside / partner agencies (support services / health / education / social care / SSCB).
- Continue work around the voice of the victim recognising the demographics and country of origins.
- Devise a written agreement with SSCB for parents / guardians to abide by when a FMPO or FGMPO is not appropriate.
- Revise / implement policies and procedures and seek guidance from the Home Office Units specialising in HTP.
- Provide training input to response officers on how to recognise HTP and deal with victims.

- Provide training input to Safeguarding Investigation Units about safeguarding measures and importance of a SPOC.
- Raise awareness about correct recording / flagging of HTP incidents so that this is accurately reflected in the figures for the Home Office and any other data that is required for reports.
- Raise awareness about the law and health implications internally and to other professionals (health / education/ social care) as well as to the public where appropriate.
- Identify areas where risk is prevalent and creating a problem profile.

Gypsy Roma Traveller (GRT)

Surrey is home to the 4th largest Gypsy, Roma and Traveller community in Britain. A total of 15,180 children and young people had an open case to Surrey Children's Services at some point in the period 2015-16. Of these, 127 identified as Gypsy/Roma and 80 identified as Traveller of Irish heritage.

Preventing Radicalisation

Key Achievements in 1 April 2015 – 31 March 2016

The Counter Terrorism and Security Act 2015 was given Royal Assent on 12 February 2015 and states – ‘a specified authority must, in the exercise of its functions, have due regard to the need to prevent people from being drawn into terrorism’.

Under the Prevent duty element of the Counter Terrorism and Security Act 2015, it is stated that local authorities should be the lead agency in delivering a local multi agency Prevent group to monitor the impact of Prevent work. It also states that local authorities, where there is an identified risk, should develop an action plan which will identify, prioritise and facilitate the delivery of Prevent activities or interventions.

In March 2015 Surrey County Council was identified as the lead agency in the delivery of the Prevent duty in Surrey. In the period 1 April 2015 – 31 March 2016 the focus has been on getting partners across Surrey to understand their responsibilities and to develop and implement their Prevent action plans, to generally raise the awareness of Prevent across the County, to develop and roll out training to staff and Councillors and to review the future governance of Prevent.

Local Authority Designated Officer

Managing allegations within the children's workforce

“ I have always felt very supported and effectively guided by the LADO services in Surrey. I believe I have a good working relationship with all Surrey LADOs and have no hesitation in contacting them for advice as well as referrals” Surrey Head Teacher

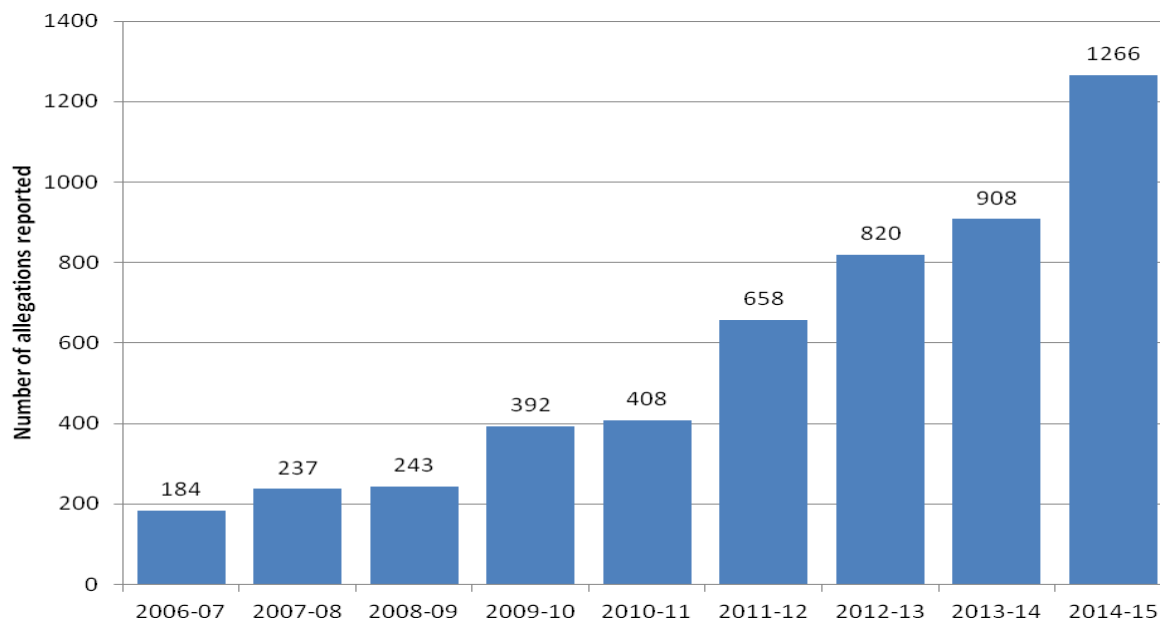
All LSCB's have responsibility for ensuring that there are effective procedures in place for dealing with allegations against people who work with children. In Surrey there is a team of LADO's, all of whom are qualified and highly experienced social workers who are involved in the management and oversight of individual allegations against people who work with children. In addition, the LADO responds to requests from Ofsted for information towards inspection of residential provision in Surrey; provides considerable consultation to providers, partners, occasionally members of the public, Ofsted and others on matters related to concerns about staff conduct, the threshold between a complaint and a safeguarding concern.

Initial decision-making on the most appropriate route for investigation and on threshold for referral to Children's Services for S47 consideration, continues to be managed by the LADO. These decisions are taken in consultation with employers, referrers, our colleagues in Children's Services and the Police.

The LADO seeks to direct a consistent, proportionate response based on the allegation and available information. The LADO works to ensure that the allegation management process is effective, transparent and address the needs of the child to be protected, those of the employee to be treated fairly and the organisation/setting. The child, and the description of their experience remains the focus of the LADO response and a leaflet has been designed specifically for children. There is always an expectation that concerns are investigated and all possible accounts sought, including the child's and the member of staff.

A full analysis can be read in the Surrey LADO Annual report 2014/15

Allegations in the Academic Year 2014 – 2015



Between 1.4.15 and 31.3.16 the LADO's received a total of 1334 reported allegations, a rise from 1093 in the same period 2014 – 15. This increase is likely to relate to a better understanding of what is required in respect of reporting, but of note:

- There is an on-going rise in the number of referrals involving a person's home life. This can be where the individual is experiencing mental health issues, drug or alcohol issues or difficulties parenting their own children. It can also involve situations where their partner is being investigated for allegations of child abuse and they continue to support their partner. In these situations a careful process is followed - of assessing the possible risk in their employment and then if necessary, disclosing information to their employer having consulted with the individual about doing this.
- There is an increase of allegations relating to historic allegations. These are responded to by ensuring that the Police are aware of the allegation and if the victim wishes to support a Police investigation a series of Managing Allegations strategy meetings will be held. If the victim does not wish to engage with Police, or if the suspect is known to be deceased, the LADO will undertake a learning review with the establishment to reflect on the allegations, to ensure as far as possible that the organisation operates safely. The victim is always offered support via the voluntary agencies available.
- The number of referrals in respect of Teachers and staff in an Education setting continues to be the highest percentage – in 2015/16 515 came from the education sector compared to 439 in 2014/15.

Priorities going forward:

- Continued awareness raising of the LADO role through SSCB multi agency training and Early Years safeguarding training
- Having designed and built a unique database for the safe retention of LADO records, implement this and migrate all historic records to the database
- Continue to offer settings wider advice around safe recruitment, high standards of staff conduct and organisational procedures, including safe use of the internet
- Promote the use of Learning Outcomes meetings to assist an organisation to reflect and identify improvements in the service they offer to children.

Progress in Surrey

Priority 1:

To work with partner agencies to reduce incidences of domestic violence and the impact this has on children, young people and families

Domestic Abuse (DA) Action Plan themes 2015 – 2016

Work Plan Theme	Work Focus & Activity
i. Health Engagement in DA - IRIS Project development	Monitoring the East Surrey IRIS project, capturing the learning with a view to rolling it out to other areas in the County.
ii. Perpetrator Programme	Exploration of options, costs and value of perpetrator programme for Surrey. (Recognising the existing programmes for offenders)

Work Plan Theme	Work Focus & Activity
iii. DA Communications & Awareness Work	Delivery of the overall work plan, focussed campaigns and exploration of new communications and awareness messages and delivery.
iv. Commissioning of DA Outreach Services	The commission will have an outcome focus and making clear the links between the outreach services and the MASH, early intervention and Family Support.
v. DA Training	Reviewing the training offer within a context that training and awareness raising for staff is key
vi. Links with other Strategic Boards	Ensuring that the DA agenda and its delivery is known and considered by other strategic Boards
vii. DHR's	Maintaining an oversight of DHR recommendations, subsequent activity, changes to practise and the lessons learnt

Updates:

IRIS - East IRIS project has produced some good results seeing a 5 fold increase in referrals to DA Outreach services from GPs in the East in 2015 – 2016. Health are currently reviewing a wider rollout of IRIS across Surrey

Perpetrator Programme - A procurement exercise has secured an organisation to deliver a perpetrator programme in Surrey from October 2016 funded by SCC, Office of the Police and Crime Commissioner and Surrey Police. The service is expected to support around 70 perpetrators during any one year. Work is underway to agree referral criteria and processes, performance reporting and evaluation.

DA Communications – Two key events delivered in 2016. The first in March to mark the change in legislation regarding coercive control which came into law in December 2015, Professor Evan Stark spoke to Surrey professionals on recognising and responding to coercive control; the second event in May, Behind Closed Doors, to launch the communications campaign highlighting the change in law and to call to action to Surrey businesses to implement Staff Policies on DA. Around 700 people attended across these 2 events.

A DA communications strategy has also been adopted by the Board and the autumn campaign and Communications week will focus on reaching out to young people, see below:

According to the Home Office definition, controlling behaviour includes “a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources.... and.... regulating their everyday behaviour.”

Coercive behaviour, meanwhile, involves “... assault, threats, humiliation and intimidation...used to harm, punish, or frighten a victim.”

We are going to target younger people with all phases of our communications activity because we feel there is more chance to influence this group’s behaviour than an older age group who may be more entrenched in their habits and behaviours.

Young people – In 2009, the National Society for the Prevention of Cruelty to Children (NSPCC) conducted research with young people aged 13-17 which examined their experiences of physical, emotional and sexual violence in their partner relationships.

The research found that:

- 25% of girls and 18% of boys had already experienced some form of physical abuse at least once in their lifetime.
- 75% of girls and 50% of boys reported experiencing some sort of emotional abuse at least once in their lifetime.
- 31% of girls and 16% of boys reported experiencing some form of sexual violence at least once in their lifetime.

Further research by the NSPCC in 2011 showed that behaviours (which are known to escalate into physical abuse) such as checking a partner’s phone, telling them what to wear and controlling who they can or can’t see or speak to, were common within teen relationships. Teenagers said they thought these things were ‘normal’ and didn’t associate them with abuse.

In the same year the Crime Survey for England and Wales found that 16 to 19 year olds were more likely to suffer partner abuse than any other age range.

A year later in 2012 – at the same time as the definition of DA was broadened - the age of those who could experience and perpetrate DA was lowered from 18 to 16. This change coincided with the launch of the Home Office campaign ‘This is abuse’ which aimed to encourage 13-18 year olds to re-think their views of violence, abuse or controlling behaviour in relationships.

SP has also received the highest number of reports from women aged 29 over the past year.

Audiences – Our primary audience for this campaign consists of girls and women falling into two different age groups:

- * **11-15 year olds.** The focus for this age group is to educate and help them understand more about what constitutes a healthy relationship.
- * **16-29 years old.** The focus for this group is to raise awareness of the support services available and encourage them to report abuse.

We will also aim to target friends and family of both groups who may report or seek help on a victim’s behalf.

Commissioning – The DA Commissioning group is about to begin the process of re-commissioning DA Outreach services in context of the other DA services that have recently been commissioned and the impact these services are having on the holistic response (Children’s Services, Linx and in future Perpetrator Services). A small task group has also been set up to review the data available to determine needs for future DA services.

DA Training – Multi agency courses continue to be delivered and positively received. Bespoke training has also been delivered for Health staff, GPs and Surrey Police, focussed on raising awareness and improving signposting.

Links with other Strategic Boards - Links continue to be strengthened with representation or presentations to each of the Boards regarding DA (SCSB, Surrey Safeguarding Adults Board, Children & Young People’s Partnership on behalf of Community Safety Board and the DA Management Board) and a new protocol is about to be introduced. Presentations have also taken place to the Children’s Lead Members and Officers group which has representation from Surrey County Council and Boroughs and Districts.

DHRs – The Community Safety Board have agreed an oversight role for DHRs. Work is nearing completion to summarise and review all findings for DHRs already completed, in order to hold a workshop to review lessons learned. Both Adults and Children’s Safeguarding have been involved in the changes implemented in process and will be part of the lessons learned work going forward.

One other area that is significant regarding responding to children in terms of DA is the grants to deliver Healthy Relationship packages in schools and other educational settings, support to children’s services professionals, and group and 121 support for children witnessing DA. This has been running since June 2015 and will be reviewed after 12 months in June 2016.

Priority 2:

To ensure sufficient, timely and effective early help for children and families who do not meet the thresholds for children’s social care

Early Help: Key Achievements in 1 April 2015 – 31 March 2016

It is fair to say that progress in this area has historically been slow, but more recently there has been greater traction and pace alongside a re-focus of thinking to one of “what help do you need?” and of “no more no”.

The development of Surrey’s new Multi Agency Safeguarding Hub (MASH) is a critical part of the solution and represents “phase one” of the “fix”, whereby we introduce one front door to Children’s Services. We have also introduced a “phase zero”, a shorter term “patch” to make some interim progress in turning the system towards a presumption of early help. These developments then feed into phase two which is a full transformation to achieve a cohesive, collaborative early help offer delivered jointly by all partners. Work is underway on all three phases concurrently, a key element being re-engaging partners, recognising where we have got this wrong up until now and working with partners to move

forward. Phase zero went live on 23rd May 2016. Phase one will lead to the MASH going live in October 2016. Phase two will continue over the next two years.

Phase zero introduced a more visible and proactive co-ordination of the system from within Referral Assessment & Intervention Service (RAIS) with a small number of staff proactively engaging with RAIS staff to identify and support appropriate Early Help cases to exit RAIS and reach the appropriate Early Help service. These colleagues are now established within the RAIS and work to proactively “stick together” children and families with the help they need. Phase zero has also involved some realignment of council resource to support and deliver Early Help.

How have these achievements impacted upon Children in Surrey (positively and negatively)

Data gathering and analysis in phase zero is in its early stages and is so far reliant on a short period thus affecting its statistical validity. However, there has been a clear increase in early help referrals from the social care front door (contacts) and a substantial increase in the number of multi-agency early help assessments carried out. Key managers are undertaking a tour of RAIS teams to engage with RAIS colleagues on how well the process is working, what improvements can be made and to highlight issues arising. We are also undertaking a stock take of case destinations, referrals, services offered and any capacity issues arising.

We already have feedback from staff in the Youth Support Service - one of the many providers of Early Help, and one whose services have been realigned towards this agenda. One comment is “Although it is challenging to take on something new I am really pleased we are doing this work, because young people and families who really need a service are now getting one, where previously they would not have done so”.

How do you ensure that your work is informed by the voice of children?

Initial feedback from phase zero is currently being gathered and we are just starting to follow up and elicit feedback in relation to the first cases to go through this process. Referrers and service users will be contacted between 6-12 weeks after the initial referral to Early Help to:

1. Check that the offer has been accessed
2. Ascertain what progress has been made
3. Provide an opportunity to comment on their level of satisfaction with the process and the services offered
4. Check that needs are (in the process of) being met.
5. Permit any further / remedial action required.
6. Understand our staff training and ongoing service development needs.

Challenges for the Future

The Council faces a range of strategic challenges characterised by significant reductions in funding, increased demand, heightened regulatory pressure and a changing policy

landscape. And we know that too many children are not getting the right help at the right time. Thus, there is a need to both reduce costs to the council and better meet need, ensuring that the range of interventions available is sufficient and cohesive across the continuum of need. There is a great deal of early help available in Surrey but there is a need to refine and, at times, re-align this, and to commission to fill in the gaps.

There are also challenges which relate to IT systems not yet being full fit for purpose.

Next steps

Alongside “Phase Zero” and the development of the MASH, work is underway to develop Early Help Coordination hubs in each quadrant, to go live alongside the MASH. These hubs will ensure that cases coming through the MASH and requiring Early Help receive the help required. They will also coordinate the offer and ensure help is provided to children, young people and families directly referred, where an Early Help need is identified but the referrer is already clear that social care thresholds are not met. Further they will ensure the right offer of early help is made to families when they no longer require Child in Need, Child Protection or Looked After Child services to ensure a responsible end to our involvement.

Further, a 2016 – 2017 Early Help Commissioning Plan has been developed to rapidly increase and extend the early offer of help whilst developing a longer term transformational strategy, which will both reduce costs to the council and better meet need.

Multi Agency Safeguarding Hub (MASH)

Key Achievements in 1 April 2015 – 31 March 2016

Since 2015 the MASH project has made progress, the project was expanded into a programme and now also includes Early Help. The vision for the MASH and Early Help programme is the following:

Our vision is to build a MASH that provides a single point of contact for safeguarding concerns relating to children and adults in Surrey. This new ‘front door’ will provide a full and rich picture of need, risk and harm, bringing together data, information and knowledge from across the Surrey partnership. Decisions will be underpinned by a consistently understood and applied threshold of need and augmented by excellent professional judgement. The MASH will be at the vanguard of reforming social care practice in Surrey, in an endeavour to ensure customers’ first experience of the safeguarding system is an outstanding experience.

The ‘go live’ date for the launch of the programme is **Wednesday 5 October**, and to achieve this, we now have a 100-day plan (which began on Tuesday 28 June). We reviewed the programme governance and amended it for a more streamlined approach to our own workflow and to identify more clearly defined tasks and responsibilities. This involved making changes to both our governance structure and work

streams.

Firstly, the governance structure now has **two** levels instead of three; the *Executive Programme Board* and the *Programme Board*. We are now using the traditional 'big 4' approach to work streams that is used in many change programmes and have **condensed our work streams into four key areas** with a lead and project manager. The other 4/5 work streams fit into these four key areas and the communications work stream has more of an overarching role to ensure all changes are communicated to the right people in a timely manner.

The *Whole Systems Process Overview* and the *Children's MASH Process* have both been approved.

The proposed desk layout for the 6th floor of Guildford Police Station (where Surrey MASH will be located) has also been approved. The above approvals mean we can now move forward with IT and IMT installations, e.g. the networking for the computers and telephones.

The staff consultation document has been circulated and HR will soon be working on the hiring process to ensure relevant staff are in place by the launch date. External hiring is also being considered to fulfil the required roles.

A training plan is being created and an information services agreement which cuts across all key partners is currently being developed. The performance framework has been designed and the core processes have been provided to IMT to support the configuration of the Early Help Module.

Individual written agreements are being drawn up for each partner agency that will take part in information sharing with the MASH, this defines the expectations from each agency and the timescales within which information is expected to be returned.

Stakeholders are being kept informed of progress of the programme through communications, key meetings and attendance at stakeholder forums. As the programme nears launch there will be further communications and meetings taking place across the county.

How have these achievements impacted upon Children in Surrey (positively and negatively)

The following are some of the ways in which the implementation of the MASH with Early Help coordination should result in positive outcomes for Children in Surrey:

1. A holistic picture of need, risk and harm with improved identification of these factors at the earliest opportunity.
2. The Surrey MASH will deliver a consistent multi-agency response to all reported domestic abuse cases and ensure the identification of need, harm and risk.
3. The Surrey MASH will ensure that every child, young person and vulnerable adult identified will be referred to a service relevant to the level of need, harm and risk

<p>identified by the safeguarding partnership.</p> <ol style="list-style-type: none"> 4. The voice of the child and vulnerable adult will always be paramount and the Surrey MASH will ensure that the best interests of children, young people, families and vulnerable adults are central in all considerations and decisions. 5. The Surrey MASH will deliver this through timely partnership information sharing, analysis and decision making as well as the provision of information, professional advice and guidance. 6. Surrey MASH will deliver effective co-ordination between all safeguarding agencies which identify need, harm and risk as early as possible and deliver improved outcomes for all. 7. Using intelligence gathered within the MASH to undertake mapping and trend analysis exercises, thereby ensuring there is increased awareness and better identification of child sexual exploitation (CSE) cases. 8. An improved Early Help offer will ensure we have a menu of offering across the county, which will build community resilience and facilitate targeted assessments. 9. A more streamlined process with faster decision making for the professional or citizen involved.
<p>How do you ensure that your work is informed by the voice of children?</p>
<p>All decisions made will be underpinned by a consistently understood and applied threshold of need and augmented by excellent professional judgement. Staff will receive relevant training to ensure their skills are kept up to date.</p>
<p>Challenges for the Future</p>
<p>Ensuring the programme launches by the go live date and adheres to cost and quality considerations.</p> <p>Taking key learning points from the initial launch of the programme and incorporating any areas for improvement in to further phases of the programme to embed a perpetual process of service analysis and improvement.</p>
<p>Next steps</p>
<p>Continue working to the 100 day plan aiming for the go live date of 5 October 2016.</p>

Family Support Programme

The Family Support Programme (FSP) is Surrey's interpretation of the Department of Communities and Local Government (DCLG) Troubled Families programme, which is now in the second phase of its national operational delivery with funding from 2015 – 2020. Surrey has a target of 3,700 families to be worked with and "turned around" through improved positive outcomes for families.

The operational delivery of FSP is devolved to Surrey's eleven District and Borough partners and has six teams working countywide in partnership with local stakeholders. These teams enable a multi-agency approach to support families with multiple and complex needs using an evidence-based and restorative whole family approach. Families receive an intensive support offer of between six and eighteen weeks which empowers families on a pathway

towards change and transformation. This means an in-home intervention model supporting all family members on a wide range of issues while building self-reliance and independence.

The FSP local resource teams can work with around 600 families a year but its performance team also collects data on families that have met the eligibility criteria and who have had other interventions led by other parts of the Directorate such as Children's Social Care and the Youth Support Service. This widens the programme to a countywide approach. To qualify the family needs to have met the six DCLG entry criteria¹ and had a whole family assessment, a family multi-agency action plan and a key worker. Their progress needs to be tracked and monitored against the original eligibility criteria.

Family Support Programme Data

This data is based on the analysis of a sample 1,375 families at their point of entry into the Troubled Families 2 programme.

- 892 families received an intensive support intervention
- 483 families received a multi-agency intervention without intensive support

The tables below show the number of families who met each of the DCLG entry criteria. The data indicates that the families with the greatest complexity are most likely to receive an intensive support offer.

Intensive Intervention

Number of Criteria Met by Family	Number of Families
2	124
3	285
4	280
5	156
6	47
Total	892

Other Interventions

Number of Criteria Met by Family	Number of Families
2	392
3	77
4	8
5	5
6	1
Total	483

¹ Crime and anti-social behaviour; poor attendance/exclusions at school; children needing help; financial exclusion through worklessness, unemployment and financial instability; domestic abuse or physical and mental health problems

Intensive support intervention summary of key DCLG criteria

The data below relates to the initial entry criteria on referral into the programme for those receiving an intensive support intervention (FSP). During the course of an intervention, further complexity and need may have been disclosed by the family. This is particularly relevant in the area of domestic abuse.

- 30.6% of families met criteria for Crime and ASB
- 72.3% of families met criteria for Education
- 75.8% of families met criteria for Children needing Help
- 71.7% of families met criteria for Worklessness and Unemployment
- 38.2% of families met criteria for Domestic Abuse
- 80% of families met criteria for Physical and/or Mental Health

Families “turned around”

In January 2017 the FSP will begin to be able to report on the number of families who have met the requirements to be “turned around” showing considerable progress against the entry criteria as a result of intervention.

Priority 3:

To ensure that professionals and the Child Protection processes effectively protect those children identified in need of protection.

Last year the Annual Report identified a series of areas of concern that the partnership needed to address in order to demonstrate it is meeting its priority objective

Areas of concern:

- The anticipated improvement in practice as a result of previous audits was not demonstrated.
- The audit highlighted the lack of SMART (specific, measurable, attainable, relevant, timely) child protection plans.
- Child protection plans continue to be too long and complicated, without the focus on specific issues that need addressing.
- There was evidence that the plan was being reviewed in the core group, however there was also mixed evidence about the effectiveness of the core group reducing risk.
- There was inconsistency in the regularity of core group meetings.
- There was an improvement in the recording of contingency plans however auditors felt that more work was required to ensure that these continued to focus on the safety and well being of children.
- The audit identified that in the majority of core groups the wishes and feelings of the children were not recorded.

- Ethnicity and culture were not being addressed sufficiently; however this could also be a reflection of the small random audit sample.
- CP plans were not regularly identifying core group membership and in more than 50% of the core groups it appeared that not all the members attended.
- Attendance by some partner agencies continues to be problematic.
- There continued to be a lack of significant progress in the management and reduction of risk.
- The use of the core group template has been available for some time and its recent incorporation into the integrated children's system (ICS) has meant that recording is better; however it does not appear to have facilitated key issues being addressed.
- It was the view of the auditors that having the same person chairing and recording core groups did not facilitate good recording and where notes were taken by another person, the quality of the record was improved.

Impact of actions taken to address concerns:

In anticipation of the introduction of the Safer Surrey Approach, following this audit the design of the CP Plan was reviewed and revised. This specifically aimed to make plans simpler for families to understand that they were shorter and that plans became SMARTer. The new CP Plan identifies the five key risks, what action will be taken to address them and how that action will bring about the change. The feedback that the service has received is that families find the new style plan much easier to follow and to understand. In addition, recent audit indicates that there has been an improvement in identifying contingency plans in CP cases and that these contingencies are carried out promptly, with cases moving into the PLO and court processes.

There has been a significant emphasis placed on the role of the Core Group and the most recent audit shows that over the last year the percentage of cases where Core Groups are held regularly and in line with statutory guidelines has risen and is now above 90% month on month. This still leaves a small number that the service needs to address to ensure full compliance. Statutory visits largely take place within the guidance with 88% of cases this being the case and in 96% of cases where a child was under 4 the child was regularly seen on their own. Therefore despite continued recruitment problems, the trend is one of improvement in response to the findings of the previous year.

Attendance by partners at conference continues to be high amongst some groups. Police, Schools, Probation, Health Visitors and where applicable Midwives have particularly high attendance levels at Initial Child Protection Conferences. With the exception of Surrey Police the same groups are regular attendees at reviews. This is understandable, as Surrey Police rarely have further involvement post Initial Conference and they send a report to conference in 95% of cases. The lowest attendance percentage is amongst GPs, Drug and Alcohol Services and Domestic Abuse Services. There had been some very effective work with GPs to improve engagement and the numbers of reports had improved to over 50%, but this has slipped back to 43%.

There has been improvement in workers attempts to involve and engage with fathers and male cares, with evidence found in 87% of cases that the worker had made an attempt, although in only 67% of cases was this successful.

Although, there has been a significant attempt following the outcome of the QA audit to address the areas of concern, it is hard to definitively ascribe improvements to this effort by the partnership. However, there are indicators of improvement in outcomes for children:

The numbers of children identified as in need of protection has decreased from 1010 at the start of the reporting year in April 2015; this has decreased to 897 at the end of March 2016. In addition, there has been a decline in the length of time children are subject to a CP Plan. In April 2015 there were 155 children subject to a plan for more than 16 months and 59 for more than 24 months. At the end of March 2016, the figures had fallen to 97 and 28 respectively. This reduction is likely to be related to the greater confidence by the local authority in taking court action to protect children where progress has been minimal. Furthermore, Surrey Children's Services have been particularly effective in decreasing the length of court proceedings and are now the 6th best performing Local Authority in the country.

Continued Areas for Improvement:

One particular area of concern is the lack of consistent engagement in the process by children. Children are not invited to attend CP Conferences without sufficient explanation provided.

It has not been possible to get agreement that Core Group minutes are written by someone other than the social worker, resulting in the recording of these meetings continuing to be inconsistent in quality. This is in contrast to the newly established MAECC Triage meetings, where a division of responsibilities is an expectation as part of the terms of reference. It is important that this model is adopted for Core Groups

The role of the CP Chairs in providing more robust Quality Assurance of plans needs to be addressed, as there is evidence that there is insufficient challenge of professionals

With the adoption of the Safer Surrey approach by the partnership requires a change in the practice and culture of the CP processes and this work needs to embed the principles of this way of working.

Priority 4:

To develop, agree and communicate a multi-agency child sexual exploitation strategy; identifying key priorities and monitoring procedures to measure the impact on children, young people and families.

Child sexual exploitation (CSE) continued to be a focus for the SSCB and its partner agencies in 2015-2016.

The SSCB has worked with partners to develop more robust governance arrangements to oversee this agenda.

Activities in 2015-2016 included:

- Revised and significantly strengthened action plan based upon the four key themes of the national work plan and nationally published learning from serious case reviews and thematic reports.
- Delivery of a number of awareness raising activities, including running an event on national CSE day attended by 300 professionals from across the children's workforce with a focus on CSE of boys

Findings from the problem profile and SSCB audit have been used to inform strategic and operational responses to CSE with a particular emphasis on disrupting perpetrators, but also in relation to the (re-)commissioning of services for children at risk of/suffering from CSE (STARS – the CAMHS offer)

- Review and update of screening tool used by professionals in identifying young people at risk of CSE.
- The response to children missing from home or care has been strengthened by commissioning a service to undertake return home interviews. Service will commence 1 April 2016. Information from the interviews will be regularly reviewed for indicators of CSE.

The SSCB has continued to scrutinise multi-agency operational responses to CSE in Surrey by undertaking an audit. There is now an established multi-agency response to missing and exploited children which is embedding into practice. Multi-agency missing and exploited children's conferences (MAECC) are held in each of the area quadrants, to consider and assess local levels of risk. These groups are supported by weekly multi-agency triage meetings.

The development and publication of the CSE Operating Protocol has further strengthened operational responses to CSE ensuring all agencies managing children at risk of/suffering from CSE are working together effectively.

A key success in the last year has been the introduction of a single list of children and young people at risk of CSE. This has been a considerable effort, but has proven to be a fundamental pre-requisite to increase awareness and understanding of CSE across the partnership and also to measure the impact of CSE on children and young people.

The SSCB continues to deliver CSE Training to the Children's workforce in Surrey, and has trained a number of professionals across the police, children's and education services to become CSE trainers.

Learning & Improvement

Auditing

The SSCB carried out following quality assurance activities including audits and re-audits as part of 2015/16 audit programme:

- Multi agency Supervision Principles
- Sexual Exploitation of Young People Online

- E-Safety
- Domestic Abuse Audit
- CP Dissent Group Review
- SSCB Neglect Survey
- Review of the SSCB Report card

Multi agency Supervision Principles

The SSCB undertook a multi-agency audit looking at how supervision was used in partner agencies to ensure the safety and wellbeing of children in 2015. The response to the audit was too insignificant to draw meaningful conclusions; however, one of the main recommendations was to consider some guidelines for safeguarding supervision which includes some agreed understanding of what is expected.

Outcome and/or next step:

An updated multi agency supervision principle was developed by the SSCB in early 2016 which included some common principles and guidance of supervision, which is relevant for all those who work with children, young people and families. These commonalities are to be applied across all agencies and will facilitate a consistent and joined up multi-agency approach to safeguarding children and young people.

Sexual Exploitation of Young People Online

The Eleven, as part of the agreement with Surrey County Council completed a survey on sexual exploitation of young people online (13-19 year olds). From this consultation, we have achieved some key insights into the ways young people behave online, how they see certain situations where they may be at risk but most importantly, how they perceive the risks which occur online every day.

The survey found that 18% of females and 32% of males were not aware of the concept of Child Sexual Exploitation online. This highlights that more work needs to be done with the targeted young people in an attempt at minimising the knowledge gap and raising the awareness of potential danger of their understanding of what is and what isn't acceptable specially in the following area:

- Accepting invitations from unknown people
- Sending and receiving explicit pictures on-line
- Excessive alcohol consumption
- Potential risk of females being pressurised to have sex below the age of 16
- Appropriateness of young people being bought a present by a stranger
- Importance of making parents, carers aware of concerning issues and knowing where to get help

Outcome and/or next step:

The report has been shared with the CSE group, On-line safety group and the SSCB (February – March 2016) to ensure that the findings from this consultation inform their plan and decision making around on-line safety and CSE.

E-Safety

As part of the Learning and Improvement Framework, the SSCB carried out a multi-agency audit from (August 2015 – October 2015) looking safeguarding issues about e-safety. The main findings include:

- The workforce said that Sexting and cyber bullying were the most concerning aspects of on line behaviours.
- The risk of criminality and radicalisation were rated as the lowest area of concern by the workforce and parents.
- The responses from the workforce indicate that staff are being asked for advice about online safety and the majority of respondents lacked confidence about how to respond but are clear about when to refer on.
- The surveys indicate that there is some confusion about where it is best to get information and it was thought it would be helpful if there was a directory of resources rated for usefulness
- The majority of respondents to the work force survey were not aware if their agency/organisation had an acceptable use policy.
- Safeguarding leads felt there was a need for a multiagency strategy, supporting the response from the work force who felt that they needed this.

Outcome and/or next step:

The final E -Safety report and findings was shared with the QA & E group in February 2016. The chair of the QA & E group circulated the report amongst a task and finish group which was formed as part of the wider E-Safety group, who looked specifically at the recommendations to inform the work of the E-Safety group.

Domestic Abuse Audit

The main objectives of this audit were to:

- Evaluate the effectiveness of multiagency working to safeguard and promote the welfare of children who are exposed to violence
- Raise awareness of DA amongst service providers
- Explore provisions in safeguarding children and promoting their welfare

There are a number of positive findings from this audit, including the evidence of co-ordinated multi-agency activity in the case file audit, practitioners are able to reflect on what works well and identify the barriers to achieving good outcomes, there is generally good standard of recording reflected across all agencies and practitioners feel confident and secure in their roles and in dealing with victims of domestic abuse.

The multi-agency work around domestic abuse is however compromised by an absence of consistent use of tools and assessment methods and lack of consistent information sharing. There are gaps in data and information collection and sharing processes and a lack of awareness of the services available especially for male victims. The views of children and young people need to be used broadly in planning services.

Outcome and/or next step:

The audit findings and recommendations have been shared with the SSCB Quality Assurance Group on July 2016 and with the Head of Community Partnerships & Safety for Surrey County Council on August 2016. The Head of Community Partnerships & Safety has taken this forward to incorporate some of the findings in the DA action plan with their own work and to provide update to the SSCB on a regular basis.

CP Dissent Group

The audit of CP Dissent Group explored the current functions of the group under its Terms of Reference (ToR); whether procedure is followed, how effectively the process works and whether it has a positive impact on the CP conference process.

The review highlighted that the group identified some key practice issues and themes. Some valuable recommendations were made to the relevant professionals and teams where changes are required to practice, policies and procedures and training. However, there is no process to follow up those actions and the group never discussed any previous actions to review the impact of the actions and recommendations. Five years after the group has been established, the recurrent findings and recommendations from the audits still include clarification around disagreement and professional dissent, dissent procedure and how to evidence reasons for dissent.

Outcome and/or next step:

Further to the findings of the review, it has been decided that a more helpful response for resolving dissent would be not to routinely send cases to the dissent group but rather for the chair to meet with the involved professionals, the colleagues dissenting and a CP manager either directly after the conference or very soon thereafter. Only in exceptional cases where the disagreement cannot be resolved satisfactorily would a case be reviewed. In this case a request will be made to the Head of Safeguarding to convene a multiagency group to which the Conference Chair and dissenting professionals will be invited in order to explore the disagreement further.

SCB Neglect Survey

The SSCB will be carrying out an audit on Neglect later in 2016/17 as part of Board's Quality Assurance and Evaluation function. The SSCB designed a short baseline survey in May 2016 in order to determine how our agencies are currently identifying cases of neglect. The findings of this survey will be used as baseline to explore the usefulness of new the SSCB multiagency neglect tool that is currently being rolled out.

According to this survey only half of the respondents are aware of the definition, policies and guidance around neglect through wider safeguarding policy documents like Working Together 2015 and Children Act. There is no existing multiagency tool to specifically identify neglect. The process of carrying out this survey also revealed that respondents are not aware of the new neglect tool that has recently been rolled out. Nearly half of the respondents felt that more tools or training that could support them in their work with children who are experiencing neglect.

Outcome and/or next step:

The findings have been shared with the SSCB Neglect sub group on August 2016. The group agreed to develop a guidance and communications document to inform and support the use of the new SSCB Neglect Risk Assessment tool. The SSCB will be carrying out a multiagency case file audit on Neglect later in 2016/17.

Review of the SSCB Report card

SSCB Report Card has been developed further to include improved narratives and qualitative data. A summary section has also been introduced to highlight any significant changes in performance and areas that require attention and this is discussed in each QA&E Group meeting to scrutinise performance and hold partners accountable for their areas. This enables the SSCB to challenge contributors and non contributors to the data set to fulfil their statutory duties under WT15 and provide accurate qualitative and quantitative data to the board within agreed timescales

Outcome and/or next step:

The SSCB need to continue to encourage and challenge partner agencies to inform decision and strategy based on findings and evidence from data and audit.

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SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS,
SKILLS AND ACHIEVEMENT****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE AND STRATEGIC
DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: SCHOOL ORGANISATION PLAN****SUMMARY OF ISSUE:**

The Cabinet is asked to consider the Surrey School Organisation Plan 2016/17 - 2025/26 for publication.

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

RECOMMENDATIONS:

It is recommended that:

1. The School Organisation Plan 2016/17 - 2025/26 is approved for recommendation to Council to determine its publication.
2. It is recognised that, at current funding levels, meeting the increased pupil numbers outlined within this Plan is unaffordable.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The County Council has a statutory responsibility to provide a sufficient number of school places to meet the needs of its residents. The Council must monitor future demand and decide on the appropriate change to school organisation where necessary in order to meet this statutory responsibility.
2. The Surrey School Organisation Plan for 2016/17- 2025/26 sets out the policies and principles that underpin school organisation in Surrey. It also highlights the

likely demand for school places over the next 10 years and sets out likely school organisation changes that may be required in order to provide a sufficient number of places.

3. Surrey has a track record of high quality forecasting, globally accurate to within 1%, that is nationally recognised, meaning that the planning of places has been efficient and responsive to significant demographic changes.

The current position in Surrey

4. The current context in Surrey remains one of a rising primary school population across Surrey, but a decrease in the birth rate from 2013 will see this population become steadier in future years. The sharp increase in primary cohorts is now also starting to impact on the secondary sector, as these children begin to transition into secondary schools.
5. The County Council has established a capital programme to expand school places across the county in line with demand. The five year programme, 2016 - 2021, will provide an additional 13,000 school places. The focus of this programme will see a shift from primary places to secondary places during the period.
6. The Council is currently commissioning a Surrey Infrastructure Framework as the basis of a longer term strategy with district and borough councils, and this should provide more clarity to support infrastructure contributions from developers. Clearly any longer term strategy will be subject to significant change.

School Organisation Plan in summary

7. After a foreword from the Director of Children's Services, the first four chapters of the plan discuss the regulations and principles which underpin the planning of future provision in Surrey. The first chapter introduces the purpose of the plan in relation to the council's core function of providing sufficient school places, and places the plan within the context of other strategies for young people in the county.
8. The second chapter briefly sets out the Government regulations, policies and guidance which underpin school organisation, describing the legislative framework through which changes in school organisation are achieved.
9. Chapter three provides detail on the process of school commissioning in Surrey, emphasising that the County Council has no wish to disrupt what is working well but that where new or changed provision is required it is sensible to plan to a consistent set of guidelines. The chapter goes on to outline the principles adhered to in Surrey when making changes to school organisation and the process by which school age population forecasts are produced.
10. An overview of the current situation in the county in terms of demographics and school population is given in the fourth chapter. This chapter also establishes the current pattern of educational provision in the county, including details on the county's state funded schools and identifying county wide trends in births and housing.

11. The Plan also includes a further section outlining the current provision within the Special Educational Needs and Disability (SEND) sector and any existing plans or proposals for a change in the current pattern of provision within this area.
12. The plan goes on to provide individual chapters discussing educational provision in each of Surrey's boroughs and districts. Recent birth data and trends are set out, with primary and secondary provision then being separately discussed. Projections for primary and secondary places are shown in graphs, and the implications of these are detailed. Schools where additional places have been provided since 2013 are identified, although requirements for additional provision are usually only discussed in broad terms since in most instances formal proposals have not been made. That being said, where formal proposals have already been ratified, specific school details are provided.

Borough and district summaries

13. **Elmbridge** - births in Elmbridge peaked in 2010/11 and have since fluctuated at a similar level. 2014 saw the first significant drop in births across the borough, however the level of housing and inward migration means that it is likely that demand for school places will remain steady, with pockets of exceptionally high demand being maintained. The chapter shows that a significant number of temporary bulge classes and permanent expansions have been commissioned in the area to meet the sustained primary demand and a free school providing primary and secondary places has been opened. The sharp increase experienced in primary cohorts has now begun to impact on the secondary sector, where an additional form of entry has already been provided and 3 additional forms will be provided by 2019. The DFE have approved a new Free School in the area that will provide a further six forms of entry required in the long term.
14. **Epsom & Ewell** - births in Epsom & Ewell peaked in 2011/12, and reached that level again in 2014/15. In the primary sector, additional forms of entry have been provided largely to cater for demand generated by additional housing in the north of the borough. In addition reorganisation of primary provision in Ewell will come in to effect from 2017. After a period of decline, secondary demand in the borough is recovering and additional secondary places being needed from 2019.
15. **Guildford** - births in Guildford peaked in 2011/12, followed by a small decrease which has now reached a plateau. The number of school places across Guildford as a whole is tight, and, following the peak of births seen in 2012, a number of school expansions have taken place. The vacant places that exist tend to be concentrated in schools in some of the rural areas, with a shortage of primary places in the Guildford Town area. In the secondary sector, housing and the increase in primary cohorts have required additional forms of entry to be provided in the town centre from 2017. Pressure on places, in both phases, will be increased by new housing, either through planning applications or through determination of the Guildford Local Plan which is yet to be adopted by the borough council. A new University Technical College, offering has been approved and will open in 2018 and will offer technical qualifications in computer science and engineering to 14-19 year olds in Surrey.
16. **Mole Valley** - births in Mole Valley peaked earlier than other boroughs and districts in 2009/10 and have since decreased marginally year on year.

Forecasts indicate that there will be sufficient places in the district overall, but this masks considerable variation: to the south there is spare capacity which is forecast to continue. However, in the north, there has been a greater pressure on places and additional places have been provided in the Ashted and Leatherhead areas. Similarly, whilst there is an overall surplus of secondary places at a district level, a shortage of places is forecast in the Dorking town area, with an additional two forms of entry being required by 2018.

17. **Reigate & Banstead** - births in Reigate & Banstead peaked in 2010/11 and have since fluctuated. However, demand has remained steady, particularly in the central Reigate and Redhill area, and additional places have been provided each year, with a new school being opened in 2012. Another new school was opened in 2014 to the south of the borough in Horley as the result of housing development and pressure on places in this area is largely dependent upon the rate of house building. A further two form entry primary school has been approved by the DfE as part of the Free School programme to open in the Reigate/Redhill. The sharp increase in primary cohorts is now being felt in the secondary sector, and temporary bulge classes are being provided in both 2015 and 2016. The DfE has recently approved the opening of a new secondary free school in the Reigate and Redhill area to provide an additional six forms of entry to meet demand.
18. **Runnymede** - births in Runnymede peaked in 2011/12 at 1000, in following years birth numbers have been sustained at around 950. In the primary sector, demand is forecast to fluctuate before reaching a plateau by 2020. A number of additional places have been commissioned in the area, and there remains flexibility to provide an additional form of entry in the Chertsey or Addlestone area moving forward. In the secondary sector, there is a shortage of places as the increased primary cohorts move into secondary schools. As the result, the DfE have approved a new free school in the area, which is due to open in 2017. Additional places in the Catholic secondary sector will also be required, to accommodate increased cohorts moving forward from Catholic primary schools.
19. **Spelthorne** - births in Spelthorne peaked in 2012/13, but fell marginally in 2014. This pattern of fluctuation has been evident since the early 2000s, and is reflected in the demand for primary school places in the borough. There have been a number of temporary bulge classes provided since 2013 to meet demand. It is likely that future demand will not be uniform across the borough, and there will be a need for an additional two forms of entry at Reception. Secondary provision in the area will be adequate until 2018, but may potentially require an additional two forms of entry by 2022.
20. **Surrey Heath** - Surrey Heath was the first borough to experience a peak in the birth rate in 2007/08. Births have stayed between 969 and 959 in following academic year. In the primary sector, additional places have been provided at two schools in the borough: Connaught Junior and Bisley C of E Primary School. Any future school organisation change will be as the result of housing development, such as the redevelopment of the barracks at Deepcut where planning includes the provision of a new primary school. In the secondary sector, there are currently surplus places that have challenged the efficient running of schools in the area, but the level of surplus is reducing and additional provision may be required to accommodate the peak demand coming forward from the primary sector in 2019.

21. **Tandridge** - births in Tandridge peaked in 2011/12 and have since decreased marginally year on year. In the primary sector, an overall surplus of places masks some local variance and additional places have been provided in some areas. Secondary school provision is located towards the north of the district and, due to the close proximity to the county border, has significant subscription from out of county applicants. A small shortage of places is expected by 2018 and it is likely that up to two forms of entry may be required.
22. **Waverley** - births in Waverley have fluctuated, peaking in 2011/12 before decreasing year on year. The rural nature of the majority of the borough does mean that pupil populations fluctuate significantly more than in urban areas, and a number of temporary bulge classes have been provided to accommodate demand. Forecasts show that this pattern of peaks and troughs is set to continue until reaching a steadier state from 2019. In the secondary sector, a surplus capacity at borough level masks the exceptional demand that is generated in the more urban area of Farnham, where two additional forms of entry were required for 2016 with the potential requirement for another form of entry by 2018.
23. **Woking** - the birth rate in Woking rose steadily to a peak in 2011/12, before seeing a decrease of over 200 births in 2013 that has been sustained in following years. However, demand is likely to remain steady in the borough due to the level of housing and inward migration. At primary level, a number of additional places have been provided, and temporary bulge provision was required to accommodate the peak primary cohort in 2016. In the secondary sector, a new secondary free school was opened in the borough in September 2015 to provide an additional four forms of entry. An additional four forms of entry are also being provided at existing secondary schools in order to meet demand, including that arising from an increase in Catholic primary school places.

CONSULTATION:

24. The School Organisation Plan is not subject to statutory consultation. Once authorised for publication, the plan will be widely distributed to education stakeholder groups and organisations, including schools, Local Planning Authorities and Dioceses. It is considered to be a helpful tool to aid future planning at a school level. The plan will also be published on the Surrey County Council website for public viewing.

RISK MANAGEMENT AND IMPLICATIONS:

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

Financial and Value for Money Implications

26. The School Organisation Plan underpins the school basic need planned capital programme and determines the level of additional school places required across the County. The plan is the business driver for the required capital investment which forms part of the Medium Term Financial Plan (MTFP).

Section 151 Officer Commentary

27. The County Council is facing a very serious financial situation, whereby it is forecasting a significant revenue budget overspending in this year, and does not have a balanced nor sustainable budget plan for future years. Although most of the plans in this report have been included within the current Medium Term Financial Plan, agreeing to this recommendation will reduce the Council's options to create a balanced and sustainable budget in the future.

Legal Implications – Monitoring Officer

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

Equalities and Diversity

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

Corporate Parenting/Looked After Children implications

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

Safeguarding responsibilities for vulnerable children and adults implications

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

WHAT HAPPENS NEXT:

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

Contact Officer:

Sarah Jeffery, Assistant School Commissioning Officer, Tel: 020 8541 7409

Sources/background papers:

Annex 1 - School Organisation Plan 2016/17 - 2025/26

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School Organisation Plan

December 2016

7

School places
in Surrey

2016/17 - 2025/26



SURREY

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Foreword from the Director of Children's Services

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

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

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

During this challenging period the council has always maintained its statutory duty of offering all residents a school place, and has been successful in continuing to meet parental preference. For September 2016, Surrey County Council was able to offer a place at a preferred school to 95.4% of reception applicants, 95.4% of junior applicants and 96% of secondary applicants.

Reflecting the increase in the primary sector, growth in the secondary school population should be the major focus of work and investment over the next five years. However, current funding levels are not sufficient to make this necessary investment.

We will continue to work closely with our district and borough councils to ensure that appropriate contributions from developers are received to meet the future education infrastructure demands of additional housing. We will also continue to work with the Department for Education for a fairer funding settlement from central government.

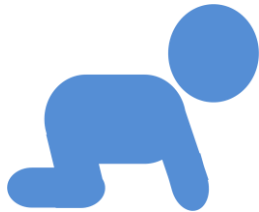
Given the size and diverse nature of Surrey, changes in pupil population will not be uniform throughout the county and whilst there will be areas of acute demand, the council will also be working with schools facing different challenges associated with falling rolls and a transient population. It is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

Julie Fisher
Deputy Chief Executive

Introduction and the purpose of this plan

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

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



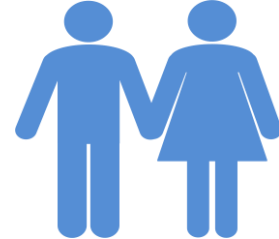
EARLY YEARS

A range of private, voluntary, independent (PVI) and maintained providers (including nurseries and children's centres) provide the free entitlement for 2 - 4 year olds.



5 - 16 YEAR OLDS

This is compulsory school age, during which schools are the main providers.



14 - 25 YEAR OLDS

Both colleges and schools offer substantial provision, with colleges as the sole provider for young people aged 19-25.

The purpose of this document is to understand the projected need and demand for future school places for 5 - 16 year olds in Surrey. Information relating to the statutory provision of Early Years education and 14 - 25 education are covered in other documents which can be found on the Surrey County Council website.

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

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

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



Duties to provide for students aged 5-16

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

Duties to provide for students aged 14-19

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

Legislation

The main legislation governing school organisational changes is found in sections 7 - 32 of the Education and Inspections Act 2006, as amended by the Education Act 2011. In addition, the Schools Organisation Maintained Schools Guidance for proposers and decision makers dated January 2014, issued by the Department of Education (DFE), accompanies new School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013, which came into force on 28 January 2014. The Academies Act 2010 is also relevant, with further guidance (Making significant changes to an open academy) issued in March 2016.

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

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

The Process of School Commissioning



Primary Planning

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

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

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

Secondary Planning

Provision for children aged 11 – 16 at secondary schools

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

- PANs for secondary schools will not normally be less than 150 or greater than 360, and will normally be multiples of 30.
- The majority of current Surrey secondary provision is co-educational and the council expects any new provision to conform to this pattern. This is because the creation of a single sex school in isolation gives rise to gender inequalities in the provision of school places.
- Before commissioning additional provision, it will be considered whether demand could be met through use of latent and vacant capacity in neighbouring planning areas where these are within a reasonable distance.

Special Educational Needs Planning

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

- The council will ensure that provision is available for Surrey children and young people aged between 0 and 25 years who have an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs (SSEN). Access to specialist provision will also be made available for pre-school children without an EHCP, where this is necessary.

- The council aims to increase the inclusion of children with SEND into mainstream settings, with appropriate support so that both those with SEND and the mainstream cohort, receive the educational benefits of inclusion.
- We aim for as few pupils as possible with an EHCP or a SSEN to be placed at non maintained and independent special schools.
- Future planning of provision is influenced by the objectives outlined in the SEND 2020 Development Plan. You can reference the Development Plan under the 'Improving special educational needs and disability services' section on the Surrey website.

Pupil Referral Unit Planning

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

What factors do we consider in making school organisational changes?

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

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

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

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

Working with schools and other local authorities

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

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

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

How do we forecast the demand for school places?

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

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

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

boundaries, and there are occasions where one planning area may cover parts of two different boroughs or districts.

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

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

Although school place demand is based on planning areas, there is no direct link between the number of children living in a particular planning area and the number of school places located there. This is because, when it comes to applying for a school place, parents/carers are under no obligation to apply for their nearest maintained school, and could instead express a preference for a school outside of their town, borough/district or county, or choose independent schooling for their child. The council strives to meet parental preference where possible, and analysing historic pupil movement trends enables the planning of school places to take preference patterns in an area into consideration. Surrey County Council's planning is effective in this regard and for September 2016, the council was able to offer a place at a preferred school to 95.4% of reception applicants, 95.4% of junior applicants and 96% of secondary applicants.. Pupil movement trends also allow the council to understand whether there is a significant export or import in the area.

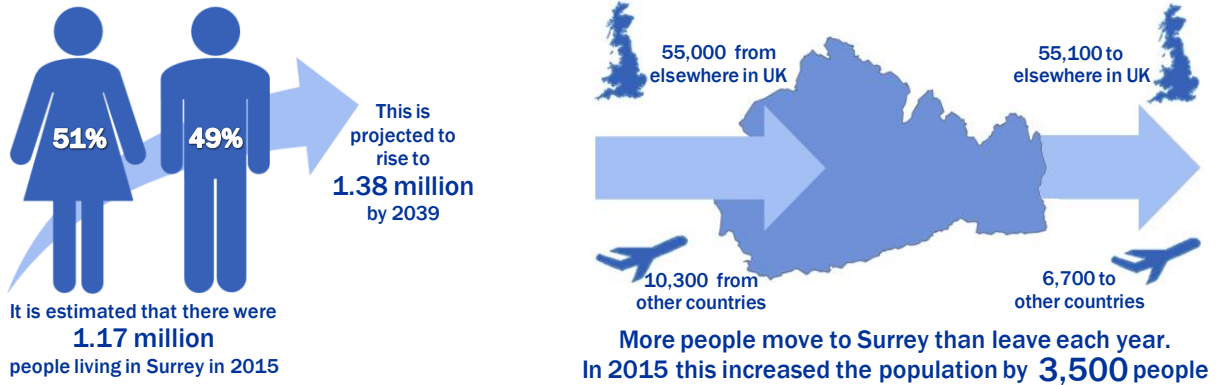
This document largely focuses on the 'intake' years – Reception year for infant and primary schools; Year 3 for junior schools and Year 7 for secondary schools. These are the most recently admitted year groups, and so the first that will show the effects of a change in birth rate and the best reflection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

The current position in Surrey

Surrey's population

Surrey is the most densely populated shire county in England. The population density is 683 per km², compared with a South East average of 450 per km² and a UK average of only 255 per km².

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



This upward trend can largely be explained by the birth rate and net inward migration, as Surrey is a net importer of people. The fastest growing borough in terms of overall population is Elmbridge, followed by Woking. London and Surrey are increasingly interconnected - the flow of migrants from London into Surrey is nearly 2:1 currently. Between 2002 and 2014, Surrey received a net increase of 137,830 people from London.

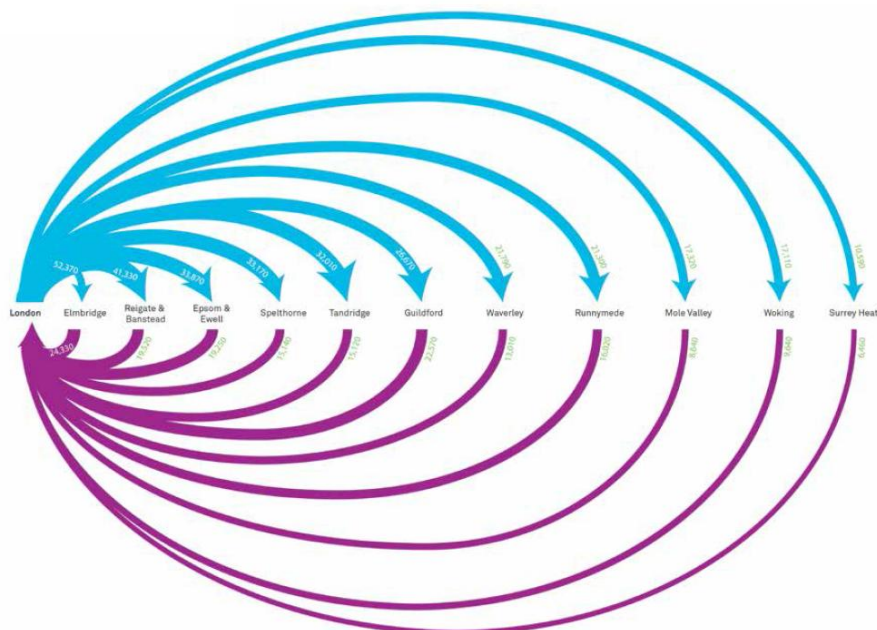


FIGURE 3.8 - INTERNAL MIGRATION BETWEEN LONDON AND SURREY LOCAL AUTHORITIES (2002-2014) (ONS)
Source: ONS, 2002-2014

The impact of this varies across Surrey, ranging from Elmbridge, which received 17% of migrants from London, to Surrey Heath, which received 3%.

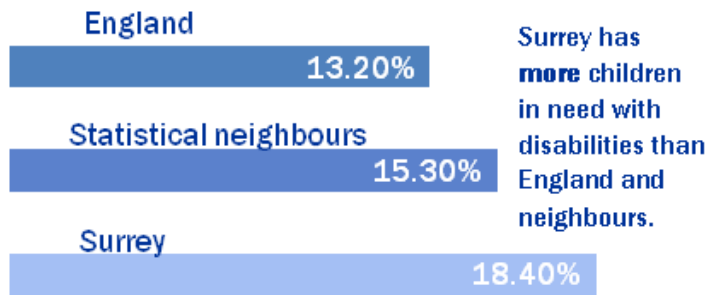
87% of Surrey's inhabitants live in urban areas, and yet 73% of land in Surrey is green belt and 26% is designated as Areas of Outstanding Natural Beauty. The council's approach to

school planning must therefore adapt to support small and isolated populations in the more rural areas, as well as the more concentrated urban populations.

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



A proportion of Surrey's population also experiences a disability and in particular:

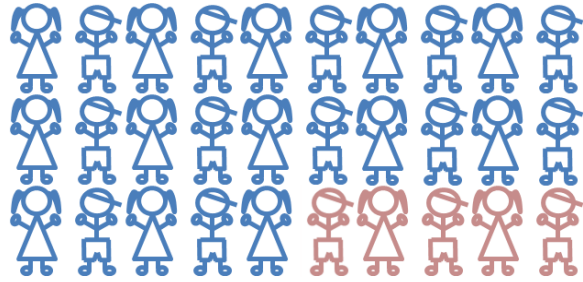


Surrey's school population – January 2016

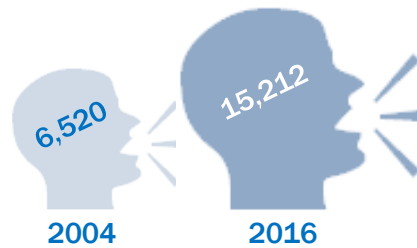


¹ Others 1% - includes pupils in maintained nursery schools, pupil referral units and special schools

5 out of 30 pupils in Surrey's state funded schools identify themselves as being from a non-white ethnic group.



In total, 197 languages other than English are spoken by children and young people in the county's schools. Approximately 12% of Surrey's school population have English as an additional language, compared to a national average of 18%.



In Surrey's state-funded schools the number of pupils² whose first language is other than English has more than doubled since 2004

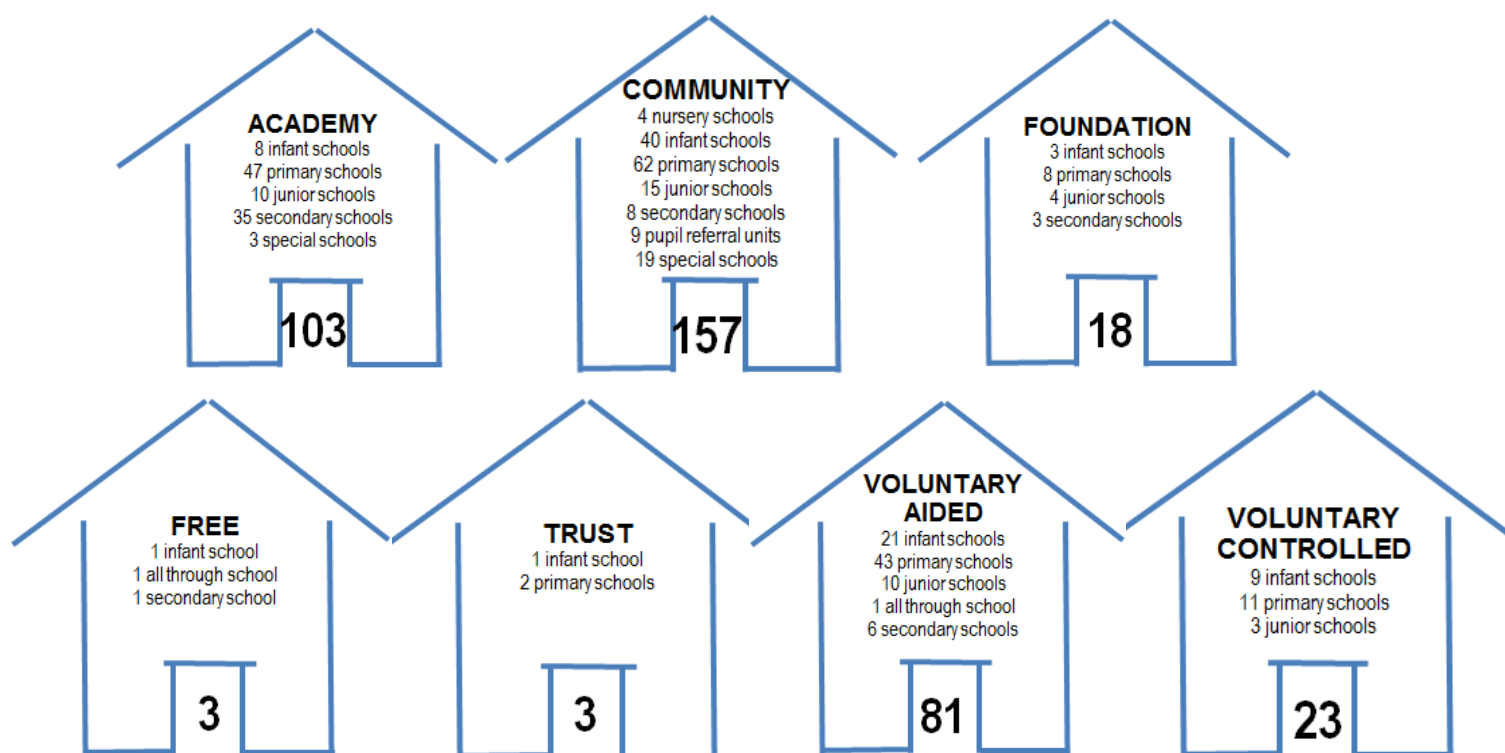
² Includes pupils of compulsory school age and above from state-funded primary and secondary schools, excludes unclassified pupils for whom the information was refused or not obtained.

Majority of pupils in Surrey attend a school which has no religious character. However, there are 123 schools in Surrey which profess to have a religious character, either Church of England, Roman Catholic or mixed Christian denominations. These schools make up nearly 32% of Surrey's schools, which is broadly in line with national proportions. Schools with a religious character are made up in the main of Voluntary Aided Schools, but also include the majority of Voluntary Controlled Schools and some Academies, where schools have converted to that status having previously held a Faith basis.

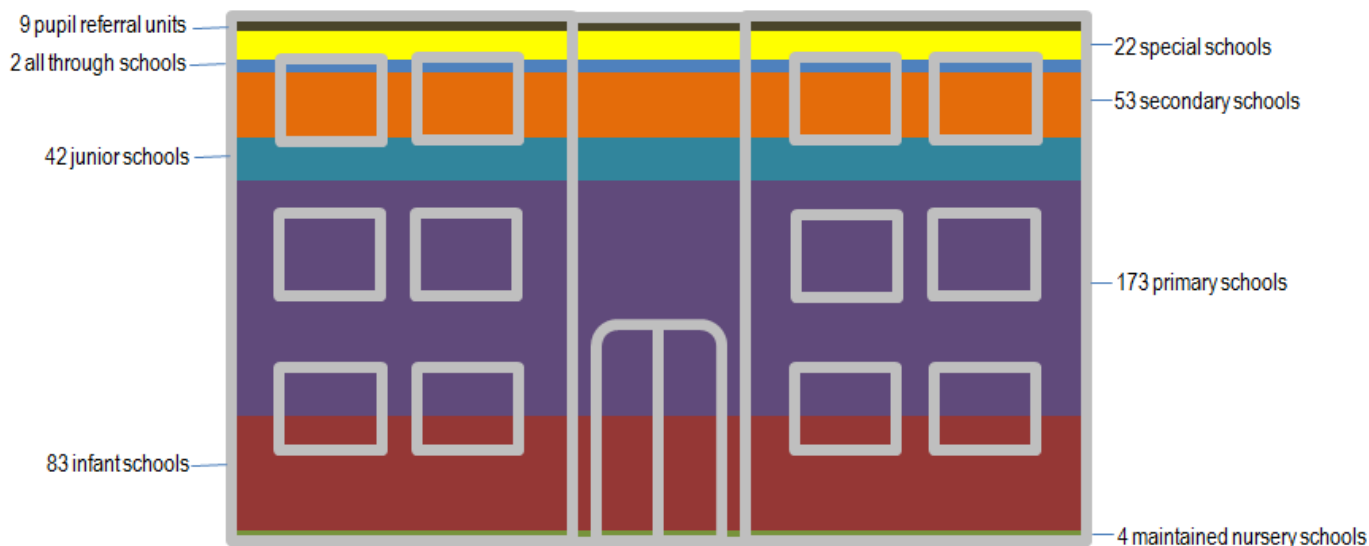


In Surrey, nine out of 30 children attend a school with a religious character, compared to only seven nationally.

On 1 October 2016, the Surrey schools included the following school types:



Surrey schools as at 1 October 2016



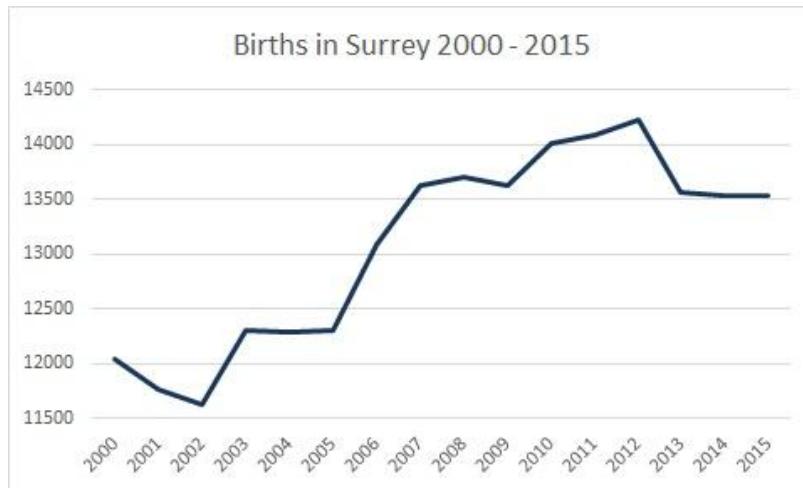
Surrey schools are broadly grouped into phases, usually by the age range of children that they teach, or the type of education that they provide e.g those providing a specialist education for pupils with special educational needs or alternative learning requirements.

There are also 31 sixth forms in schools, six sixth form colleges and four general further education colleges. In addition, there are also 109 independent schools in the county. Independent schools provide places for 21% of Surrey pupils, in addition independent schools within the county provide education for many pupils who normally reside in other Local Authority areas.



Surrey Births

Births in Surrey fell significantly from the academic year 1997 to reach a low point of 11,626 in 2002. This was followed by significant increases, reaching a peak across the county of 14,237 in 2012 - an increase of just over 22% in a decade. The largest percentage increases in births during this time period were in Elmbridge, Reigate & Banstead, Guildford and Woking.



From 2012 to date, the birth rate decreased significantly in Surrey for the first time since 2001. Indeed, the ONS identified the 2013 calendar year births as having the largest nationwide decrease since 1975 and in Surrey, most boroughs or districts saw a fall in the number of births.

Following the decline in 2013, the birth rate in Surrey has reached a state of plateau in the last two years. But, there are no guarantees that this is a general trend for future years and there is some caution as to whether this is the start of a plateauing trend, or whether these are simply outliers as there are still some pockets of increasing birth rates in Surrey, even against an overall decline. Based on ONS population estimates and projected fertility rates, births are projected to follow a trend of increase overall but at a shallower rate than first anticipated. As such, we would expect most areas of Surrey to at least maintain the current level of demand.

In the short term in Surrey, the birth rate will mean the number of children requiring school places is likely to have peaked in 2016/17, mirroring the peak in birth rate. After that time, increases in demand at a county level will largely be as a result of inward migration and housing, although there still could be some localised demand pressures from pockets of high births in certain areas.

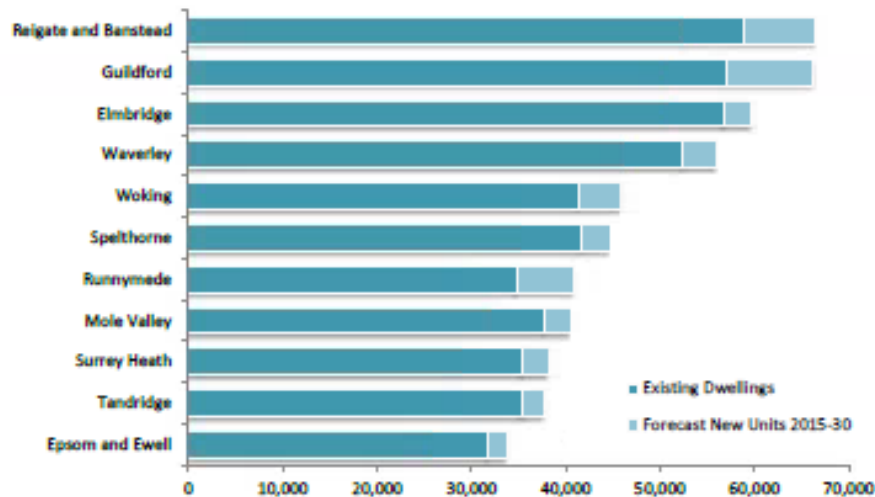
Surrey housing

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

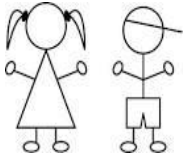


Housing falls within the remit of the 11 district and borough councils within Surrey. To support the projecting of pupil numbers, district and borough council share information with Surrey by way of completions data (e.g. when houses are sold) which is used for historic data, and housing permissions and trajectories (e.g. actual and forecast planning permissions for new housing developments) which are used for making long term forecasts.

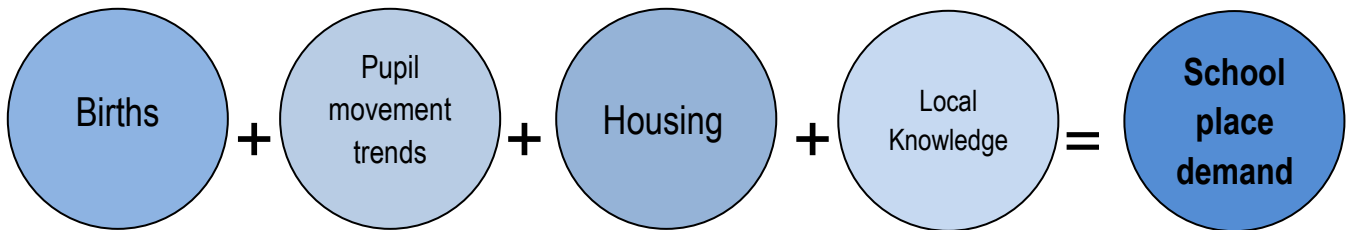
Just over 47,000 new homes are currently planned in Surrey by 2030. The chart below shows existing housing stock per borough and district, alongside the forecasts for new housing to 2030.



Regional plans and government policies seek to increase the level of housing that the county should provide and this shapes the school planning challenges that the council now faces, as demand for housing puts pressure on all services and public infrastructure – particularly schools. There are also associated environmental challenges to be considered when trying to meet this pressure. Further information can be found in the Surrey Infrastructure Study which is available on the Surrey County Council website, in the Environment, Housing and Planning section.



Understanding the forecasts for school places in your area



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

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

The following sections of this document describe the current pupil numbers and school place numbers in each of the eleven boroughs and districts in Surrey. They also set out forecasts for how it is thought pupil numbers will change alongside the general changes in school organisation and the PANs that will be needed to meet the changing pupil population. Further information about schools in Surrey, parental preferences and the allocation of school places in 2015 and 2016 can be found on the Surrey website at www.surreycc.gov.uk/admissions in the 'Admissions Arrangements and Outcomes' section.

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

Special Educational Needs and Disability (SEND)

In Surrey, the majority of pupils with special educational needs or disability are educated in one of our 353 mainstream primary or secondary schools.



However, on occasions, a child's needs may require specialist educational provision, either in a special school or in a specialist centre attached to a mainstream school.

The current school place situation

In Surrey, there are 22 special schools and 46 specialist centres, which cater for a range of special education needs and disabilities. These are broadly divided into seven main categories:

- | | |
|-------------|--|
| COIN | Communication and Interaction Needs |
| CSCN | Complex Social and Communication Needs |
| HI | Hearing Impairment |
| LAN | Learning and Additional Needs |
| SEMH | Social, Emotional and Mental Health |
| SLDD | Severe Learning and Developmental Difficulties |
| VI | Visual Impairment |

In Surrey there are currently:

11 primary special schools



32 primary specialist centres



In addition, there are two secondary SEMH special secondary schools which provide a primary transition in Year 5 and Year 6.

11 secondary special schools

5 LAN

2 COIN

2 SLDD

2 SEMH

14 secondary specialist centres

1 HI

3 VI

3 NAS
CULLUM
COIN

7 COIN

7 all through special schools

4 SLDD

2 CSCN

1 LAN

WHAT HAVE WE DONE?

Primary

Name of School	Year	Details
Portesbury School	2015	Relocation and rebuild of school on new site
Broadmere Primary School	2015	Closure of hearing impaired centre
Wishmore Cross School	2015	Change of age range to admit Year 5 and 6 pupils
St Nicholas School (now Chart Wood)	2015	Change of age range to admit Year 5 and 6 pupils
The Grove Primary School specialist centre	2016	Reduction of places from 20 to 14
The Ridgeway School	2016	Development of purpose built nursery on site
West Hill School	2016	Change of age range and initial intake of Reception aged pupils
Freemantles	2016	Provided an additional 9 reception places for 2016 entry
Linden Bridge	2016	Provided an additional 8 reception places for 2016 entry
Brooklands	2016	Provided an additional 8 reception places for 2016 entry
William Cobbett Primary School specialist centre	2016	Provided an additional 2 reception places for 2016 entry

Secondary

Name of School	Year	Details
The Bishop David Brown School	2015	Closure of hearing impaired centre
Limpsfield Grange School	2015	Redesignation from Emotional and Learning Difficulties to COIN
Salesian RC School	2015	Opening of National Autistic Society (NAS) Cullum Centre
Rodborough School	2015	Opening of National Autistic Society (NAS) Cullum

		Centre
Hinchley Wood Secondary School	2016	Opening of National Autistic Society (NAS) Cullum Centre
Chart Wood School	2016	Amalgamation of St Nicholas and Starhurst schools
Sunnydown School	2016	Redesignation from Emotional and Learning Difficulties to COIN
Woodfield School	2016	Provided an additional 10 Year 7 places for 2016 entry
Epsom and Ewell High School specialist centre	2016	Provided an additional 5 Year 7 places for 2016 entry

What are we doing?

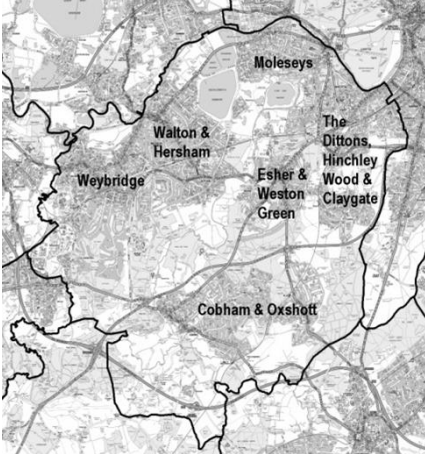
Name of School	Year	Details
Oakfield Junior School specialist centre	2017	Update and enhancement of facilities
Loseley Fields Primary School specialist centre	2017	Update and enhancement of facilities
Ashford Park Primary School specialist centre	2017	Update and enhancement of facilities

We are currently considering data to identify other areas for re-development, and plan effectively for pressures in demand through the development of new and additional provision. We will aim to have localised discussions with headteachers and governing body at appropriate schools in due course.

Elmbridge

Schools in Elmbridge

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



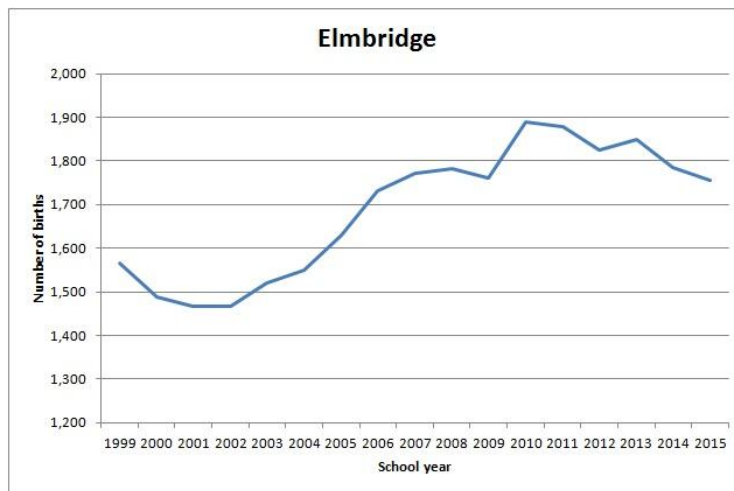
There is one junior school and one secondary school which host specialist centres that support students with a range of special educational needs within a mainstream environment. The borough also has a special school providing education for children with severe learning and development difficulties and a secondary short-stay Pupil Referral Unit (PRU) situated in Hersham.

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

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

Births in Elmbridge

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



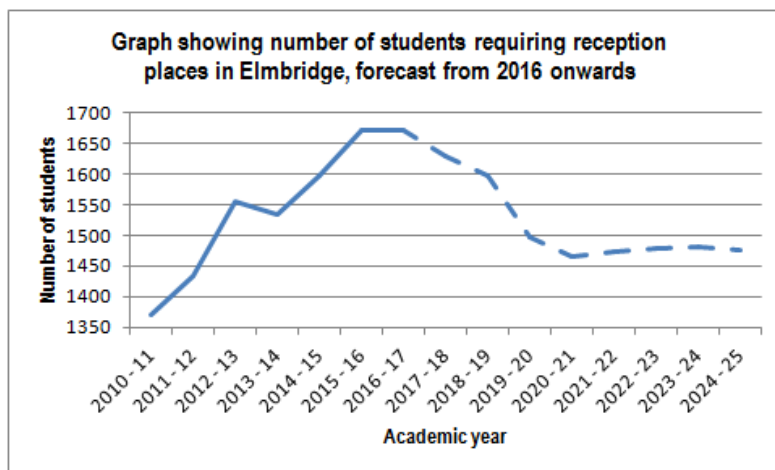
Data provided by the Office for National Statistics shows that births in Elmbridge steadily increased from 2001 to a peak in 2010, a period which saw the birth rate rise by 27%. Since 2010, demand has remained steady, but 2014 saw a drop in the number of births to below 1800 for the first time since 2009, a level which has been sustained in 2015.

PRIMARY

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

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

The graph shows the number of pupils who started school in Elmbridge in the academic years 2010 - 2015. It then estimates the number of pupils that will require a Reception place in a primary school in Elmbridge between 2016 and 2021.



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

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

What have we done?

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

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

St Andrews CE Primary School	2015	Bulge class	52	90
St Andrews CE Primary School (Yr 3)	2015	Bulge class	60	90
Thames Ditton Infant School	2015	Bulge class	90	120
Thames Ditton Junior School	2015	Bulge class	90	120
Walton Oak Primary School	2015	Bulge class	60	90
Manby Lodge Infant School	2015	Permanent	60	90
Cranmere Primary School	2016	Permanent	60	90
Hinchley Wood Primary School	2016	Permanent	60	90
Ashley Primary	2016	Bulge class	60	90
Walton Oak Primary School	2016	Bulge class	60	90
Bell Farm Primary School	2016	Bulge class	90	120
Cobham Free School	2016	Bulge class	24	48
St James CE Primary School	2016	Bulge class	60	90
Cleves Junior School	2016	Bulge class	150	180
St Andrew's CE Primary School (Reception)	2016	Bulge class	52	60
St Andrew's CE Primary School (Year 3)	2016	Bulge class	8	18

What are we doing?

There were 1,703 on time primary applications for a Reception place in Elmbridge schools for September 2016, slightly fewer than the 1791 received in the previous year, which may indicate the start of a plateau. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to meet demand for primary school places in the future:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Cleves Junior School	2017	Permanent	150	180

How accurate were our primary numbers?

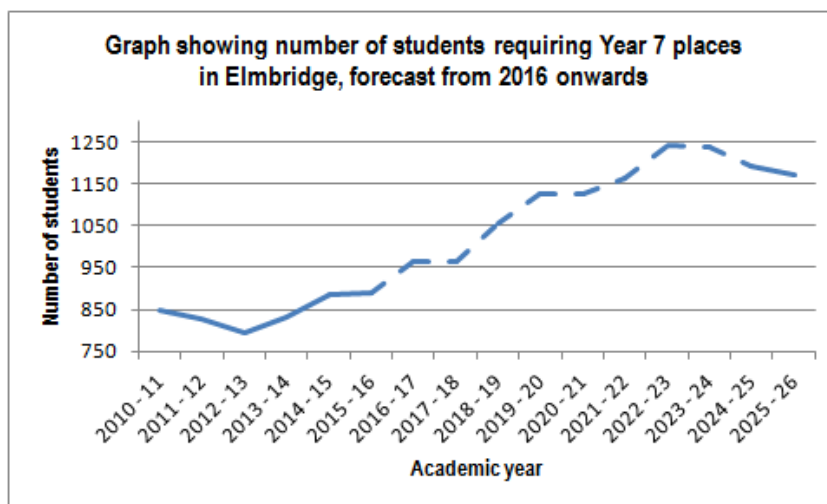
In 2015 it was forecast that there would be 1647 children on roll at Elmbridge primary schools in reception. The school census from October 2015 showed that there were actually 1671 children on roll, giving an under estimation of 1%. Despite this, an adequate number of school places were provided by the commissioning of bulge classes and permanent expansions to ensure that all Surrey children who applied for a school place were offered one.

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

SECONDARY

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

The following graph estimates the number of pupils that will require a secondary school place in Elmbridge from 2016 – 2021.



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

What have we done?

Year 7 numbers are now on an upward trend as larger cohorts begin to transition from the primary sector, and are predicted to continue to increase for a further seven years.

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

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

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

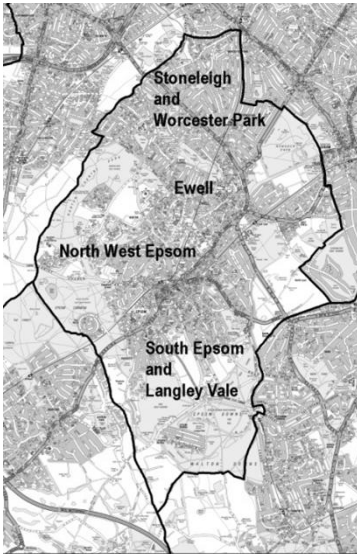
Furthermore, a need has been identified for up to an additional 6FE in secondary places to be provided in Elmbridge, to cater for the increase cohorts moving through the primary sector. Alongside potential free school providers, the council is working with local secondary schools to agree a clear strategy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

How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015 it was forecast that there would be 928 children on roll at Elmbridge secondary schools in year 7. The school census from October 2015 showed that there were actually 890 children on roll, giving an over-estimation of 4%.

Epsom & Ewell

Schools in Epsom & Ewell



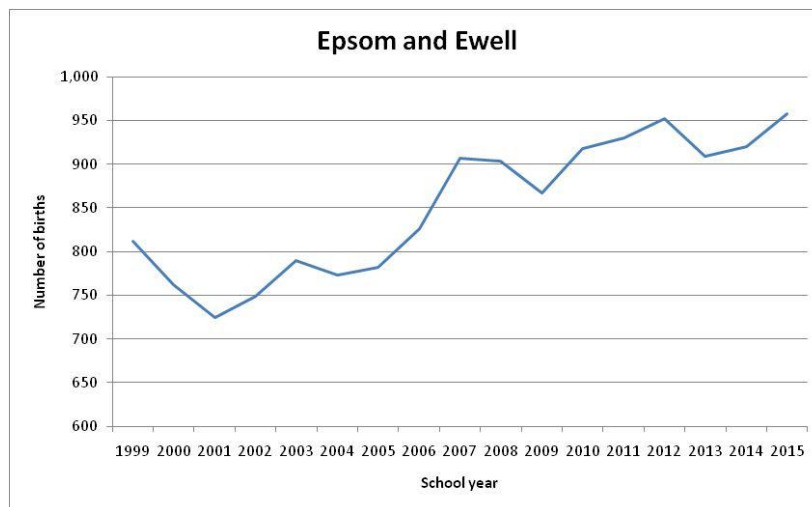
There are 19 primary phase schools in Epsom & Ewell, eight of which have nursery provision. There are four secondary schools, all with post-16 provision. North East Surrey College of Technology (NESCOT) also provides sixth form provision to the surrounding area.

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

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

Births in Epsom & Ewell

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

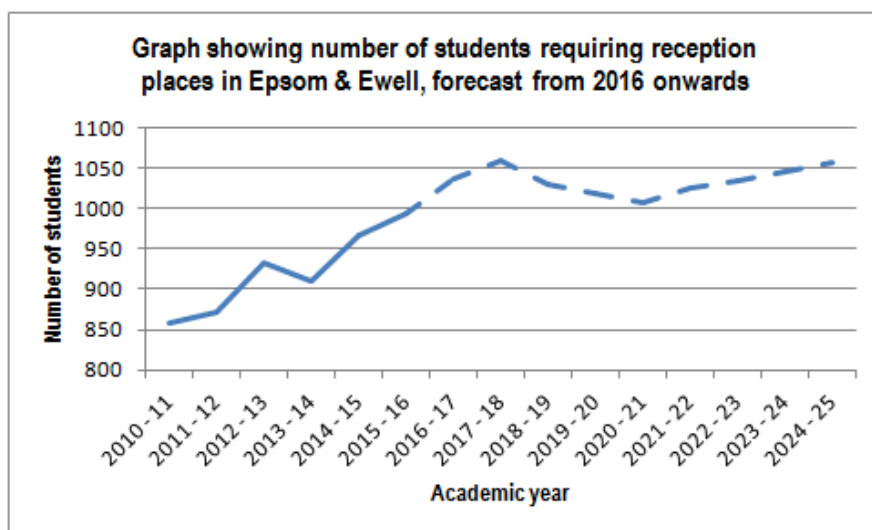


Data provided by the Office for National Statistics shows that births in Epsom & Ewell reached a low point in 2001 before then fluctuating and increasing steadily to 2007. Since then, births have fluctuated, with dips in 2009 and 2013 against a general trend of increase. The borough reached a current peak in births in 2015.

PRIMARY

The need for primary school places depends on the local child population. An increase in the pupil population in Epsom & Ewell has led to an increase in demand for school places. This demand will peak between the academic years 2016 and 18, in correlation with the peak in the birth rate five years previously. It is then predicted to remain steady at this level. It should be noted that this demand is unlikely to be evenly spread across the borough and therefore some areas will experience more pressure for school places than others.

The graph below shows the number of pupils starting school in Epsom & Ewell in each of the academic years 2010 - 2015, and then estimates the number of pupils that will require a Reception place in a primary school in Epsom & Ewell between 2016 and 2021.



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

What have we done?

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Epsom Primary School	2013	Bulge class	60	90
Ewell Grove Infant School	2013	Bulge class	70	90
West Ewell Infant School	2013	Permanent	90	120
Epsom Primary School	2014	Bulge class	60	90
St Martin's CE Infant School	2014	Permanent	60	90
St Martin's CE Junior School	2014	Bulge class	60	90
The Vale Primary School	2014	Bulge class	30	60
Danetree Junior School Y3	2015	Bulge class	128	150
Epsom Primary School	2015	Bulge class	60	90
Stamford Green Primary School	2015	Permanent	60	90
St Martins CE Junior School	2016	Permanent	60	90
Stamford Green Primary School	2016	Bulge class	90	120
Danetree Junior School	2016	Expansion to primary school	128 (4 year groups)	90 (7 year groups)

What are we doing?

In 2016, there were 1048 on time primary applications for a Reception place in Epsom & Ewell and it is likely that this level of demand will be sustained for 2017, with a potential increase in 2018 onwards to mirror the birth rate. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the demand for primary school places:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Ewell Grove Infant School	2017	Expansion to primary	70 (3 year groups)	60 (7 year groups)
West Ewell Infant School	2017	Expansion to primary	90 (3 year groups)	60 (7 year groups)
Danetree Junior School (Yr R)	2017	Permanent expansion	90	120

How accurate were our primary numbers?

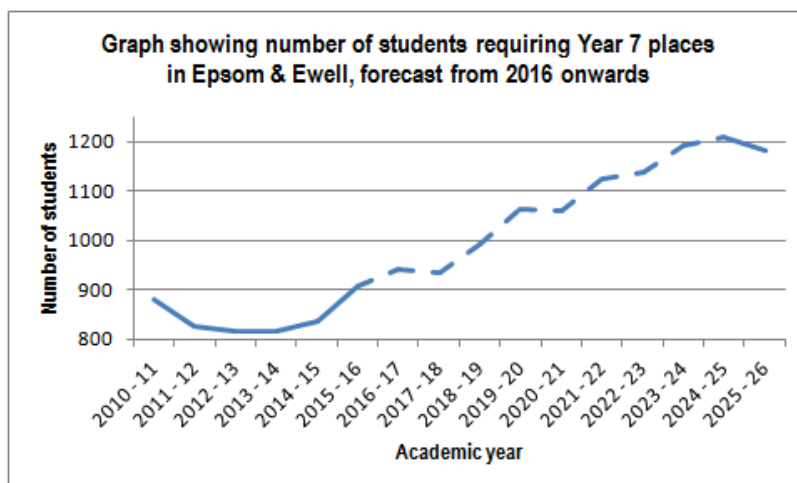
It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 961 children on roll at Epsom and Ewell primary schools in reception. The school census from October 2015 showed that there were actually 993 children on roll, giving an under-estimation of 3%. However, bulge provision was commissioned to ensure that all children were offered a place that required one.

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

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

SECONDARY

The need for secondary school places is based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factors in the historic patterns of students joining secondary schools from outside the local area. Epsom & Ewell is a net importer of secondary age pupils, because more pupils attend secondary schools in the borough than there are on roll at the borough's primary schools. The graph below estimates the number of pupils who will require a secondary school place in Epsom & Ewell from 2016-2021.



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

What have we done and what are we doing?

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

How accurate were our secondary numbers?

In 2015 it was forecast that there would be 853 children on roll in Epsom and Ewell secondary schools in Year 7. The school census from October 2015 showed that there were actually 908 children on roll, giving an under-estimation of 6%. By using latent capacity existing in secondary schools in the borough, Surrey County Council were able to offer all students a place who required one.

Guildford

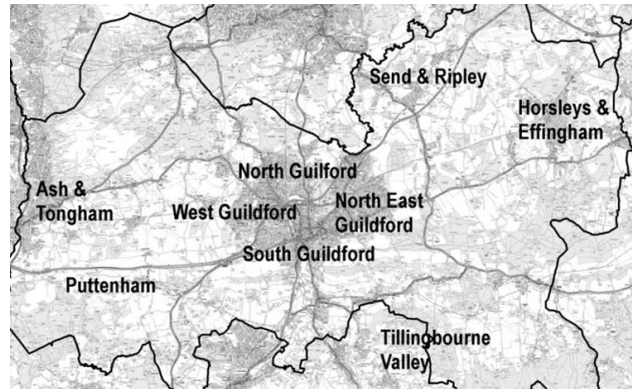
Schools in Guildford

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

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

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

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

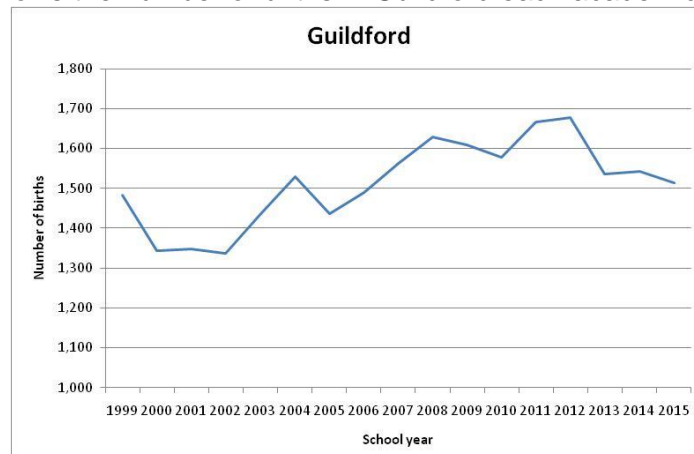


Planning areas are 'border-blind' so do not take into account the borough border, but are formed by the location of the schools. There are three Guildford schools which are considered in school place planning areas outside of their home borough: St Mary's CE Primary Shackleford is considered in the Godalming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

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

Births in Guildford

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



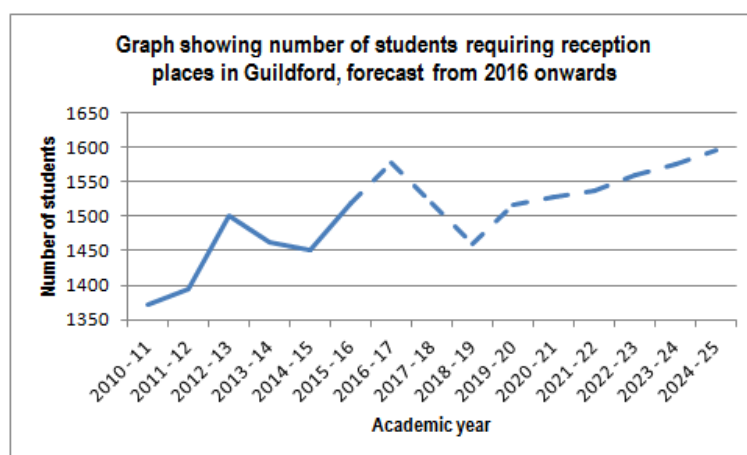
Data provided by the Office for National Statistics shows that births in Guildford have fluctuated for some years. Births in the borough reached a low point in 2002, and then fluctuated in the 1,400s for a number of years, before spiking in 2008. This fluctuating trend continued with a dip in 2009 followed by a peak in 2012. Since then, births have dipped to reach a plateau in the mid 1,500s.

PRIMARY

The need for primary school places depends on the local child population. The current birth forecasts indicate that the birth rate across the borough is likely to remain in the region of between 1,600 and 1,700 for the next five years, although this will vary across the area. The increase in pupil population in Guildford leads to an increase in demand for school places, although it should be noted that this increase is unlikely to be evenly spread across the borough. Therefore some of the areas in Guildford will experience more pressure on school places than others.

The number of school places across Guildford as a whole is tight, and, following the peak of births seen in 2012, a number of school expansions have taken place. The vacant places that exist tend to be concentrated in schools in some of the rural areas, with a shortage of primary places in the Guildford Town area. Pressure on places will be increased by new housing, either through planning applications or through determination of the Guildford Local Plan which is yet to be adopted by the borough council.

The graph below shows the number of pupils starting school in Guildford in each of the academic years 2010 to 2015, and then estimates the number of pupils that will require a reception place in a primary school in Guildford between 2016 and 2024:



On the basis of the known increase in birth rate and projected housing completions, the number of children entering primary is set to dip in 2018 and then steadily increase again over forthcoming years.

What have we done?

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

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

Stoughton Infant School	2014	Bulge class	60	90
Onslow Infant School	2014	Permanent	60	90
Queen Eleanor's CE Junior School	2014	Permanent	60	90
Stoughton Infant School	2014	Bulge class	60	90
Merrow CE Infant School	2015	Bulge class	60	90
Northmead Junior School	2015	Bulge class	90	120
Queen Eleanor's CE Junior School	2015	Bulge class	90	120
Stoughton Infant School	2015	Permanent	60	90
Ash Grange Primary School	2016	Bulge class	30	60
Clandon CofE Primary School	2016	Expansion to primary	25 (3 year groups)	15 (7 year groups, PAN change from 2017)
Worplesdon Primary School (Year 3)	2016	Permanent	60	90

What are we doing?

There were 1,546 on time primary applications for a reception place in Guildford in 2016. With demand for places likely to dip and then steadily increase again, projections will be closely monitored to assess any future need for additional places.

Additional housing created by the Guildford Local Plan will increase the requirement for primary places. School Commissioning is working closely with local planning officers to ensure land for additional education infrastructure is set aside alongside the strategic development sites, to ensure sufficient future provision.

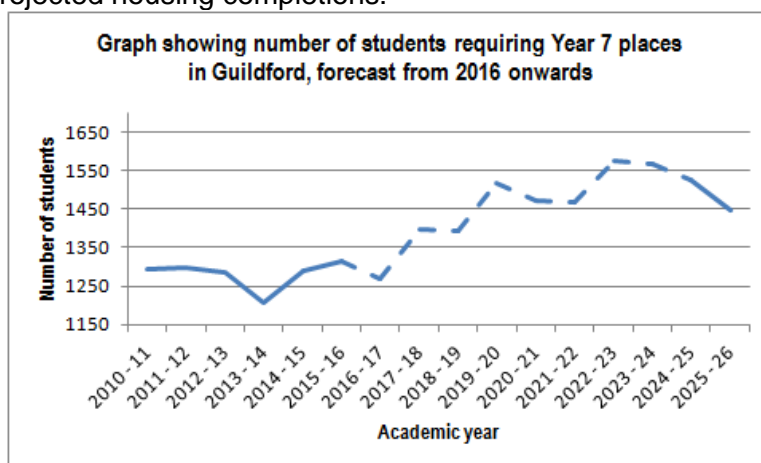
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1559 children on roll at Guildford primary schools in reception. The school census from October 2015 showed that there were actually 1520 children on roll, giving an over-estimation of 3%.

SECONDARY

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

The graph below shows the number of pupils starting secondary school in Guildford in each of the academic years 2010 to 2015, and then estimates the number of pupils that will require a Year 7 place in a secondary school in Guildford between 2016 and 2026. This is based on historic trends of children moving from primary to secondary education and is combined with projected housing completions:



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

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

In the Effingham planning area, pressure for secondary school places increases for a few years and then decreases to reach a plateau.

What have we done and what are we doing?

There were 1380 on time secondary applications for a Year 7 place in Guildford in 2016. In the past there have been an adequate number of places within the borough to accommodate all students, so no action has been required to provide additional places. However, the increase in primary cohorts will now begin to impact on the secondary sector.

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Guildford County School	2017	Permanent	160	180
St Peter's Catholic School	2017	Permanent	180	210

The Department for Education has approved a new university technical college (UTC) in Guildford, specialising in computer science and engineering. Opening in September 2018, this provision for 14-18 year olds will initially admit up to 60 students in to Year 10 and up to 100 students in to Year 12. Although located in Guildford Town, it is likely to draw students from a wider geographical area, with a small number transferring from each secondary school within a 10 to 15 mile radius.

Additional housing created by the Guildford Local Plan will increase the requirement for secondary places. School Commissioning is working closely with local planning officers to ensure land for additional education infrastructure is set aside alongside the strategic development sites, to ensure sufficient future provision.

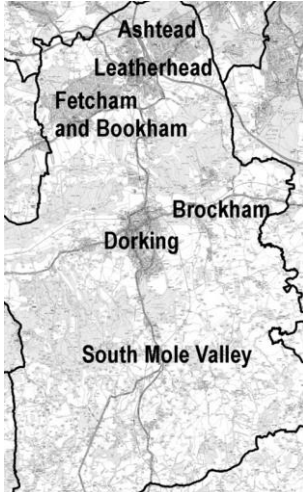
How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1341 children on roll at Guildford secondary schools in Year 7. The school census from October 2015 showed that there were actually 1313 children on roll, giving an over-estimation of 2%.

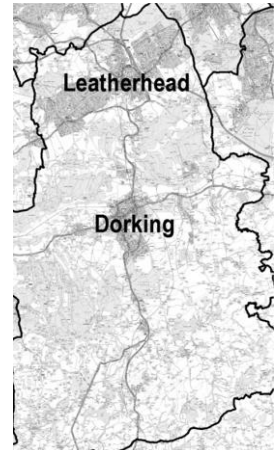
Mole Valley

Schools in Mole Valley

There are 24 primary age schools in Mole Valley, two of which have nursery provision. There are four secondary schools, all with post-16 provision. Sixth form provision to the local and surrounding area is mainly provided by East Surrey and Reigate colleges in the adjacent borough. Four primary schools and one secondary school have specialist centres that support students with a range of special educational needs within a mainstream environment. There are three special schools - one catering for children with severe learning and development difficulties, one for pupils with learning and additional needs and the last for students with social, emotional and mental health needs.



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

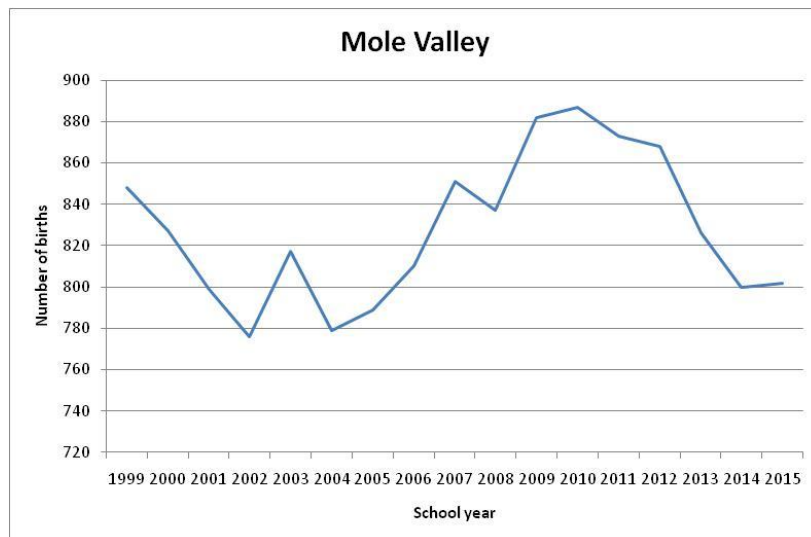


Given its geographical nature, Mole Valley is split into two secondary planning areas shown in the map to the right. This means that the need for secondary places is estimated for the

north of the district (Leatherhead) as well as in the centre/south (Dorking) rather than across the district as a whole.

Births in Mole Valley

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

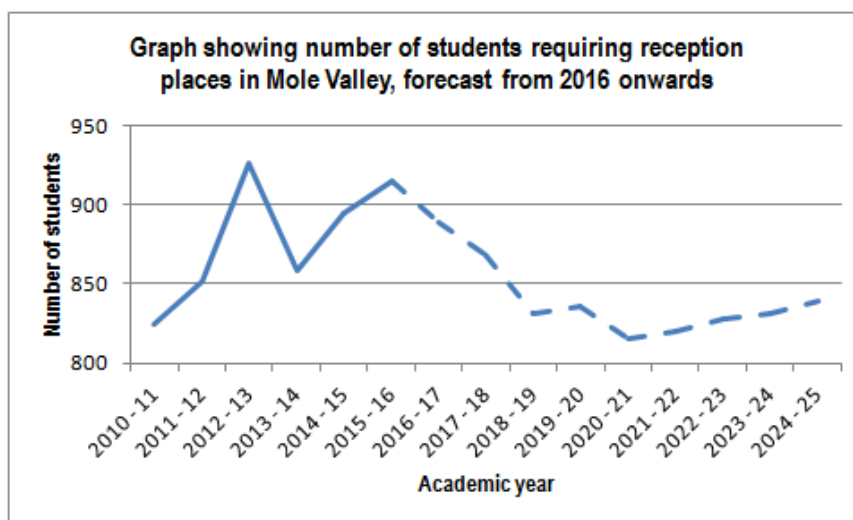


Data provided by the Office for National Statistics shows that births in Mole Valley reached a low point in 2002. Until 2006, the birth rate fluctuated at around 800, before increasing sharply to a peak in 2010. Since then, the district has seen a small decline in births each year, with a plateau in 2015.

PRIMARY

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

The graph below shows the number of pupils starting school in Mole Valley in each of the academic years 2010 - 2015 and then estimates the number of pupils that will require a reception place in a primary school in Mole Valley between 2016 and 2025.



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

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

What have we done?

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

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

What are we doing?

There were 839 on time primary applications for a reception place in Mole Valley in 2016, which were comfortably accommodated within the existing provision. Forecasts indicate that pupil numbers will not exceed the present level to any significant degree in the foreseeable future and, as such, no further provision is planned at this stage.

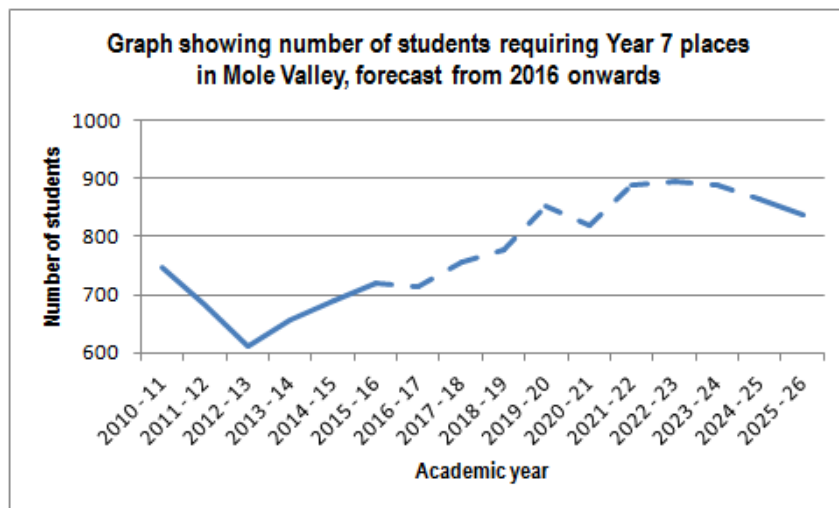
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 921 children on roll at Mole Valley schools in Reception year. The school census from October 2015 showed that there were actually 915 children on roll, giving an over-estimation of 1%.

SECONDARY

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

The graph below estimates the number of pupils that will require a secondary school place in Mole Valley from 2016 to 2026.



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

What have we done and what are we doing?

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

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
The Priory Church of England (VA) School	2017	Permanent	150	180
The Priory Church of England (VA) School	2019	Permanent	180	210

How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 703 children on roll in Mole Valley secondary schools in Year 7. The school census from October 2015 showed that there were actually 720 children on roll, giving an under-estimation of 1%. Despite this, there was adequate capacity in the secondary sector to ensure that all Surrey children who applied for a school place were offered one.

Reigate & Banstead

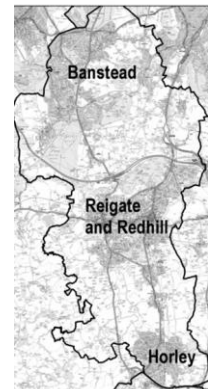
Schools in Reigate & Banstead

There are 34 primary age schools in Reigate & Banstead, 10 of which have nursery provision. There are six secondary schools, three with post-16 provision. The surrounding area is served by East Surrey College and Reigate College located in the Reigate and Redhill areas. Three primary schools and one secondary school host specialist centres that support students with a range of special educational needs within a mainstream environment. There are three special schools - one catering for children with severe learning and development difficulties, one for pupils with learning and additional needs and the last for students with social, emotional and mental health needs. There are three short stay Pupil Referral Units (PRUs) in the borough.



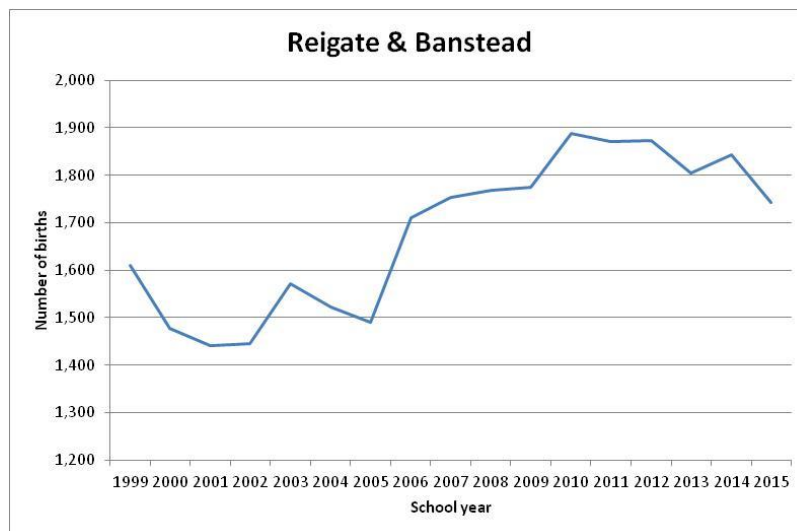
Reigate & Banstead is made up of seven individual primary planning areas, as identified on the map on the left. Each primary age school is allocated to one of these planning areas.

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



Births in Reigate & Banstead

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



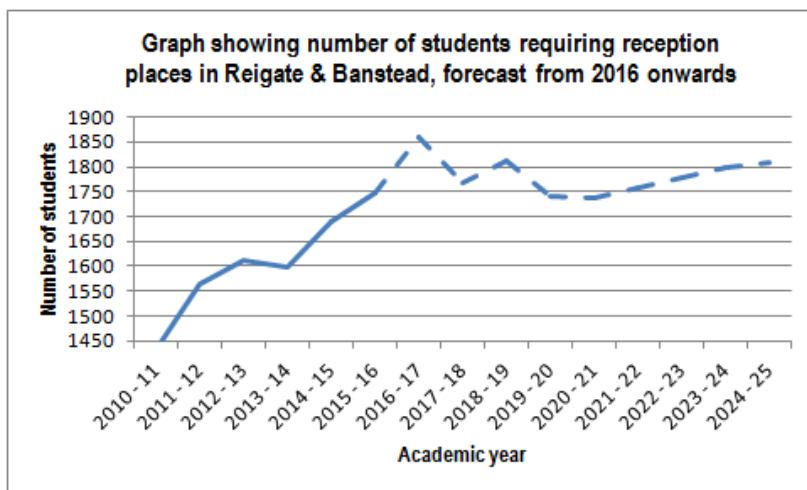
Figures provided by the Office for National Statistics show that the number of births in Reigate & Banstead has seen a sustained period of increase since a low point in 2001. After fluctuating, there was a sharp spike in births to a peak in 2010. In 2011 the birth rate reached a plateau, before dropping marginally to a further plateau in 2013, experiencing a slight increase in 2014 and dropping further still in 2015.

PRIMARY

The need for primary school places depends on the local child population. Consequently, the increase in pupil population in Reigate & Banstead described above leads to an increase in demand for school places. It should be noted that this increase is not evenly spread across

the borough. For example, the outlying areas of Banstead and Horley have not seen as sharp an increase as the town areas of Reigate and Redhill. Also, rising figures are not solely attributable to an increasing birth rate and additional demand is being generated from inward migration and a higher pupil yield resulting from additional housing. Some areas of the borough where the birth rate has not increased so dramatically, such as Horley, are seeing pressure on places from additional housing developments and inward migration into these developments. These factors can be more difficult to track and evaluate.

The graph below shows the number of pupils starting school in Reigate & Banstead in each of the academic years 2010-2015, and then estimates the number of pupils that will require a reception place in a primary school in Reigate & Banstead between 2016 and 2025.



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

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

What have we done?

The following projects have been commissioned to meet demand:

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

St John's Primary School	2014	Bulge class	30	60
Holmesdale Infant School	2014	Permanent	90	120
Wray Common Primary	2015	Bulge class	60	90
Reigate Priory Junior School	2015	Bulge class	150	180
Dover's Green Infant School	2015	Bulge class	56	90
Horley Infant School	2015	Bulge class	90	120
Merstham Primary School	2015	Bulge class	30	60
Salfords Primary School	2016	Bulge class	60	120
Furzefield Primary School	2016	Bulge class	60	90
St Joseph's RC Primary	2016	Permanent	60	90
Dover's Green Infant School	2016	Permanent	60	90
Reigate Parish Infant School	2016	Expansion to primary	60 (3 year groups)	60 (7 year groups)

What are we doing?

There were 1,845 on time primary applications for a reception place in Reigate & Banstead in 2016, and this demand is likely to remain at similar levels in 2017 and 2018. Following meetings with Head Teachers, Chairs of Governors and other interested stakeholders, it has been decided that the best means of meeting future forecast excess demand is via the location of one or more Free Schools in suitable proximity to where this demand is projected to arise.

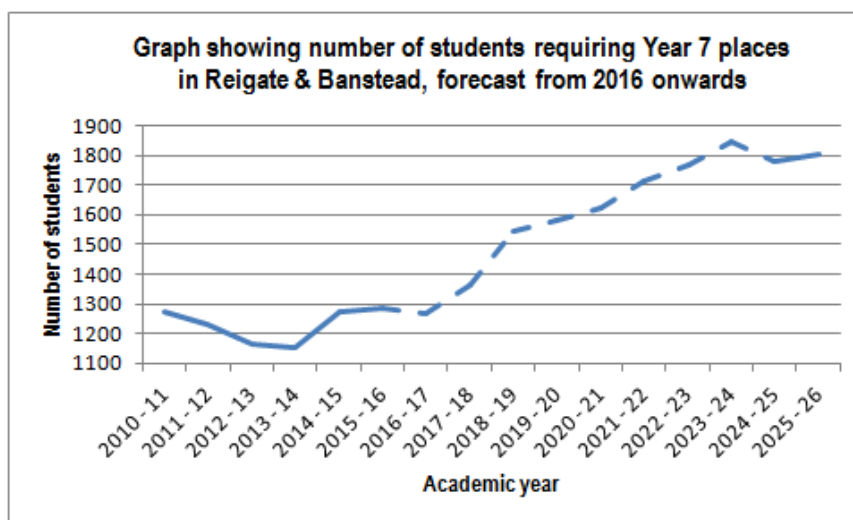
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1747 children on roll at Reigate & Banstead schools in Reception year. The school census from October 2015 showed that there were actually 1,747 children on roll, providing an accurate forecast.

SECONDARY

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

The graph below estimates the number of pupils that will require a secondary school place in Reigate & Banstead from 2016 – 2026.



What have we done and what are we doing?

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

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

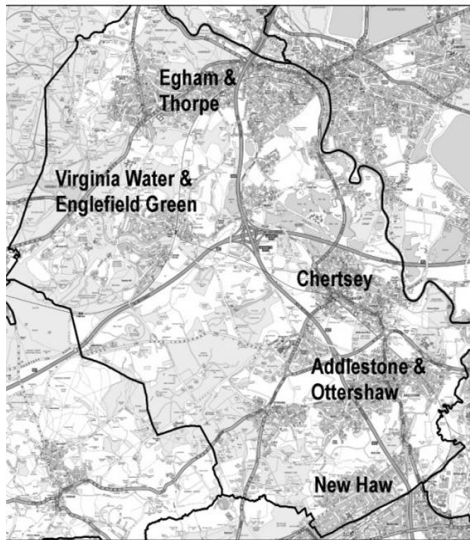
Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
St Bede's Secondary School	2015	Bulge class	270	300
Additional 9FE in Reigate & Redhill Area	2017/18	Permanent	N/A	+270
Additional 2FE in Horley Area	2018	Permanent	N/A	+60

How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, the number of Year 7 pupils forecast to require a school place in the borough was 1,281, whereas the number on roll at Reigate & Banstead secondary schools in October 2015 was 1,287. This shows an under-estimation of 0.4%.

Runnymede

Schools in Runnymede



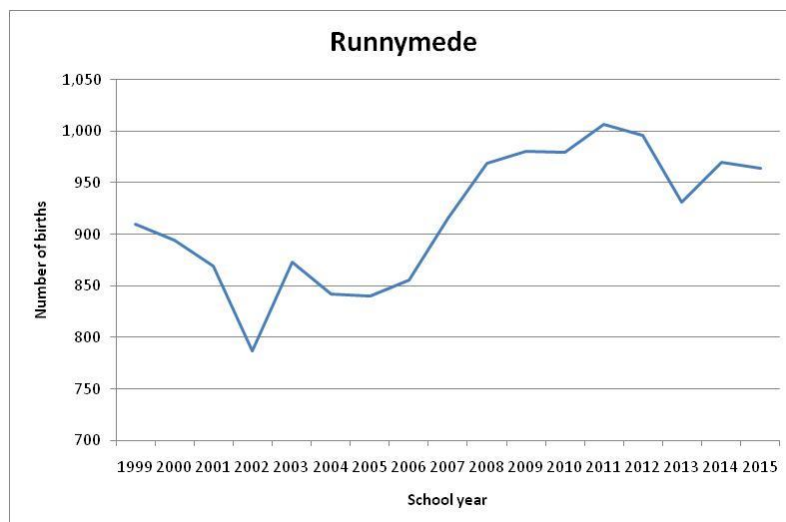
There are 24 primary age schools in Runnymede, four of which have nursery provision. There are four secondary schools, two with post-16 provision. Strodes Sixth Form college is located in the north of the borough. Post-16 students in the south of the borough are served by Brooklands College at the Weybridge Campus in the neighbouring borough of Elmbridge.

Four primary schools and two secondary schools host specialist centres that support students with a range of special educational needs within a mainstream environment. There are no short stay Pupil Referral Units in the borough, but there is one special school catering for pupils with learning and additional needs.

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

Births in Runnymede

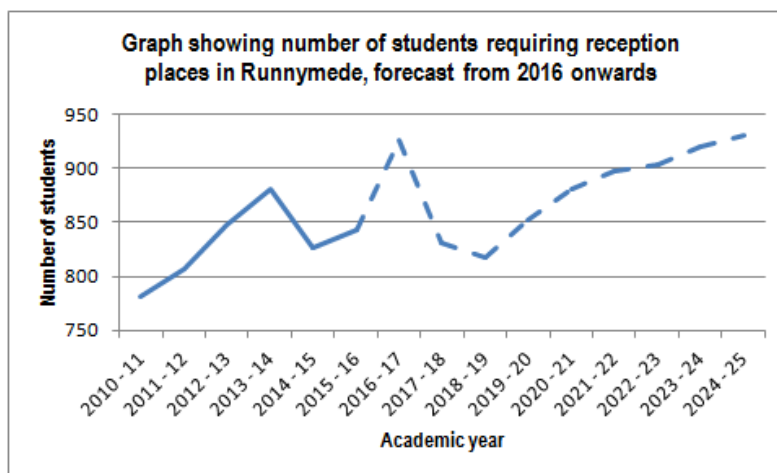
The graph below shows the number of birth in Runnymede each academic year



Figures provided by the Office for National Statistics show that births in Runnymede have fluctuated for some years. Births rose from a low point in 2002, and reached a peak of over 1000 in 2011. In between this there was a steady increase, with fluctuation in some years. There was a sharp decline in 2013, but numbers have increased slightly and appear stable, at this stage.

PRIMARY

The following graph shows the number of pupils starting school in Runnymede in each of the academic years 2010 - 2015, and then estimates the number of pupils that will require a reception place in a primary school in Runnymede between 2016 and 2025.



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

What have we done?

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
The Hythe Primary School	2014	Bulge class	30	60
St Ann's Heath Junior School	2014	Bulge class	64	90
The Hythe Primary School	2015	Permanent	30	60
St Ann's Heath Junior School	2015	Permanent	64	90
Lyne and Longcross Infant School	2015	Expansion to primary	30 (3 year groups)	30 (7 year groups)
Christ Church Infant School	2016	Bulge	40	60

What are we doing?

There were 909 applications who expressed a first preference for a reception place in Runnymede in 2016 and it is forecast that this will be the peak intake year in the medium term. As a result for reception entry in September 2016, an additional 20 places were made available at Christ Church Infant School in Virginia Water to a total of 60 places.

As 2016 was the peak forecast year it is not, at this stage, anticipated that further additional school places will be required in 2017, but this will be closely monitored with all schools following the submission of applications.

In the meantime, the council retains an option to provide 1FE (30 places per year within the borough) subject to forecast demand. The council will continue to work closely with borough officers to ensure an appropriate infrastructure response to potential housing arising from Local Planning.

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

How accurate were our primary numbers?

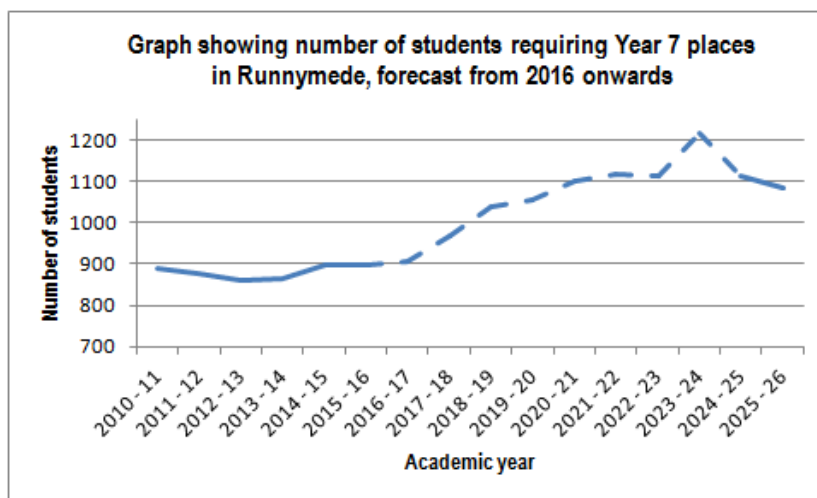
It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 861 children on roll at Runnymede schools in Reception year.

The school census from October 2015 showed that there were actually 843 children on roll, giving an over-estimation of 2%.

SECONDARY

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

The following graph estimates the number of pupils that will require a secondary school place in Runnymede from 2016 – 2026.



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

What have we done, and what are we doing?

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

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Chertsey High School (Free School)	2017	New free school	N/A	180
Salesian School*	2017	Permanent expansion	220	TBC*

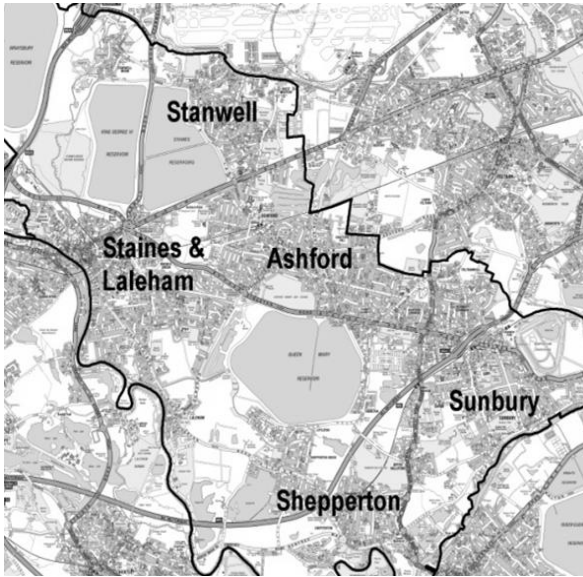
*ongoing feasibility work in progress to establish level of expansion achievable.

How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 894 children on roll at Runnymede secondary schools in Year 7. The school census from October 2015 showed that there were actually 896 children on roll, giving an accurate forecast.

Spelthorne

Schools in Spelthorne



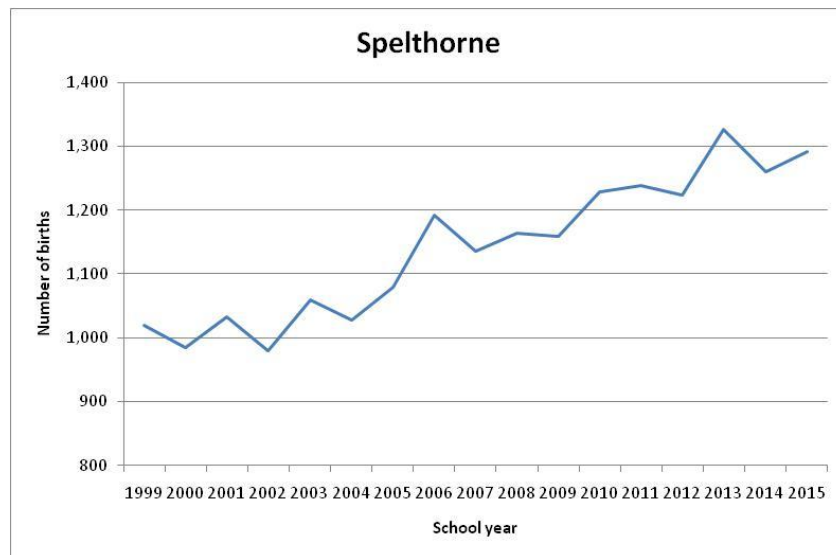
There are 21 primary phase schools in Spelthorne, nine of which have nursery provision on site. There are six secondary schools, two with post-16 provision. Brooklands College has a campus in Ashford that serves the local area.

Two primary schools and one secondary school have specialist centres that support students with a range of special educational needs within a mainstream environment. There is one special school catering for pupils with severe learning and development difficulties, and there are also three short-stay Pupil Referral Units (PRUs) in the borough.

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

Births in Spelthorne

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



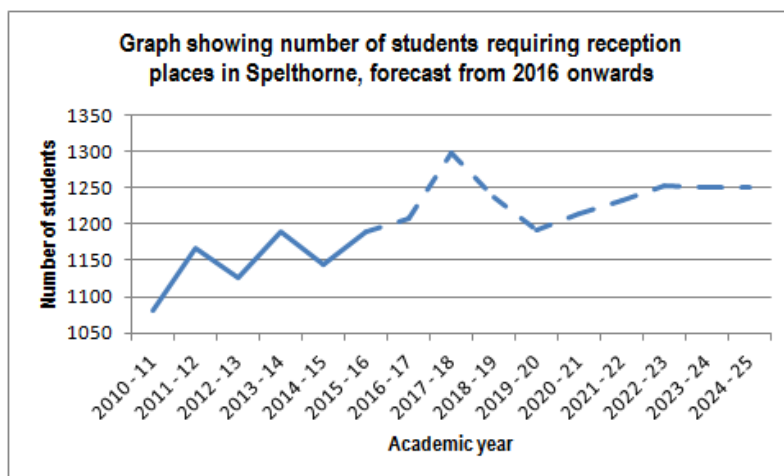
Data provided by the Office for National Statistics shows that births in Spelthorne have fluctuated for some years, reaching a low point in 2002. Since that time births have fluctuated. In the calendar year of 2013, where births fell overall in Surrey, Spelthorne was one of the only boroughs to see a large increase in its birth numbers. However the number of births subsequently fell again before rising again in 2015.

PRIMARY

The need for primary school places depends on the local child population. The increase in pupil population in Spelthorne, as described above, has led to an increase in demand for school places in some areas. However, demand is not solely attributable to an increasing

birth rate; inward migration from the London boroughs and additional yield from housing developments are also factors and so some areas in Spelthorne have experienced more pressure for school places than others.

The following graph shows the number of pupils starting school in Spelthorne in each of the academic years 2010 - 2015, and then estimates the number of pupils that will require a Reception place in a primary school in Spelthorne between 2016 and 2021.



On the basis of the known increase in birth rate, and projected housing completions, the number of children entering primary schools is set to peak in 2017 and then reach a plateau.

What have we done?

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Saxon Primary School	2013	Bulge class	30	60
Spelthorne Primary School	2013	Bulge class	60	90
Town Farm Primary School	2013	Bulge class	60	90
Stanwell Fields Primary School	2013	Bulge class	60	90
Spelthorne Primary School	2014	Permanent	60	90
Saxon Primary School	2014	Bulge class	30	60
Springfield Primary School	2014	Bulge class	30	60
Ashford Park Primary School	2015	Permanent	60	90
Saxon Primary School	2015	Bulge class	30	60
Springfield Primary School	2015	Bulge class	30	60
Town Farm Primary School	2016	Bulge class	60	90
Saxon Primary School	2016	Permanent	30	60

What are we doing?

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

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

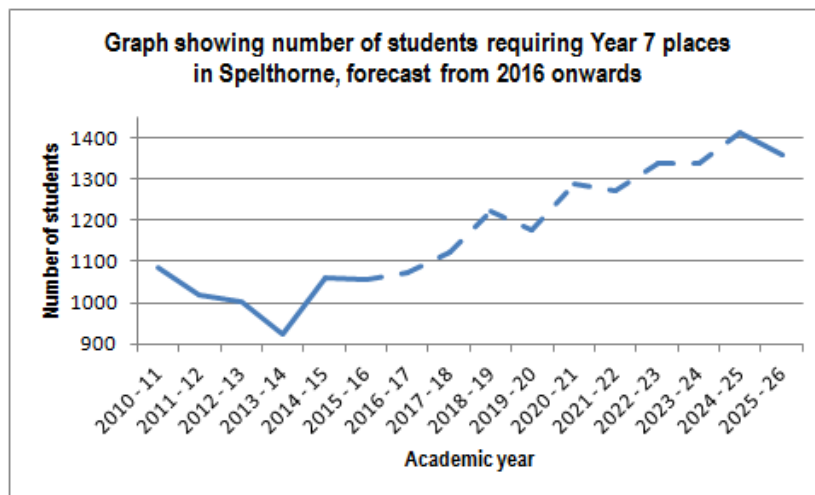
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1188 children on roll at Spelthorne primary schools in Reception year. The school census from October 2015 showed that there were actually 1190 children on roll, giving an accurate forecast.

SECONDARY

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

The graph below estimates the number of pupils that will require a secondary school place in Spelthorne from 2016 – 2021.



What have we done, and what are we doing?

In the past there has been an over-supply of places within the borough, thus all students have been accommodated and there has been no need to provide additional places. However, the increase in applications in the primary sector has now begun to impact on the secondary sector and will continue to do so in future years.

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

How accurate were our secondary numbers?

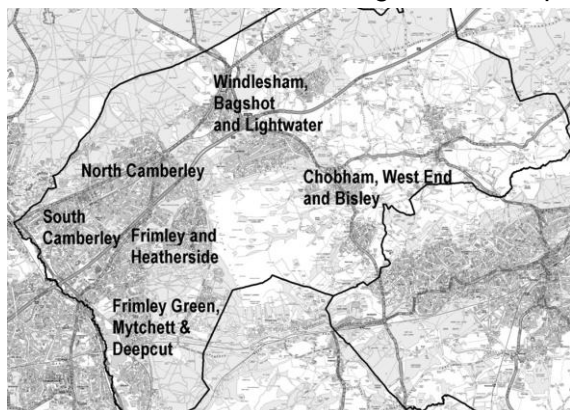
In 2015 it was forecast that there would be 1028 children on roll at Spelthorne secondary schools. The school census from October 2015 showed that there were actually 1058 children on roll, giving an under-estimation of 3%. Despite this, there was adequate capacity in the secondary sector to ensure that all Surrey children who applied for a school place were offered one.

Surrey Heath

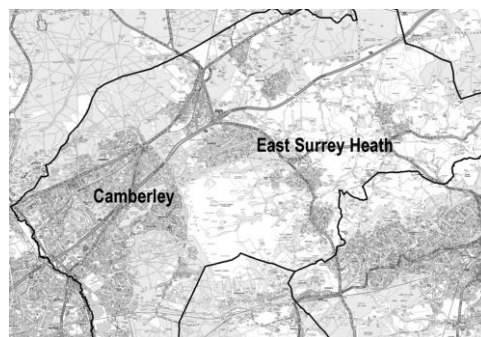
Schools in Surrey Heath

There are 25 primary age schools in Surrey Heath, five of which have nursery provision. There are four secondary schools, three of which have post-16 provision. There is no college provision in the borough.

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



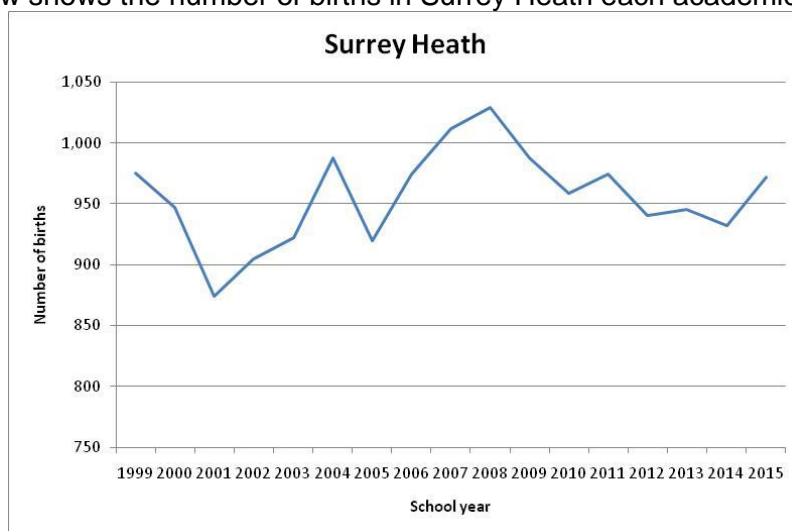
Surrey Heath is made up of six individual primary planning areas as identified in the map to the left. Each primary age school is allocated to one of these planning areas.



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

Births in Surrey Heath

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

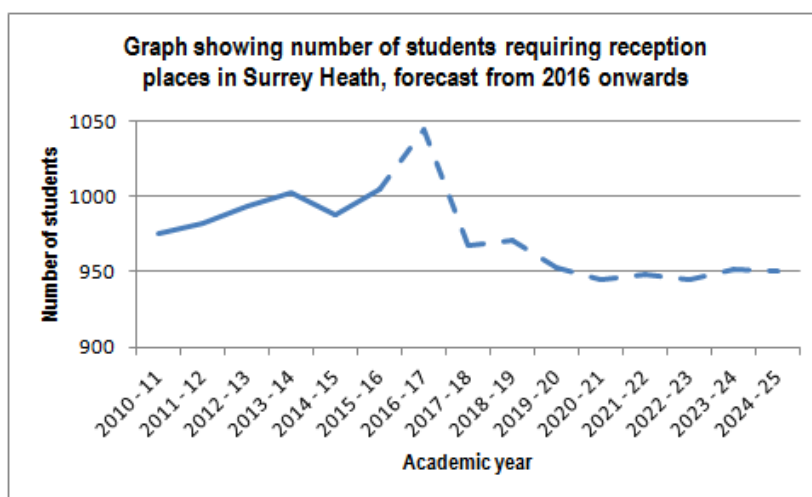


Figures provided by the Office for National Statistics show that births in Surrey Heath reached a low point in 2001. Since then, births have fluctuated following a rise then fall trend, before peaking in 2008 - earlier than all other boroughs and districts in Surrey. From 2008 onwards, births have decreased, reaching a plateau from 2011 onwards at around or just below 950 with births in 2015 increasing.

PRIMARY

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

The graph below shows the number of pupils starting school in Surrey Heath in each of the academic years 2010 - 2014, and then estimates the number of pupils that will require a reception place in a primary school in Surrey Heath between 2016 and 2024.



On the basis of the known increase in birth rate and projected housing completions, the number of children entering primary was set to peak in 2016, before declining and reaching a plateau. From 2016 onwards, any increases in demand will be dependent on the volume of housing developments that is agreed by the borough council.

What have we done?

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

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

What are we doing?

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

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

Any school organisation changes that are planned in the borough are primarily to rectify historical imbalances between infant and junior provision, or to equalise a school's PAN into infant class size groups. The latter applies to South Camberley Primary School, where the PAN increased from 110 to 120 in September 2016.

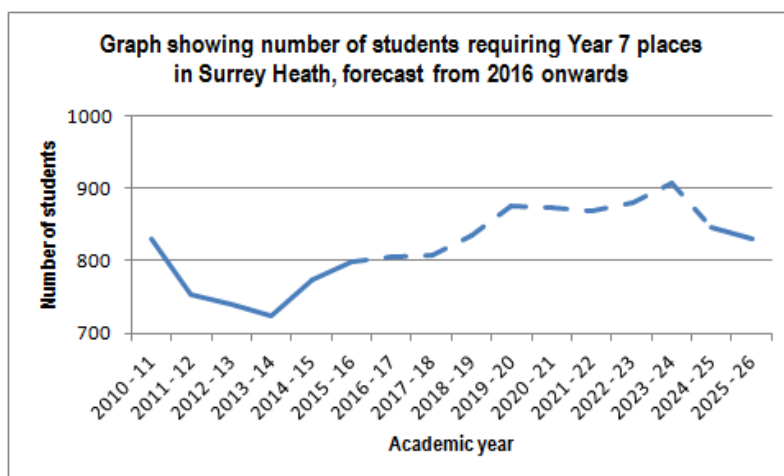
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1012 children on roll at Surrey Heath primary schools in Reception year. The school census from October 2015 showed that there were actually 1005 children on roll, giving an over-estimation of less than 0.1%.

SECONDARY

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

The graph below estimates the number of pupils that will require a secondary school place in Surrey Heath from 2015 – 2025.



What have we done, and what are we doing?

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

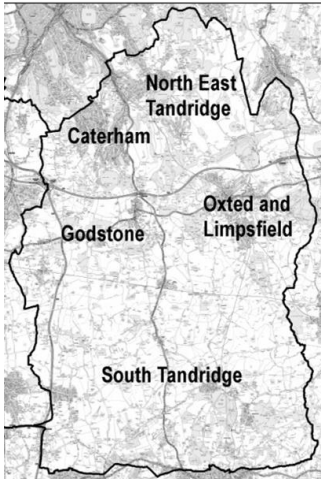
How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 812 children on roll at Surrey Heath secondary schools in Year 7. The school census from October 2015 showed that there were actually 798 children on roll, giving an over-estimation of 2%.

Tandridge

Schools in Tandridge

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



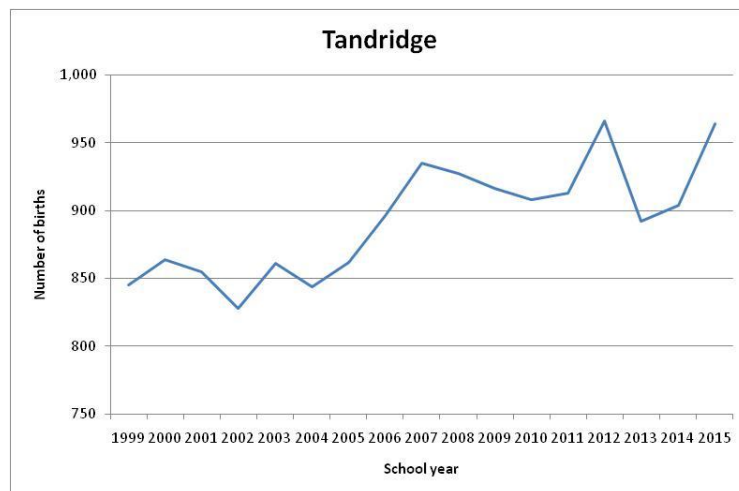
Two primary schools and two secondary schools host specialist centres that support students with a range of special educational needs within a mainstream environment. There are three special schools in the district - two for pupils with communication and interaction needs, and the other for students with severe learning and development needs.

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

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

Births in Tandridge

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

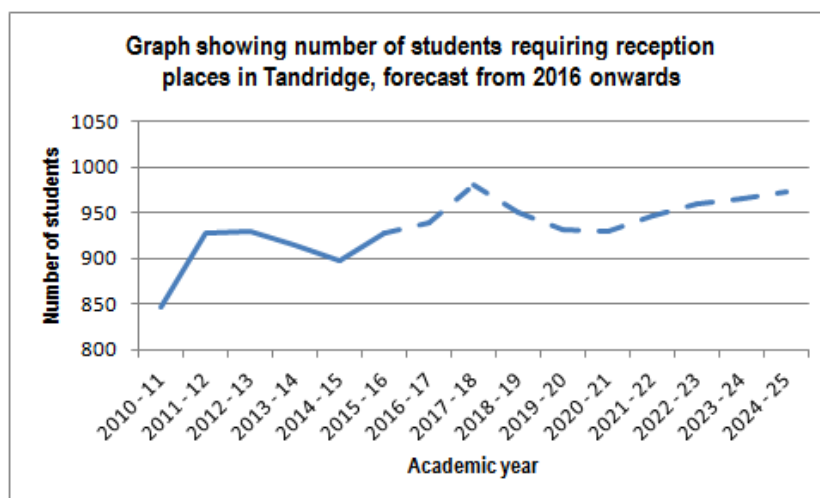


Data provided by the Office for National Statistics shows that births in Tandridge reached a low point in 2002. Since then, the borough has seen a small but steady increase in births, with spikes in 2007, 2012 and potentially, 2015.

PRIMARY

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

The graph below shows the number of pupils starting school in Tandridge in each of the academic years 2010 - 2015 and then estimates the number of pupils that will require a reception place in a primary school in Tandridge between 2016 and 2025.



We are conscious that the district council is undertaking a review that could impact on future housing across the area that would inevitably lead to an increase in future demand on school places. We will continue to work with the district council to identify how future demand would be met through increases in provision.

What have we done?

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Hillcroft Primary School	2013	Bulge class	45	60
St Francis Catholic Primary School	2013	Bulge class	36	60
St Francis Catholic Primary School	2014	Bulge class	36	60
Downs Way School	2015	Bulge class	45	60
St Francis Catholic Primary School	2015	Permanent	36	60
Downs Way School	2016	Permanent	45	60

What are we doing?

Whilst there are expected to be spare places in Tandridge as a whole, this disguises the pressure on places locally. In line with the additional capacity provided at Infant level, there is expected to be a pressure on junior places in Oxted & Limpsfield in the short- to medium-term. Options for delivery against this requirement are currently being explored with schools in the area.

In addition, there is anticipated to be a short- and long-term need for additional primary school places in the Caterham area. This situation remains under constant review and provisional discussions are taking place with schools to determine the appropriate strategy moving forward, bearing in mind the need to ensure that there isn't an over-provision of places in the medium-term.

The future requirements for primary provision in Tandridge are outlined in the table below:

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Additional 1FE in Caterham area	2017	Bulge class	N/A	+30
Additional 1FE Junior in Oxted & Limpsfield area	2018	Permanent	N/A	+30
Additional 1FE in Caterham area	2021	Permanent	N/A	+30

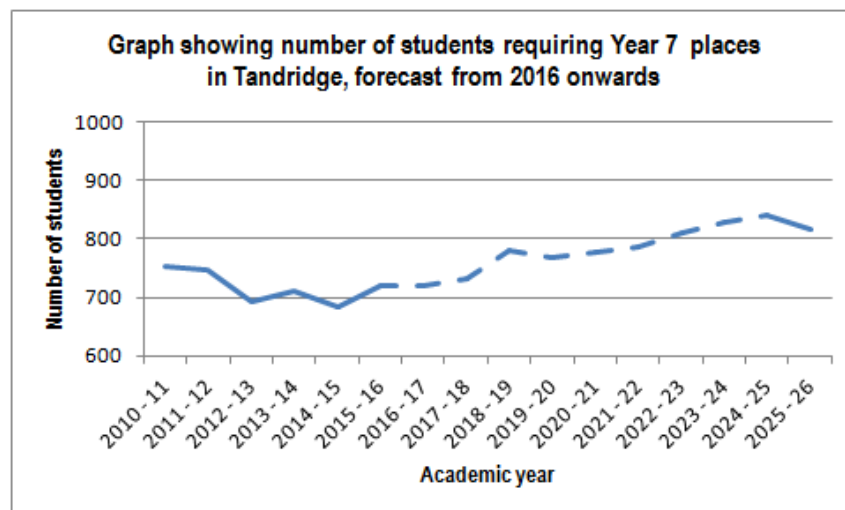
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 914 children on roll at Tandridge primary schools in Reception year. The school census from October 2015 showed that there were actually 928 children on roll, giving an under-estimation of 1%. Despite this, by using existing primary school capacity, Surrey County Council was able to offer a school place to all Surrey children who applied for one.

SECONDARY

The need for secondary school places is based on the local population of secondary age children. The forecasts incorporate the numbers of children in local primary schools and factor in the historic patterns of children joining secondary schools from outside the local area. On average, historically around 90% of the district's Year 6 cohorts have transferred to secondary schools in the district. The remaining 10% of children choose to pursue independent secondary schooling, or apply to schools outside of the borough. However, overall, the district is a net importer of students from outside of the county. This means that there are more children from outside of Surrey attending Tandridge secondary schools than there are Tandridge children attending out of county secondary schools. This is largely because the location of schools near to the county boundary means that catchment areas include parts of the neighbouring London Borough of Croydon.

The graph below estimates the number of pupils who will require a secondary school place in Tandridge from 2016 to 2025.



What have we done, and what are we doing?

Secondary provision is located towards the northern half of the district. In the shorter term, whilst schools in the borough are oversubscribed, it should be noted that this includes significant subscription from adjoining authorities for whose applicants Surrey is not obliged to provide a place if applicants do not meet the admissions criteria. Therefore, overall it is expected that current provision will be sufficient to meet demand. Admissions in the recent

past have exceeded the total Published Admissions Numbers (PAN) and numbers are expected to once again rise from a low in 2014, with the shortage of places becoming pronounced by 2018.

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

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

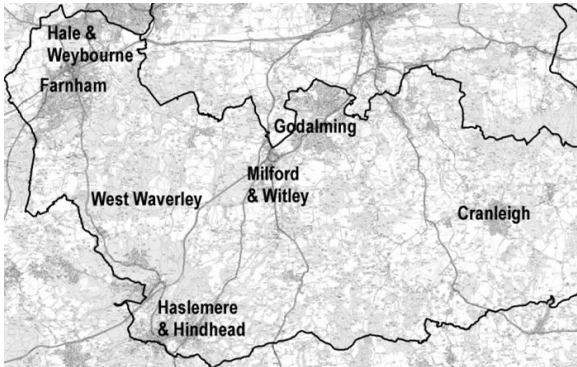
How accurate were our secondary numbers?

In 2015 it was forecast that there would be 712 children on roll at Tandridge secondary schools in Year 7. The school census from October 2015 showed that there were actually 720 children on roll, giving an under-estimation of 1%. Despite this, by using latent secondary school capacity, Surrey County Council was able to offer a school place to all Surrey children who applied for one.

Waverley

Schools in Waverley

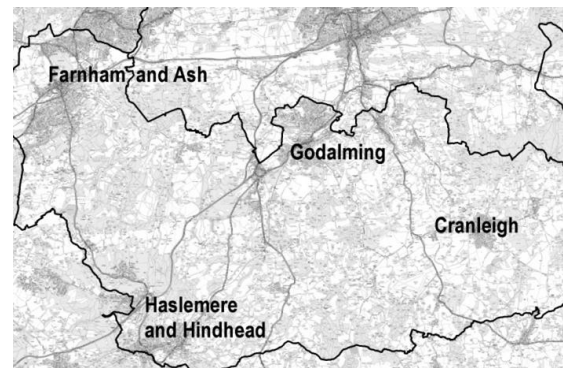
There are 38 primary phase schools in the borough of Waverley, four of which have nursery provision. There are four secondary schools, one with post-16 provision. Farnham and Godalming Colleges provide sixth form college provision to the east and west of the borough.



Four primary schools and two secondary schools host specialist centres that support students with a range of special educational needs within a mainstream environment. There are two special schools - one catering for students with severe learning and development difficulties and one for pupils with learning and additional needs.

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

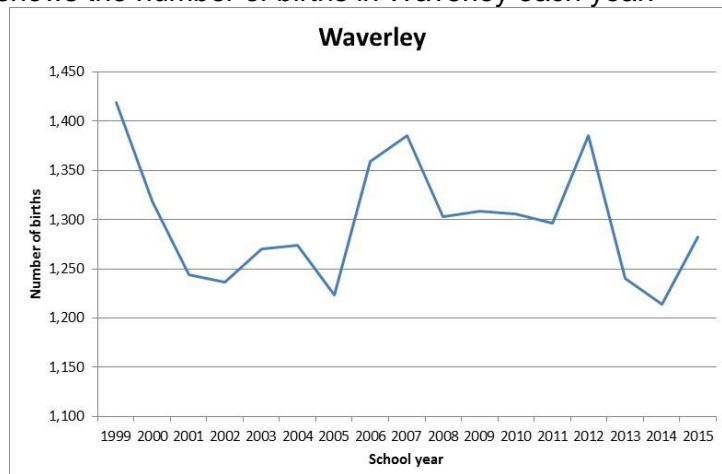
Given the diverse geographical nature of the borough, Waverley is split into four separate secondary planning areas, as identified in the right hand map. This means that demand for secondary places is estimated in the north, east, south and west of the borough.



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

Births in Waverley

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



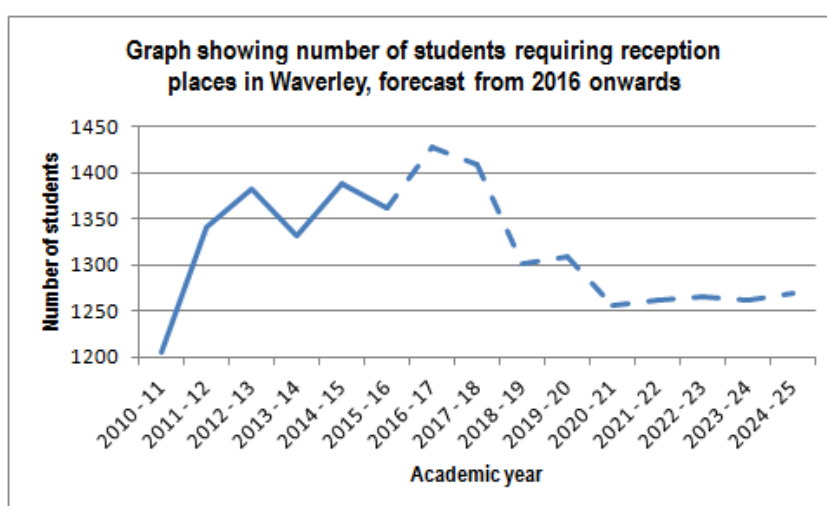
Figures provided by the Office for National Statistics show that, from low points in 2001 and 2005, births in Waverley have fluctuated for a number of years. Since the spike of 2012 births have steadily decreased and in 2013 dropped below 1,300 for the first time since 2005. In 2014 births decreased further still but followed by a small increase in 2015.

PRIMARY

The need for primary school places depends on the local child population. The current birth forecasts indicate that the birth rate across the borough is set to remain under 1300 for the next five years, although this will vary across the area. The more rural nature of the borough does mean that birth rates and pupil populations fluctuate more significantly than in urban areas. This can be seen clearly in the recent cohorts of school starters in the graph below. It should be noted that demand is unlikely to be evenly spread across the borough. Therefore some of the areas in Waverley will experience more pressure on school places than others.

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

The graph below shows the number of pupils starting school in Waverley in each of the academic years 2010 to 2015, and then estimates the number of pupils that will require a reception place in a primary school in Waverley between 2016 and 2024:



What have we done?

The following projects have been commissioned to meet demand:

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

William Cobbett Junior School	2014	Bulge class	90	120
Farncombe Infant School	2015	Permanent	40	50
Loseley Fields Primary School	2015	Bulge class	30	60
Shottermill Infant School	2015	Bulge class	60	90
Beacon Hill Primary School	2016	Bulge class	30	60
Loseley Fields Primary School	2016	Bulge class	30	60
Waverley Abbey CE Junior School	2016	Bulge class	120	150

In addition, South Farnham Primary Academy expanded in 2015, creating a further 30 permanent places, and Highfield South Farnham Primary School created an additional bulge class of 30 places in 2016.

What are we doing?

There were 1492 on time primary applications for a reception place in Waverley in 2016. The forecasts show that the pattern of peaks and troughs of demand is likely to continue before reaching a steady state from 2019 onwards. Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to both meet the demand for primary school places and provide more local choice for educational provision:

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

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

How accurate were our primary numbers?

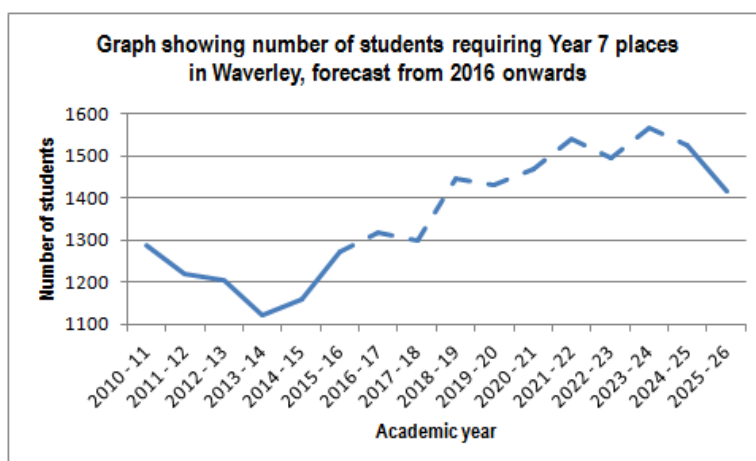
It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1342 children on roll at Waverley primary schools in reception. The school census from October 2015 showed that there were actually 1362 children on roll, giving an under-estimation of 1%. Despite this, by using existing primary school capacity and commissioning bulge classes in areas of exceptional demand, Surrey County Council was able to offer a school place to all Surrey children who applied for one.

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

SECONDARY

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

The graph below indicates the forecast number of pupils that will require a Year 7 place in a secondary school in Waverley between 2016 and 2025. This is based on historic trends of children moving from primary to secondary education and is combined with projected housing completions. The number of children entering secondary education is set to continue to increase over the next 7 years, reflecting the increase that has been seen in the primary sector in some parts of the borough. Beyond 2024, numbers are projected to decrease:



What have we done and what are we doing?

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

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
Weydon Academy	2016	Permanent	252	308
Weydon Academy	2016	Bulge class	308	336
Farnham Heath End*	2018	Permanent	190	220

*subject to outcome of current consultation and planning permission

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

How accurate were our secondary numbers?

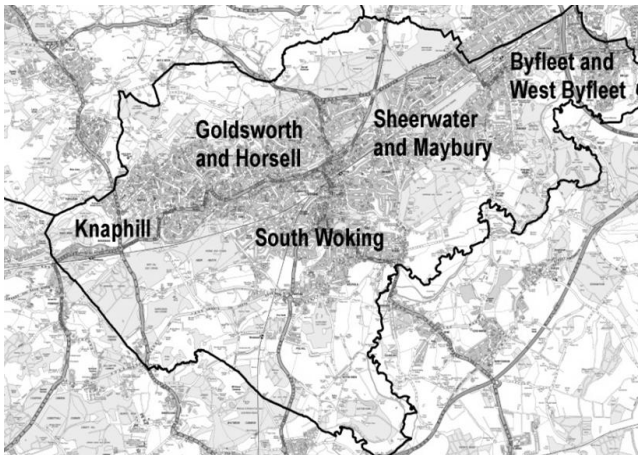
It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1238 children on roll at Waverley secondary schools in Year 7. The school census from October 2015 showed that there were actually 1273 children on roll, giving an under-estimation of 3%. By using latent capacity in secondary schools and commissioning bulge classes where required, Surrey County Council was able to offer a place to all children who applied for one.

Woking

Schools in Woking

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

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



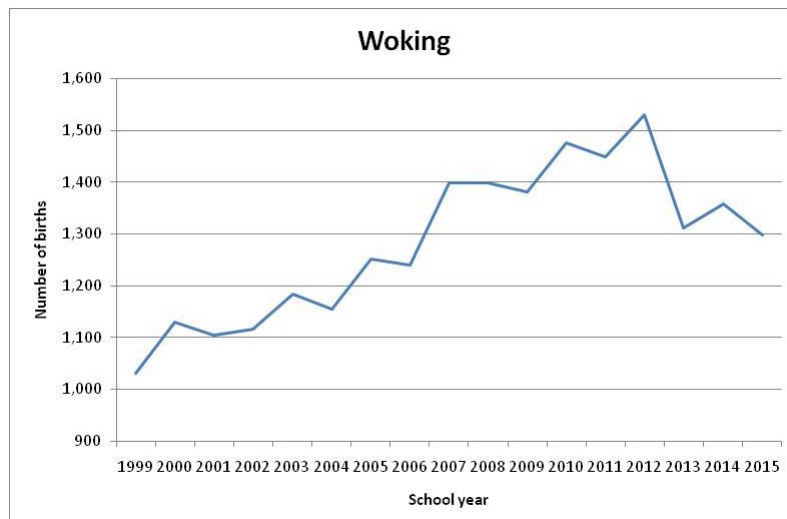
Woking is made up of five individual primary planning areas as shown in the map to the left. Each primary age school is allocated to one of these planning areas. Woking is a single secondary planning area so demand for secondary places is estimated across the whole Borough.

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

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

The current school place situation in Woking

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

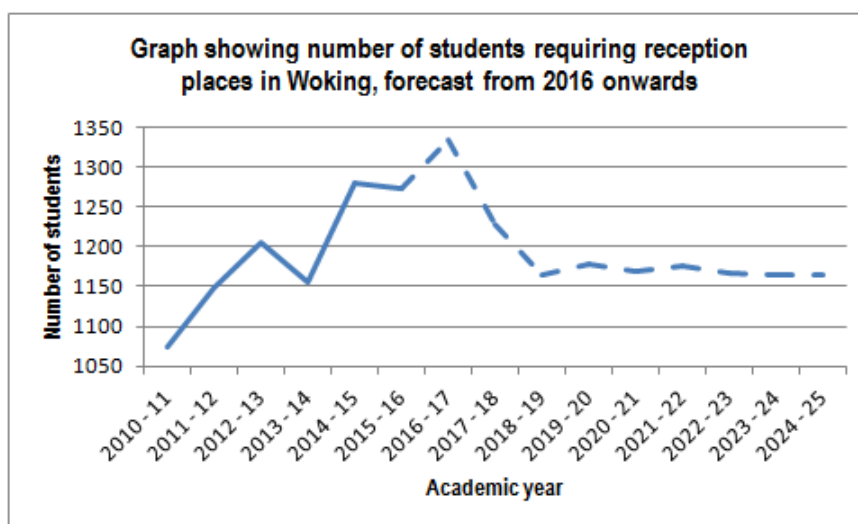


Figures provided by the Office for National Statistics show that births in Woking have risen steadily year on year from a low point in 2001. Since, then there has been an overall trend of increase, peaking in 2012. After that, there was a sharp decline in 2013 and remaining stable in the following years. In 2015, births fell below 1300 for the first time since 2006, although births in 2015 are still over 20% above those in 1999.

PRIMARY

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

The graph below estimates the number of pupils that will require a reception place in a primary school in Woking between 2016 and 2024.



On the basis of the known increase in birth rate and projected housing completions, the number of children entering primary was forecast to peak in 2016/17, before a small but steady decline back to the level of demand seen in 2013/14. The birth rates in 2007/8 and in subsequent years do not entirely reflect the rate of increase to 2016/17, so it is likely that the recent increases in admissions applications are partly due to inward migration and pupils yielded from additional housing.

What have we done?

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

Name of School	Year	Bulge class or permanent expansion	Previous PAN	New PAN
St Dunstan's Catholic Primary School	2013	Permanent	60	90
The Marist Catholic Primary School	2013	Permanent	45	60
Sythwood Primary School*	2013	Bulge class	60	90
Goldsworth Primary School	2014	Permanent	60	90
Beaufort Primary School	2014	Permanent	60	90
Sythwood Primary School	2014	Bulge class	60	90
Pyrford C of E Primary School	2014	Bulge class	30	60
New Monument Primary School	2014	Bulge class	30	60
Westfield Primary School	2014	Bulge class	60	90
West Byfleet Infant School	2015	Permanent	60	90
Sythwood Primary School	2015	Permanent	60	90
Westfield Primary School	2015	Bulge class	60	90
Beaufort Primary School	2015	Bulge class	60	90
Broadmere Primary School	2015	Bulge class	30	60
Broadmere Primary School	2016	Bulge class	30	60
Byfleet Primary School	2016	Bulge class	30	60

What are we doing?

For 2016, the anticipated peak year of demand, there were 1,314 applications for Woking primary schools. As a result, bulge classes were provided at Broadmere Primary School (30 places) and Byfleet Primary School (30 places).

In the medium term the council retains flexibility in providing additional school places subject to forecast demand and changes in birth rates. In relation to this the council is keen to work with Free School promoters who may wish to consider providing additional school places within the borough. The council will also continue to work closely with borough officers to ensure an appropriate infrastructure response to potential housing arising from local planning.

Following meetings with Head Teachers and Chairs of Governors the following projects have been commissioned to meet the rising demand for primary school places:

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

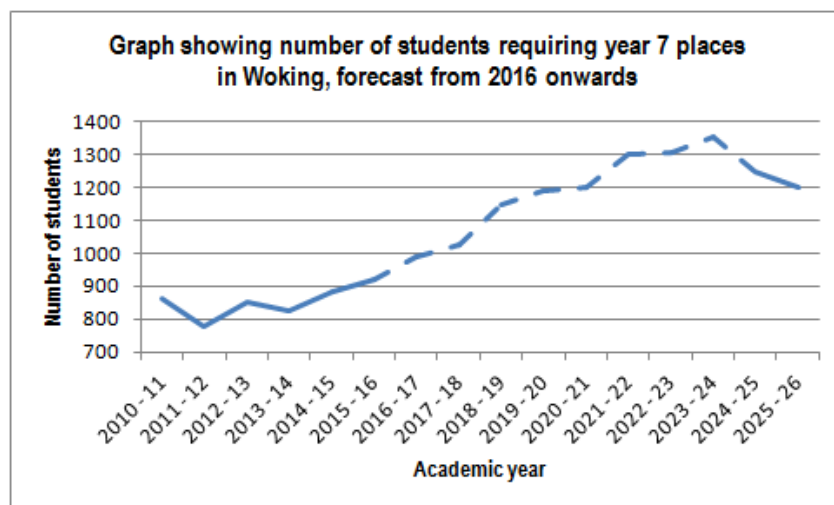
How accurate were our primary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 1240 children on roll at Woking primary schools in Reception. The school census from October 2015 showed that there were actually 1273 children on roll, giving an under-estimation of 3%. Despite this, by using existing primary school capacity and commissioning bulge classes in areas of exceptional demand, Surrey County Council was able to offer a school place to all children who applied for one.

SECONDARY

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

The graph below estimates the number of pupils that will require a secondary school place in Woking from 2016 – 2025.



What have we done?

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

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

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

What are we doing?

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

The following projects have been commissioned to meet demand:

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

How accurate were our secondary numbers?

It is useful to understand how accurate the forecasts are year on year. In 2015, it was forecast that there would be 886 children on roll at Woking secondary schools in Year 7. The school census from October 2015 showed that there were actually 922 children on roll, giving an under-estimation of 4%. However, by using latent existing secondary school capacity Surrey County Council was able to offer a school place to all children who required one.

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SURREY COUNTY COUNCIL

CABINET

DATE: 22 NOVEMBER 2016



**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

**LIZ MILLS, ASSISTANT DIRECTOR FOR SCHOOLS AND
LEARNING**

SUBJECT: SALESIAN CATHOLIC SECONDARY SCHOOL, CHERTSEY

SUMMARY OF ISSUE:

To approve the Business Case for the expansion of Salesian Catholic Secondary School from 220 admissions per year (1100 places) to 270 admissions per year (1,350 places) creating 250 additional places in Runnymede and the Elmbridge Catholic Deanery to help meet the basic need requirements in the Runnymede and Elmbridge area from September 2018.

RECOMMENDATIONS:

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in Part 2 of this agenda, the business case for the provision of 250 additional Catholic secondary places be approved.

REASON FOR RECOMMENDATIONS:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population. Additionally this proposal expands an outstanding secondary school and adds to the diversity of provision within Surrey.

DETAILS:

Background

1. The provision of additional secondary school places within the Runnymede and Elmbridge area is vital in order to ensure that the Local Authority fulfils its statutory duty of providing sufficient school places and meet the demands of a rising population. The provision of additional places at Salesian Catholic School is also essential in providing specific faith based school places to retain and enhance a diversity of provision in the school estate and to meet the specific demands of a rising catholic population.
2. As with other areas of the County, there is increasing pressure for secondary school places in Runnymede and Elmbridge. In addition to the demand generated by an increasing birth rate, there is a need to provide more school

places in the area as a result of additional housing and net inward migration. Providing faith spaces maintains and enhances a diversity of provision. In addition as faith schools recruit from a wider geographic area, in this instance Salesian school recruits widely from within the Borough of Elmbridge, this enables the Authority to meet basic need demands across two areas where there are demonstrable needs for additional school places.

3. Salesian School falls within the Weybridge Deanery. The Deanery is the umbrella group for Catholic Parishes in North West Surrey. It includes the parishes of Addlestone, Chertsey, Englefield Green, Esher, Hersham, Molesey, Sunningdale, Thames Ditton, Walton on Thames and Weybridge. Within the Deanery there is only one Catholic secondary school providing places for Catholic children. There is a demonstrable need for an increase in school places for families with a Catholic background. The school is consistently oversubscribed receiving in excess of 270 first preference applications for 220 places. Furthermore the Council has expanded St Alban's Catholic Primary, in Elmbridge Borough and within the Deanery that is accommodated by Salesian School, by 30 places. There are now a total 330 places in Catholic primary schools within the relevant Deanery area for Salesian School. The Council would not be able to provide sufficient catholic secondary school places without a consequent expansion at an appropriate secondary school.
4. The Catholic Diocese of Arundel and Brighton have fully supported the proposed expansion of the Salesian School and have apportioned part of their Locally Controlled Voluntary Aided capital budget to the scheme reducing the overall capital cost to Surrey County Council.
5. The school is currently judged by Ofsted as 'Outstanding'. Officers have a high level of confidence that the school will be able to manage the additional number of pupils without detriment to current educational outcomes.
6. The proposal consists of both new build and refurbishment works. The new build will be a 2 storey 12 classroom modular block with associated group rooms, toilet, cleaning and storage facilities. Refurbishment works will take place in the current English block, turning current general teaching classrooms and office space into 2 science classrooms on the ground floor.
7. A planning application will be submitted by end of November 2016 with a planning decision expected by April 2017.

CONSULTATION:

8. The Headteacher and School Governors have been fully consulted on the expansion proposals.
9. A pre-planning public consultation was held at the school on 11 July 2016. All relevant information and comments were compiled in order to add to and revise the planning application that is anticipated to be submitted in November 2016. The planning application will be subject to approval from the Planning and Regulatory Committee.
10. The school has recently become an Academy school and has changed status from previously being a Catholic Voluntary Aided School. As an Academy it retains its ability to set its own admissions arrangements and acts as its own admission authority. The Governing Body of the Multi-Academy Trust will be

undertaking the appropriate consultation and the Council will ensure that effective consultation takes place.

11. The increase in the admission numbers will be confirmed by the school through their School Admissions arrangements consultation. The consultation is conducted by the school from November 2016 to January 2017 and will be distributed to local admissions authorities and the Surrey Schools Admissions forum. The admission will be confirmed by the School Governors in February and the full coordinated admissions arrangements for Surrey County Council will be determined by full Council in March.

RISK MANAGEMENT AND IMPLICATIONS:

12. 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

13. 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 interests of securing best value.

Section 151 Officer Commentary

14. The County Council is facing a very serious financial situation, whereby it is forecasting a significant revenue budget overspending in this year, and does not have a balanced nor sustainable budget plan for future years. Although this planned expenditure has been included within the current Medium Term Financial Plan, agreeing to this recommendation will reduce the Council's options to create a balanced and sustainable budget in the future.

Legal Implications – Monitoring Officer

15. 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. The Council also has a duty, as an admissions authority, to have due regard to a parent's religious beliefs in allocating school places.
16. This report concerns one project that would assist in meeting those duties. Given the Council's current financial position, Members will wish to be satisfied that it will be effective in doing so and provide value for money.

Equalities and Diversity

17. The expansion of the school will not create any issues, which would require the production of an Equality Impact Assessment.

18. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
19. The Admissions arrangements give the highest priority to Baptised Looked after Children (LAC) and Baptised children with identified Special Educational Needs (SEN), thus supporting provision for the County's most vulnerable children. Baptised Catholic children receive the next priority, followed by non-Catholic LAC and children with SEN. Priority is then given (in order) to children of other faiths; siblings; and distance from home to school. There is no proposal to amend the admissions criteria, which are fully compliant with the School Admissions Code.
20. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

Corporate Parenting/Looked After Children implications

21. This proposal would provide increased provision for primary Catholic 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 will attend the school.

Climate change/carbon emissions implications

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

WHAT HAPPENS NEXT:

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

Contact Officer:

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651
Nicholas Smith, School Commissioning Officer – tel: 020 8541 8902

Consulted:

Tony Samuels, Cabinet Associate for the Built Environment
Chris Norman, Local Member, Chertsey, Runnymede
Julie Fisher, Deputy Chief Executive and Strategic Director for Children, Schools and Families
Paula Chowdhury, Strategic Finance Manager – Business Services

Annexes:

None - Part 2 report with financial details attached to agenda.

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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CSURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MR MEL FEW, CABINET MEMBER FOR ADULT SOCIAL CARE, WELLBEING AND INDEPENDENCE****MRS CLARE CURRAN, CABINET MEMBER FOR CHILDREN AND FAMILIES WELLBEING**

LEAD OFFICER: HELEN ATKINSON, STRATEGIC DIRECTOR FOR ADULT SOCIAL CARE, WELLBEING AND INDEPENDENCE

JULIE FISHER, DEPUTY CHIEF EXECUTIVE AND STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES

SUBJECT: CONTRACT AWARD - SUPPORT SERVICES FOR CARERS**SUMMARY OF ISSUE:**

Improving support for carers is a key priority for Adult Social Care (ASC) and the Clinical Commissioning Groups (CCGs) in Surrey. This arises from increased statutory requirements to support carers in the Care Act 2014 and a range of national policies including the Government's National Carers Strategy. To ensure effective delivery, the CCGs and Council have undertaken joint procurement exercises for two support services for Carers:

- Independent Carers Support Service and
- Home Based Breaks for Carers' service

Currently the Independent Carers Support Services provides essential advice, one to ones, peer and other external support to Adult carers. The service is currently delivered as 24 individual grant agreements that come to an end on 31 March 2017. There are both financial and quality efficiency gains to be achieved by rationalising the current offer. The report seeks approval from Cabinet to award new contracts to deliver these services across four areas.

Surrey's Home Based Breaks for Carers provision provides respite for young and adult carers by allowing them to go on scheduled breaks with the assurance that their loved ones are being supported by competent care workers. The current contract will expire February 5, 2017. This report also seeks approval from Cabinet to award a new contract for Home Based Breaks for Carers.

Both proposed contracts support the corporate aim of promoting wellbeing and provides invaluable support to carers in a preventative way, thus reducing stress and more expensive reactive interventions.

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

RECOMMENDATIONS:

Independent Carers Support

It is recommended that Cabinet approves the award of new contracts based on four geographical lots to Action for Carers Surrey, each contract commencing on 1 April 2017. The contracts will be for an initial two year period, with the option to extend for up to two further periods of twelve months.

The geographical lots being:

Lot 1 - Woking, Runnymede and Spelthorne

Lot 2 - Guildford, Waverley and Surrey Heath

Lot 3 - Covering Epsom and Ewell, Banstead*, Mole Valley and Elmbridge

Lot 4 - Area within the boundaries of East Surrey CCG (Reigate, Redhill and Horley* and Tandridge

* The borough of Reigate and Banstead is split between lots 3 and 4 based on the respective boundaries of Surrey Downs and East Surrey CCG

Home Based Breaks for Carers

It is also recommended that Cabinet approves the award of new contracts based on two lots to Crossroads Care, each contract commencing on 6 February 2017. The contracts will be for an initial two year period, with the option to extend for up to two further periods of twelve months.

The lots being:

Lot 1 - Home Based Breaks for Carers

Lot 2 - End of Life Care

REASON FOR RECOMMENDATIONS:

The Council has a statutory duty to support carers in case of need, which could be met through a variety of approaches. Following an assessment of several service delivery and procurement options, it was decided that a full competitive tender based on geographic lots was the most appropriate approach in both instances. This model increases the reach of the service, without increasing costs and allows for greater efficiencies through rationalisation of services.

An open, fair and transparent tender process was undertaken for each service. Following a thorough evaluation process two suppliers were selected. One for the countywide Independent Carers Support and the other for the countywide Home Based Breaks for Carers.

This procurement exercise has been carried out in collaboration with Surrey's six NHS Clinical Commissioning Groups (CCGs) to secure the best supplier(s) to deliver cost effective, high quality services against agreed specifications that will improve the quality of life for carers.

The recommended bidders have demonstrated that they can deliver high quality services expected by Surrey County Council (SCC) and the CCGs and will work with us over the lifetime of the contract to make continuous improvements and add value.

There is strong evidence from national cost modelling, that support to carers helps prevent breakdown of caring situations and avoids far greater cost for the provision

of more expensive, more intrusive “care packages”. Based on this calculation an estimated £38.8 million of additional care costs will be prevented over the life of both contracts.

DETAILS:

Background

1. The Care Act 2014 created new obligations for carers based on the principle of “equality of esteem for carers”. This means nearly all of the carers supported by our early intervention services would otherwise be entitled to a carers’ assessment and at least information and advice. The Children and Families Act 2014 has also substantially increased our obligations to young carers. Under both sets of legislation, there is also a duty to have a range of preventative services.
2. In these circumstances the Local Authority has a duty to ensure carers are supported but there is discretion as whether to deliver the support through preventative services or following a carers’ assessment. Without the proposed services, many of these carers would come directly to the Council for additional support. This would have a very significant impact on workloads of our Adult Social Care Teams and as highlighted below in the report would lead to greater costs.
3. The legislation also enhances CCGs’ obligations to work in partnership with the council to support carers. This has been amplified through the new Carers Memorandum of Understanding developed by NHS England. The need for such support including the need for carer breaks is also emphasised in the Government’s National Carers Strategy.
4. The Independent Carers Support services have a key role in supporting carers’ health and well-being through the provision of care specific information and advice, facilitating peer support, as well as empowering carers to continue to care and have a life outside of caring. The independent carers support service also has a key role in promoting awareness of carers needs on behalf of health and social care professionals. The service is not a regulated service, however it adheres to best practice, information and guidance as set out by the Care Quality Commission, however this service does not though provide direct breaks services in carers own homes.
5. The independent carers support service is complemented by Home Based Breaks Services that are services regulated by the Care Quality Commission. This requires different organisational experience and skills sets for staff. Therefore, going out to tender for separate contracts to deliver both of the services mentioned above was considered appropriate to ensure provision of quality services.
6. It should also be noted that if these services were to cease Adult Social Care teams would need significantly more staff to deal with substantially increased volumes of referrals and assessments. The provision of these services forms a central part of Surrey’s Multi Agency Carers Commissioning Strategy. The services support a wide range of carers; some with eligible needs and many who would rapidly develop eligible needs without support.

Available Funding

7. The Independent Carers Support service is wholly funded by Adult Social Care. The Home Based Breaks Services are funded by Adult Social Care but with contributions from the Department of Health's "Better Care Fund" and Children's Services. Surrey County Council (SCC) is the pooled budget holder for the Better Care Fund and use of this funding is by mutual agreement with Surrey's six NHS Clinical Commissioning Groups (CCGs).

Independent Carers Support Service Need

8. The service will focus on local delivery but with a coordinated approach to ensure consistent responses aimed at achieving satisfactory outcomes for carers.

This will include the following components:

- Support for 15% more carers than at present (increasing to 20,000 a year) but at a third less cost. That represents cost avoidance of £238K a year based on current costs
- Use of innovative approaches and opportunities including modern technology
- Where necessary, visits will take place in the most appropriate setting to meet the needs of carers e.g. in the hospital
- The service should take into account the needs of all carers including those who are seldom heard such as Black Asian and Minority Ethnic Groups (BAME) carers
- The service will reflect the principle of the parity of esteem for mental health carers
- Strong emphasis on partnership working and a coordinated approach to marketing new service.
- The design of the service will ensure effective delivery and effective responses to carers.

Independent Carers Support - Benefits

9. These include:
 - Improved delivery of information to carers through use of a "digital offer". Opportunity to introduce new technologies and triage processes to deliver services at a larger scale
 - Helps avoid far greater costs arising from increased numbers of support packages
 - Opportunity to make cost savings by reducing duplication of service and back office resources
 - Reduced number of contract contracts and management time for SCC staff
 - Clearer oversight of services within each area – functions not split up over several providers
 - More seamless service for carers not needing to be referred on for employment support
 - New areas are more closely aligned to the NHS Sustainability and Transformation Plan (STP) Footprints. This offers more strategic opportunities to link with health than is possible with 11 locality based services
 - New larger area services more likely to be financially resilient than the current smaller services

Contract Objectives for Independent Carers Support

10. There will be a coordinated county wide approach but delivered locally in each defined geographic area. This will promote Carers' health and emotional wellbeing, while achieving efficiencies through reducing back office costs, increased use of triage and improved use of technology. The service will consider the needs of working carers through extended hours of operation. These are extended from Monday to Friday 9am to 5pm to 8am to 8pm weekdays and Saturdays 9 am to 12 Noon. This contract proposes to:
- i. Support carers to identify their own needs and support them in undertaking self-directed assessments where there is personal choice. Provide individual support, advice for carers as well as emotional support to carers
 - ii. Provide information and advice to former carers; for example relating to returning to work
 - iii. Provide support to carers in relation to training and work (available both to those who are unemployed and those juggling work and caring)
 - iv. Helping carers access more detailed specialist information available from other organisations and other support that promotes their health and wellbeing. Provide individually tailored information for carers including basic advice about welfare benefits
 - v. Facilitate initiatives for carers such as support groups that promote emotional wellbeing, information events and peer support.
 - vi. Identify children within families, young carers and adult carers and make referrals as appropriate e.g. refer to a Young Carers service and / or Social Care Team
 - vii. Identify opportunities for delivering training for carers in partnership with other agencies including provision of courses designed to help enable carers to access the employment market or vocational training
 - viii. Collaborate and communicate with partners in health and social care so that carers are informed of their right to a carers' assessment regarding their own needs.
11. While this service does not directly arrange home based carer breaks which are regulated by the Care Quality Commission, it will direct carers to appropriate sources of help.

Home Based Breaks for Carers – Service Need

12. This service is for all carers of all client groups and all ages, including breaks for those caring for people towards the end of their lives.
13. Parents/carers of children with disability require breaks from caring including home based services plus opportunities to be involved in community's activities of their choice. This also helps reduce risks of their children being taken into care because of family breakdown. Best value has been obtained through a whole council approach by linking this requirement with those of adult services. This also has the advantage that when the child reaches 18, there is not the need for reassessment.

14. The contract also includes arrangements for customised support for carers of people in the End of Life period (where life expectancy is less than 12 months).
15. Carer Break Services have been shown to:
 - i. maintain the physical and mental health of carers and their families
 - ii. maintain their independence and reduce carer break down
 - iii. empower carers to manage their caring roles and have a life outside of caring
 - iv. avoid the need for more expensive interventions via care packages.

Home Based Breaks for Carers - Benefits

16. The existing contract will expire on 5 February 2017 and it is essential to maintain this service in order to avoid greater costs being incurred through carer breakdown and the risk of putting the Council's reputation and compliance with its statutory duties at risk.
17. By joining up adults and children services the Council can get better value for money.
18. The service will be complemented through the voluntary sector provider's own fundraising currently worth £200,000 per annum to be used as additional support for carers. This has the potential to provide nearly 12,000 additional hours of support per annum. In addition the service provider has committed to employing two apprentices.

Contract Objectives for Home Based Breaks for Carers

19. To provide a flexible Home Based Breaks service for carers of people of all ages that:
 - i. is individually tailored to enable carers to have some time for themselves
 - ii. reduces levels of stress for carers
 - iii. improves the carer's quality of life including their emotional, physical and mental health
 - iv. responds to a diverse range of caring situations and is able to work with frail, ill and disabled adults, disabled children and their carers
 - v. includes a customised support service for carers of people in the End of Life period, where life expectancy is less than 12 months.

Procurement Strategy and Options

20. An open tender process compliant with the requirements of Public Contracts Regulations 2015 and the Council's Procurement Standing Orders, was carried out for each service. The procurement was completed, using the Council e-Procurement system, with the opportunity advertised within the Official Journal of the European Union, and on Contracts Finder. Following a thorough evaluation process the recommendation provides best value for money for this contract.
21. Details of the options considered for both tendering processes and the evaluations undertaken are attached as the Part 2 report.

Key Implications

22. The Care Act requires a more proactive approach to early intervention and prevention for carers as well as increasing responsibilities to meet their assessed eligible needs. The legislation also highlights a need for greater cooperation with Health Services and this is likely to lead to further increases in referrals from GP practices and NHS providers to carers support organisations.
23. According to the 2011 Census there are 108,433 carers in Surrey. Of these 52,050 carers were providing over 20 hours care a week. (48% of the carers) The above total also includes 64,884 carers who are also juggling work with caring. Carers also save the public purse approximately £1.8 billion per annum in Surrey alone by caring for individuals who would otherwise need more support from the state. (Valuing Carers 2015 – Leeds and Sheffield Universities). As such carers must be suitably supported in their caring role.
24. Supporting increased numbers of carers is a key priority for both Adult Social Care and the NHS in Surrey. This is also essential if the “Family Friends and Communities” approach is to be fully effective as supporting carers to continue to care (where this is their wish) helps underpins community’s ability to support vulnerable people.
25. This range of carers support is designed to support carers in their caring role and to have a life outside of caring and to help protect children and young people from inappropriate levels of caring.
26. It is proposed that contractual agreements are offered for both services for periods of up to four years. This will entail an allocation for initial 2-year contracts with the option to extend for two further periods of one year. This is to balance the need to ensure that service providers have longer-term stability in their business plans while maximising value for money.
27. The proposed contractual agreements are designed to reflect that the support is community based, to facilitate flexible and locally responsive delivery and a focus on outcomes. The agreements will be focused on achieving outcomes for carers, with guidance in the service specification about the type of service and levels of support expected and more details about quality standards.

CONSULTATION:

28. External Consultation has been undertaken with our partners from Clinical Commissioning Groups and the Carers Commissioning Group. The specification for the service was developed through a co-design process involving a number of carers’ organisations. When the Multi Agency Carers Commissioning Strategy was refreshed in 2015, carers indicated strong support for prioritising provision of these services. Internal consultation has been undertaken with officers from Children, Schools and Families and Adult Social Care.

RISK MANAGEMENT AND IMPLICATIONS:

29. The non-provision of support to carers would have severe reputational, legal risks. After an extensive co-design undertaken together with CCGs, the withdrawal of the service would harm Surrey’s reputation with, carers, health partners and staff.
30. Risks were appropriately identified and have been satisfactorily mitigated.

These include:

- i. Costs may rise - the provider has won the tender on a fixed rate price, therefore the total annual amount paid to the supplier will not change.
- ii. Poor performance - a series of performance measures have been included in the contract covering timeliness of services delivery, carer satisfaction, quality assurance
- iii. The agreement includes termination provisions to allow the Council to terminate the agreement should circumstances change, by giving 3 months' notice
- iv. Providers' ability to deliver - the providers were assessed as satisfactory for all financial checks in relation to the value of the proposed awards for each lot
- v. Budget pressures. -the element of funding drawn from the Better Care Fund is currently only in Government spending plans for 2017/18 and 2018/19. The availability of funding beyond that date would be dependent upon a future Comprehensive Spending Review. This risk is mitigated by adopting a two year contract with options to extend if funding is still available.

Financial and Value for Money Implications

31. There is strong evidence that supporting carers helps prevent breakdown of caring situations and avoids far greater cost for the provision of more expensive, more intrusive "care packages". The "*Economic Case for Local Investment in Carer Support – Dept Health and ADASS: March 2015*" which includes a case study based on cost modelling in Surrey suggests that each pound spent on supporting carers has a cost avoidance effect of £2.97. This is where the service provided avoids the need for more expensive and intrusive care packages. Based on this calculation an estimated £38.8 million will be saved via cost avoidance over the full term of both contracts (detailed in paragraph 8).
32. In this context, the investment through the Better Care Fund to support carers is good value in terms of cost avoidance. It has been demonstrated that should investment in carers support cease there would be far higher costs arising from care packages to respond to a break down in the caring situation. The process therefore was focused on getting maximum support from available resources rather than cost reduction.
33. This procurement forms part of a bigger piece of work undertaken by Surrey County Council and the Clinical Commissioning Groups in Surrey to review their funding arrangements for supporting carers delivered; including through the Better Care Fund. Working together, the commissioners have identified how to support increasing numbers of carers whilst achieving efficiency
34. A detailed performance and quality monitoring process will be put in place by the carers Commissioning Group to support the winning bidder and ensure that the targets for increased support for carers and young carers are achieved.

Section 151 Officer Commentary

35. The County Council is facing a very serious financial situation, whereby it is forecasting a significant revenue budget overspending in this year, and does not have a balanced nor sustainable budget plan for future years. Although this planned expenditure has been included within the current Medium Term

Financial Plan, agreeing to this recommendation will reduce the council's options to balance the budget in the future.

36. It is noted though that the award of these contracts will deliver £0.57m of cashable savings and the national cost modelling conducted in relation to the provision of support to carers indicates that the cost to the council of not maintaining these services would likely be higher.

Legal Implications – Monitoring Officer

37. This report concerns a project which will enable the Council, working in partnership with the Clinical Commissioning Groups, to meet its statutory duties to carers. Given the Council's current financial position, members will wish to ensure that it will be effective in meeting that duty and provide value for money. However, it should also be noted that this project is funded from the Better Care Fund, and forms part of the Surrey Better Care Plan, which is governed by an agreement with the CCGs and national guidance. Any changes to the Plan must be approved by the Local Joint Commissioning Group, and ultimately NHS England have the power to intervene if monies are not spent in accordance with the Plan.
38. The Council advertised the procurement exercises in the Official Journal of the European Union. Bids were evaluated using objective criteria. Both procurements were legally compliant with EU procurement law, the Public Contracts Regulations 2015 and the Procurement Standing Orders.

Equalities and Diversity

39. The scope of this commissioning and procurement exercise is to respond to the needs of Surrey carers. It is designed to seek to maintain and extend the reach of preventative support services while achieving savings through efficiencies. The integrated area based approach to services replaces a range of independent grant funded provision across the county comprising of local carers support and training carers, a learning and work service and a GP recognition project that works with GP practices.
40. There is a change to service and reduction in spend as a consistent county wide approach is needed that is locally responsive. To help facilitate this, Surrey was broken into four lots based on areas with each working to a standard specification. These new larger area services are more likely to be financially resilient than the current smaller services.
41. The proposed Home based breaks contract maintains current support for carers and therefore there are no negative impacts to address.
42. Equality Impact Assessments (EIA) have been undertaken. The EIA "Independent Carers Support Services merging into new Area Model" is attached as annex 1 and the EIA: "Home Based Breaks for Carers" as Annex 2.

Corporate Parenting/Looked After Children implications

43. Both services work with adult carers but as part of a whole family approach the service will identify children in the household who may be young carers and refer them to appropriate sources of help. Support for young carers has considerable preventive benefits, helping reduce the risk of harm to these children and young people and reduce the likelihood of them being taken into care.

Safeguarding responsibilities for vulnerable children and adults implications

44. Providing timely information, advice and support to carers helps reduce stress for carers; which in turn reduces the risk of incidents requiring safeguarding interventions. Identification of young carers and referring them to appropriate sources of assistance helps reduce the risk of harm to the children and young people in question and diminishes the risk of them being left to undertake inappropriate levels of caring.
45. 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 suppliers will have in place robust DBS procedures that are in keeping with the Council's policies.

Public Health implications

46. The support to carers delivered through this service is designed to promote the health and wellbeing of carers and reduces the risks of stress related illness.

WHAT HAPPENS NEXT:

47. Following agreement by Cabinet:
- Contracts will be formerly offered to the successful bidders
 - Regular Monitoring Meetings will be held with successful bidder to ensure that the targets for increased volume of support are achieved

Contact Officers:

Independent Carers Support	Home Based Breaks for Carers
John Bangs - Carers Strategy and Development Manager (01483 519145)	John Bangs - Carers Strategy and Development Manager (01483 519145)
Jason Duncombe, Procurement Category Specialist (0208 541 9401)	Yasi Siamaki, Procurement Category Specialist (020 8541 8543)

Consulted:

Internal: Cllr Mel Few, Cabinet Member for Adult Social Care, SCC Adult Social Care Senior Management Team, Orbis Procurement and Commissioning for SCC, Orbis Legal and Finance Departments for SCC.

External: The specification was developed jointly with the 6 CCGs in Surrey. This was based on continued delivery of objectives in the co-designed Surrey carers Commissioning Strategy.

Informed:

Members of the Carers Commissioning Group were a part of the evaluation panel and are aware of the outcome of the bidding process.

Bidders have also informed of the evaluation panel's recommendations, and that the recommendation is subject to approval by Cabinet.

Annexes:

Annex 1 - EIA Independent Carers Support Services merging into new Area Model

Annex 2 - Equalities Impact Assessment: "Home Based Breaks for Carers"

Sources/background papers:

- "Recognised, Valued and supported: Next steps for the Carers Strategy" (Department of Health Nov 2010)
 - "*Valuing Carers 2015*" Leeds and Sheffield Universities and Carers UK
 - Economic Case for Investment in Local Carers Support (Dept Health & others 2015)
 - Impact Assessment for the Care Act Department of Health (October 2014)²
 - Joint Strategic Needs Assessment for Surrey
 - Surrey Joint Carers Commissioning Strategy
 - Making It Real for Young Carers (Young Carers Strategy for Surrey)
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ASC Grant and Contract Review: Equality Impact Assessment

Surrey Carers Commissioning Group

1. Topic of assessment

EIA title:	Independent Carers Support Services merging into new Area Model
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EIA author:	John Bangs Carers Strategy and Development Manager
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2. Approval

	Name	Date approved
Approved by	Sonya Sellar, Area Director, Mid Surrey	24 October 2016

3. Quality control

Version number	4	EIA completed	25/10/16
Date saved	25/10/16	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
John Bangs	Carers Strategy and Development Manager	Surrey County Council	Carers Commissioner
Debbie Hustings	Carers Partnership manager	Guildford and Waverley CCG	NHS Carers work co-ordination
Ron Critcher	Carers Policy Officer	Surrey County Council	Carers
Martin White	Senior Manager (ASC Commissioning and Procurement)	Surrey County Council	Commissioning Support Unit

5. Summary

Summary	
CPIGS ID (list)	
Provider name	9 Local Carers Support Organisations and Action for Carers Surrey
Description of scheme	Independent Carers Support Services merging into new Area Model
Local or countywide	County wide approach (with local delivery)
Current expiry date	30 September 2016
Minimum notice period	In line with Surrey Compact
Financial Impact for 2016/7 and ongoing	<i>Saves £570k a year from 2017/18 -See Carers Commissioning Group paper for details</i>

6. Purpose and performance

Purpose and performance	
Purpose of schemes	<p>Carers Support</p> <p>The 10 Carers Support organisations currently provide information, advice, support and advocacy to carers covering all 11 District and Boroughs</p> <p>Carers and Employment</p> <p>The Learn and Work Service officers carers specialist support in relation to vocational training and work provided on a county wide service</p> <p>GP Awareness Programme</p> <p>Works with GP practices on a county wide basis to improve carers experience of primary care including promoting carer registration and carer prescriptions and breaks.</p>
Is the scheme meeting its purpose(s)?	<p>Yes - In delivering support to carers although one local carers support scheme has had problems at Trustee level and the service has been re-commissioned.</p> <p>Despite this one local problem Surrey has a high reputation nationally for delivery of independent carers support.</p>
Are there other existing schemes which can achieve this scheme's purpose(s)?	<p>There are several other sources of help for modest numbers of carers but these would have little impact compared to the carers supported through these schemes (currently around 17,000 carers a year).</p> <p>General advice services do not have the degree of specialism necessary to deliver this service and frequently refer to local carers support services.</p>

7. Impact Analysis

Impact analysis	
Reduce spend	
Factor to consider	What is the impact of reducing spend?
Residents, including carers	<ol style="list-style-type: none"> 1. The Care Act 2014 created new obligations for carers; based on the principle of “equality of esteem for carers”. The act removed the requirement in relation to carers’ assessments for carers to be undertaking regular and substantial care. This means nearly all of the carers supported by our early intervention services would otherwise be entitled to a carers’ assessment and at least information and advice. 2. The need for such services is also highlighted in the Government’s National carers Strategy. 3. The legislation also enhances obligations for cooperation placed on CCGs and these have been amplified through the new Memorandum of Understanding developed by NHS England. Maintaining an effective range of preventative services will be essential to enable CCGs in Surrey to respond to this initiative effectively. 4. According to the 2011 Census there are 108,433 carers in Surrey. Of these 52,050 carers were providing over 20 hours care a week. (48% of the carers) The above total also includes 64,884 carers who are also juggling work with caring. Carers also save the public purse approximately £1.8 billion per annum in Surrey alone by caring for individuals who would otherwise need more support from the state. As such carers must be suitably supported in their caring, and the purpose of this contract is to provide respite and in turn improve the quality of life of carers in Surrey. 5. There is strong evidence that supporting carers helps prevent breakdown of caring situations and avoids far greater cost for the provision of more expensive, more intrusive “care packages”. More details can be read in <i>“Economic Case for Local Investment in Carer Support – Dept Health and ADASS: March 2015”</i> which includes a case study based on cost modelling in Surrey. 6. It is essential to maintain support to carers but to find a way of making this sustainable in difficult financial circumstances. Should these services cease, there would be thousands of additional carers assessments requested; almost certainly leading to greater cost. What is being sought is an approach that captures most of the current benefits and supports similar or greater numbers of carers for less money. 7. There does appear to be some scope for efficiencies in how adult carers are supported including moving to an area basis for carers

Impact analysis

support. This would replace existing borough/ district based provision and the county wide GP Carer Awareness and Learning and work. It is thought that a new integrated area model would allow for savings in back office costs, increased use of triage, better use of technology and should facilitate greater consistency. For example, there could be four office locations instead of 12 as present and reductions in administration and management costs.

8. There are significant new opportunities to build on use of the new digital offer developed in partnership with Carers UK.
9. The independent carers support services being replaced by this new area model provided support to about 17,000 carers per year. The target for provision under the new system is 20,000 carers a year to be supported and it is expected that this will be achieved during year two of the contract.
10. Some carers organisations have questioned whether any significant savings can be made in back office and management costs but they had not been keen on the suggested area model that should deliver this.
11. This would constitute a new replacement service and require a fresh bidding process.
12. It should be borne in mind that the carers' organisations will also have meet additional costs arising from new stakeholder pensions requirements.
13. The planned approach has the potential to make a 33% saving in a full year while maintaining an effective service.

Options for area based carers support

14. Consideration has been given to providing carers support through a new area based model. This will need to provide for effective local delivery to carers and interface with health and social care. There are several potential sets of boundaries that might apply - shown in points 13 to 15 below (with % of carers covered in brackets – based on data from JSNA).
15. The option shared with carers support schemes was the initial thinking around 3 areas aligned to CCG boundaries:
 - + NW CCG (29.2%)
 - + Guildford/ Waverley including Farnham Surrey Heath (29.8%)
 - + Surrey Downs CCG and East Surrey CCG (41.0%)
(or Surrey Downs and East could be separate lots)
16. Concern has been expressed about a model that splits Elmbridge and it has also been noted that the above is a somewhat uneven split in

Impact analysis

terms of the numbers of carers so an alternative might be:

- + Elmbridge, Runnymede, Spelthorne & Woking (35.2%)
- + Guildford, Waverley including Farnham & Surrey Heath (29.8%)
- + Epsom & Ewell, Reigate & Banstead, Mole Valley & Tandridge (35 %)

17. A further alternative with 4 areas is:
 - + Runnymede, Spelthorne & Woking (24.4%)
 - + Guildford, Waverley including Farnham & Surrey Heath (29.8%)
 - + Elmbridge, Epsom & Ewell, Banstead & Mole Valley (30.1 %)
 - + East Surrey (15.7%)

18. A decision was made to support the 4 area model in point 16 above as this was thought to provide the best fit with CCG boundaries and the planned “STP Footprints” and would also allow for effective interface with Social Care.

19. There will be opportunities to increase the reach of the service amongst BAME carers. For the services in question about 9.4% of the carers supported are from BAME communities. This is compared to 17.5% of the Surrey population (see table below from BAME Steering Group 2016)

Provider	Total Carers Served*	BAME Carers Served
Woking Carers Support	909	210
Elmbridge Carers Support	1862	113
Mole Valley Carers Support	1368	Not known
Spelthorne Carers Support	2307	687
Surrey Heath Carers Support	870	58
Epsom Carers Support Banstead	621	10
Epsom Carers Support Epsom and Ewell	1074	25
East Surrey Carers Association Tandridge	1565	104
East Surrey Carers Association Reigate	1591	61
Waverley Carers Support	606	7
Guildford Carers Support	844	41
Runnymede Carers Support	1478	90
AfCs Learning & Work	266	38
Totals	15,387	1444 (9.4%)

Impact analysis			
		<ul style="list-style-type: none"> Overall numbers of carers are thought to be higher at 17,000 a year 	
Provider organisations	<p>There is potential for some reconfiguration of how the support is provided, although the degree of this will depend on the outcome of the bidding process.</p> <p>There is a risk that some current providers may no longer receive funding. Should this happen the mechanisms afforded by the Surrey Compact will apply and support offered to the trustees of organisations effected and their staff.</p>		
Demand on Surrey County Council services	<p>It is considered that the new model will be able to support 15% more carers than as present. There are also increased opening hours. There should therefore only be limited impact (if any) on services from Adult Social Care. There is potential for positive impacts as described below.</p>		
Demand on Health and other partners' services	<p>As the new model should be able to support 15% more carers than at present, there should therefore only be limited impact (if any) on services from Health and potential for positive impacts as described below.</p>		
Surrey County Council's reputation (and of our CCG partners)	<p>There is likely to be a negative reaction from some carers groups; particularly those who may be at risk of losing funding. However, not all carers organisations are opposed to the change. However, it should be noted that the proposal enables the council and it's partners to continue to fund an independent carers support service in line with our Surrey Carers Commissioning Strategy.</p> <p>The reach of the service is to increase and extended opening hours should be well received; particularly by working carers</p>		

8. Impact of the proposals

A) Impact on residents and people with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	<p>Active support to carers helps avoid a risk of any associative discrimination to family members of people with a "protected characteristic"</p> <p>There is to be an</p>	<p>Although there is a reduction in spend with a resultant risk of reduced support for carers, this has been more than offset by a range of measures:</p> <ul style="list-style-type: none"> - Reduced back office costs - greater use of triage - improved use of 	<p>Specification for service requires a 15% increase in numbers of carers supported by the service</p>

	increased reach of the service that should afford this benefit to 15% more carers	technology As a result there is expected to be an increase in the reach of the service by about 15%	
Disability	This service is open to everyone with different disability types. Active support to carers helps avoid a risk of any associative discrimination to family members of people with a “protected characteristic”	Although there is a reduction in spend with a resultant risk of reduced support for carers, this has been more than offset by a range of measures - Reduced back office costs - greater use of triage - improved use of technology As a result there is expected to be an increase in the reach of the service by about 15%	Specification for service requires a 15% increase in numbers of carers supported by the service
Gender reassignment	This service is open to all.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Pregnancy and maternity	This service is open to all.	None identified	
Race	This service is open to all races.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”. This will include a particular focus on increasing the numbers of carers supported from BAME backgrounds

Religion and belief	This service is open to everyone with different religion and belief.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Sex	This service is open to all.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Sexual orientation	This service is open to all.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Marriage and civil partnerships	This service is open to all.	None identified	

8 (b). Impact of the proposals on staff with protected characteristics

* There is no impact on County Council staff

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	N/A*		
Disability	N/A*		

Gender reassignment	N/A*		
Pregnancy and maternity	N/A*		
Race	N/A*		
Religion and belief	N/A*		
Sex	N/A*		
Sexual orientation	N/A*		
Marriage and civil partnerships	N/A*		

9. Summary of Key impacts

Key Impacts	The proposed action will maintain the service with a lower level of funding; reduced by 33% but reconfigured so as to expand the current reach of the service.
What are the negative impacts?	There is a potential loss of capacity if a simple 33% reduction is made. A simple reduction in levels of support could clearly have negative consequences for carers and those they look after (some of who have protected characteristics). However the area model proposed does not envisage a reduction in levels of service so the efficiencies identified fully mitigate against this.
How will any negative impacts be mitigated?	<p>The revised specification for the service will address this in a number of ways so that current levels of service can be achieved and enhanced but at reduced cost. It will require local delivery whilst achieving consistency of approach.</p> <p>There will be increased use of triage techniques and information technology as well as reductions in back office costs. As a result, the numbers of carers supported are expected to rise to over 20,000 the end of the contract.</p> <p>Following the outcome of the bidding process there will be an action plan to ensure continuity of service to carers. This will include facilitating liaison between organisations where there is a change of service provider and ensuring effective communication to carers.</p> <p>Work will also be undertaken with partner agencies to facilitate effective referrals to the new service.</p>
What, if any, are the positive impacts?	<p>The service will reach an estimated 15% more carers by the end of the contract.</p> <p>There will be extended opening Hours being achieved.</p>

	<p>This should provide a more consistent service achieved through a new area model and this in turn could help improve interagency collaboration. The revised specification will also have a clearer focus on addressing the needs of BAME carers.</p>
<p>If the scheme will continue to be funded, against what objectives and how will these be measured?</p>	<p>Specific services measures and outcomes for carers within the new contract. There will be regular monitoring through the Carers Commissioning Group with reports also provided to each CCG</p>

ASC Grant and Contract Review: Equality Impact Assessment

Surrey Carers Commissioning Group

1. Topic of assessment

EIA title:	Home Based Breaks for Carers
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EIA author:	John Bangs Carers Strategy and Development Manager
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2. Approval

	Name	Date approved
Approved by	Sonya Sellar, Area Director, Mid Surrey	24 October 2016

3. Quality control

Version number	4	EIA completed	25/10/16
Date saved	25/10/16	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
John Bangs	Carers Strategy and Development Manager	Surrey County Council	Carers Commissioner
Debbie Hustings	Carers Partnership manager	Guildford and Waverley CCG	NHS Carers work co-ordination
Ron Critcher	Carers Policy Officer	Surrey County Council	Carers
Martin White	Senior Manager (ASC Commissioning and Procurement)	Surrey County Council	Commissioning Support Unit

5. Summary

Summary	
CPIGS ID	
Provider name	Surrey Crossroads
Description of scheme	Home Based Breaks for Carers
Local or countywide	Countywide
Current expiry date	February 2017
Minimum notice period	In line with Surrey Compact
Financial Impact for 2016/7 and ongoing	<i>Maintains current spend -See Carers Commissioning Group budget paper for details</i>

6. Purpose and Performance

Purpose and performance	
Purpose scheme	To provide flexible short break for carers through the provision of replacement care
Is the scheme meeting its purpose(s)?	Yes = with a very high degree of satisfaction from Carers being reported
Are there other existing schemes which can achieve this scheme's purpose(s)?	Not at present although the service is currently being re procured so there may be others available in the future but this would still require funding. There is not free alternate provision.

7. Impact Analysis

Impact analysis	
Maintain spend	
Factor to consider	What is the impact of reducing spend?
Residents, including carers	<p>This project is in response to the National Carers Strategy (November 2010), which "identifies the actions that the Government will take to support its priorities to ensure the best possible outcomes for carers and those they support."</p> <p>A need for breaks for carers has been further emphasised where the Care Act 2014 and Children and Families Act 2014 have increased the responsibilities of local authorities to support carers. The Government is set to launch a new National Carers Strategy early in 2017 and this is expected to re-emphasize the need to enable carers to have a break. Carers breaks services have been shown to:</p> <ul style="list-style-type: none"> • maintain the physical and mental health of carers and their families • maintain their independence and reduce carer break down • empower carers to manage their caring roles and have a life outside of caring • avoid the need for more expensive interventions via care packages <p>According to the 2011 Census there are 108,433 carers in Surrey. Of these 52,050 carers were providing over 20 hours care a week. (48% of</p>

Impact analysis

the carers) The above total also includes 64,884 carers who are also juggling work with caring. Carers also save the public purse approximately £1.8 billion per annum in Surrey alone by caring for individuals who would otherwise need more support from the state. As such carers must be suitably supported in their caring, and the purpose of this contract is to provide respite and in turn improve the quality of life of carers in Surrey.

There is also a strong body of evidence that providing timely preventative support for carers is far cheaper than providing more formal interventions when caring situations break down. This is well evidenced in the “Economic Case for In Local Investment in Carers Support (2015 – Department of Health ADASS & others). This shows strong cost avoidance benefits where each pound spent on supporting carers prevents a cost three times as much due to carer break down. As highlighted above this would suggest that over the life of the contract there would be a cost avoidance benefit of over £25 million for the County Council.

The Children’s Service (Children With Disabilities) require supplementary provision of domiciliary support services to provide breaks for parent carers and develop and support disabled children and young people as individuals to minimize the barriers they face. The Home Based Breaks service also provides opportunities for their inclusion in mainstream and universal activities of their choice within their local communities. Best value can be obtained by linking this requirement with those of adult’s services. The contract also includes arrangements for customised support for carers of people in the End of Life period (where life expectancy is less than 12 months).

This is provided through strategic funding from Carers Breaks element of the Better Care Fund – (including funding from former CCG budget). Discussion with CCGs indicates a high degree of priority for continuing this service.

In 2015/6 the service provided over 104,000 care hours providing replacement care that gave carers time to themselves (see appendix). Around 2000 carers a year benefit from the service.

Any reduction would mean directly taking away services from carers, resulting in cases having to be re assessed by ASC (including risk assessments). In many cases there could end up with greater cost to ASC.

Consultation with carers shows a high degree of priority for maintaining this service

Colleagues from CCGs were strongly opposed to any reduction in this service.

End Of Life Care

Strategic Funding from Carers Breaks element of BCF is used to fund this service that aims to support carers in end of life caring situations and thus supporting people choosing to die at home. – (former CCG budget). Discussion with CCGs indicates a high degree of priority for maintaining this.

Impact analysis	
	<p>In 2015/6 the service provided 12,710 care hours providing replacement care in End of Life cases that gave carers time to themselves (see appendix)</p> <p>If cut, cases would need response from statutory services – most likely at greater cost and also increasing pressure on Social Care Teams.</p>
Provider organisation	The provider would potentially cease to operate if all their funding was withdrawn altogether. They would be able to continue to operate with some reduction in spend although withdrawing services from individuals would be very problematic.
Demand on Surrey County Council services	<p>A reduction or cessation of this service would lead to a substantial increase in requests for carers assessments which could have a destabilising effect on adult social care teams due to a potential flood of assessments. There would probably be a significantly greater cost arising from services agreed through this process.</p> <p>Should the current contract be extended for a further four year period this would be expected to save the council more than £25 million over the life of the contract in terms of cost avoidance by reducing risk of carer breakdown leading to a needed for funded support packages. (This is based on “Economic Case for In Local Investment in Carers Support (2015 – Department of Health ADASS & others).</p> <p>Failure to support carers would also risk negative impacts for disabled people and frail older people who have protected characteristics. However, maintaining the service will avoid this risk.</p>
Demand on Health and other partners' services	A reduction or cessation of this service would place more pressure on health services and CCGs were strongly opposed to any reduction in this service
Surrey County Council's reputation (and of CCG partners)	Any significant reduction in this service would be likely to highly contentious and therefore have a negative effect in terms of the council's reputation.

8. Impact of the proposals

a) Impact of the proposals on residents and people with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	This service is open to all age groups including Young Carers - defined as Carers under the	None identified as there is no change to the service being delivered.	

	<p>age of 18.</p> <p>Active support to carers helps avoid a risk of any associative discrimination to family members of people with a “protected characteristic”</p>		
Disability	<p>This service is open to everyone with different disability types.</p> <p>Active support to carers helps avoid a risk of any associative discrimination to family members of people with a “protected characteristic”</p>	<p>None identified as there is no change to the service being delivered.</p>	
Gender reassignment	<p>This service is open to all.</p>	<p>None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.</p>	<p>The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.</p>
Pregnancy and maternity	<p>This service is open to all.</p>	<p>None identified</p>	
Race	<p>This service is open to all races.</p>	<p>None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.</p>	<p>The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help</p>

			ensure that the service is fully accessible to all including those from “hard to reach groups”.
Religion and belief	This service is open to everyone with different religion and belief.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Sex	This service is open to all.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Sexual orientation	This service is open to all.	None identified but there is recognised to be a risk that carers from “hard to reach” or marginalised groups could be unaware of the service.	The service specification and contract will require the successful service provider to work with the Council to ensure that publicity and referrals systems help ensure that the service is fully accessible to all including those from “hard to reach groups”.
Marriage and civil partnerships	This service is open to all.	None identified	

8 b). Impact of the proposals on staff with protected characteristics

* There is no impact on County Council staff

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age	N/A*		
Disability	N/A*		
Gender reassignment	N/A*		
Pregnancy and maternity	N/A*		
Race	N/A*		
Religion and belief	N/A*		
Sex	N/A*		
Sexual orientation	N/A*		
Marriage and civil partnerships	N/A*		

9. Summary of Key impacts

Key Impacts	The current service will be maintained at current levels of funding supporting carers as previously
What are the negative impacts?	None because the service is to continue
How will any negative impacts be mitigated?	N/A
What , if any, are the positive impacts?	New contract will offer opportunity to establish greater focus on supporting BAME carers.

Appendix

Home Based Breaks

CCG	Q1 Apr - Jun 2015	Q2 Jul - Sept 2015	Q3 Oct - Dec 2015	Q4 Jan - Mar 2016	Total Hours
East Surrey	4,699	4,975	4,610	5,121	19,404
Guildford and Waverley	4,040	4,115	4,049	3,758	15,961
NE Hampshire and Farnham	553	552	531	706	2,342
NW Surrey	11,115	10,522	10,960	10,063	42,659
Surrey Downs	4,536	4,430	5,140	4,863	18,969
Surrey Heath	458	695	742	1,127	3,022
Unregistered	762	464	421	117	1,764
Total	26,163	25,751	26,452	25,755	104,120

Home Based Breaks End of Life Care

CCG	Q1 Apr - Jun 2015	Q2 Jul - Sept 2015	Q3 Oct - Dec 2015	Q4 Jan - Mar 2016	Total Hours
East Surrey	475	489	424	573	1,962
Guildford and Waverley	669	400	554	665	2,288
NE Hampshire and Farnham	192	145	91	93	521
NW Surrey	1,491	1,409	1,277	1,475	5,652
Surrey Downs	649	491	444	339	1,923
Surrey Heath	131	26	26	55	238
Unregistered	65	46	4	11	126
Total	3,672	3,007	2,821	3,211	12,710

NB: totals may not equal the sum of each quarter due to rounding

SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MRS CLARE CURRAN, CABINET MEMBER FOR CHILDREN AND FAMILIES WELLBEING****LEAD OFFICER: GARATH SYMONDS ASSISTANT DIRECTOR FOR COMMISSIONING AND PREVENTION****SUBJECT: RE-COMMISSIONING SHORT BREAKS FOR DISABLED CHILDREN****SUMMARY OF ISSUE:**

This paper seeks agreement to extend the deadline for re-commissioning short breaks for disabled children and young people in Surrey from the previously agreed date of 4 September 2017 to 1 December 2017. This extension will allow additional time for formal public consultation on the specific recommendations agreed by Cabinet following the procurement process. This will enable the impact of these changes to provision to be fully considered when Cabinet makes the final decisions about contract and grant awards.

RECOMMENDATIONS:

It is recommended that the Cabinet agrees:

1. an extension to the deadline for re-commissioning short breaks in Surrey to 1 December 2017.
2. that all existing contracts terminate on 30 November 2017 and the newly commissioned short breaks offer begins on 1 December 2017.
3. that a three-month extension until 30 November 2017 should be sought to the contract with Surrey and Borders Partnership NHS Foundation Trust (SABP) for overnight residential short break provision at Beeches.

REASON FOR RECOMMENDATIONS:

The proposal to extend the re-commissioning of short breaks to 1 December 2017 will:

- i. allow for a formal six-week public consultation with the children, young people and families directly affected by the specific changes to short breaks recommended by the procurement process.
- ii. support Cabinet to make a fully informed final decision about the re-commissioned short breaks offer, taking account of the views of children, young people and families on the specific changes to services recommended

by the procurement process.

- iii. strengthen engagement and co-design with families to further increase robustness of the re-commissioning process and deliver better outcomes for more children, young people and families.
- iv. allow any perceived negative impacts of the recommended changes on particular children, young people and families to be planned for and, as far as possible, mitigated so that families continue to be supported.

DETAILS:

BACKGROUND

1. On the 24 May 2016, following a full needs assessment and service review completed in partnership with Family Voice, Cabinet agreed to:
 - i. bring forward the re-commissioning of the short breaks offer and, in doing so, work closely with children and families to co-produce a new local offer for short breaks, so that existing contracts are terminated on 3 September 2017 and new contracts start on 4 September 2017.
 - ii. work with current and potential new providers to develop the market for short breaks to improve the range of services, value for money and focus on outcomes, and to address the current identified gaps in provision.
 - iii. approve an extension to the contract with Surrey and Borders Partnership (SABP) for specialist residential short breaks at Beeches to 3 September 2017.
2. The short breaks re-commissioning project is an integrated part of Surrey's wider strategy to improve outcomes for all children and young people with special educational needs and disabilities (SEND), titled the SEND 2020 programme. It also supports the Council's strategic goal of promoting wellbeing.

PROGRESS TO DATE ON RE-COMMISSIONING

3. Since 24 May 2016 the short breaks re-commissioning project team, working in partnership with Family Voice, have:
 - i. held 18 co-design sessions for parents and carers in different locations across Surrey during June, July and August. These have developed and tested the outcomes for children, young people and families that the re-commissioning of short breaks needs to achieve and identified the changes to current provision that will support this.
 - ii. conducted an online survey for families, which received over 200 responses, to provide more families with an opportunity to shape the future short breaks offer.
 - iii. held 2 co-design workshops in July with current and potential providers of short breaks to develop the market, highlight key gaps in current provision

and seek their views about the outcomes that short breaks should support.

- iv. engaged with children and young people with disabilities and young carers through visits to current short breaks providers, focus groups at local youth centres and a bespoke young carers survey.
- v. developed new ideas for future delivery of short breaks through five co-design workshops in September and October with parents and carers, providers and practitioners.

THE NEED TO REVIEW THE TIMELINE

- 4. As outlined in the 24 May 2016 Cabinet paper, the re-commissioning project timeline has been kept under review in response to the concerns raised by families and Family Voice about the 4 September 2017 deadline. In addition to this, in July 2016 the proposal of a neighbouring local authority to reduce funding for short breaks was overturned through a judicial review. Surrey is not proposing a reduction in the budget for short breaks, so the situation is not directly comparable, but as a result of these two issues an internal review of the re-commissioning timeline approved by Cabinet was undertaken. This has identified the need for a formal six-week period of public consultation, following completion of the procurement process, on the specific changes to provision that are recommended. This will strengthen Surrey's process and allow the impact of any changes on families to be considered and mitigated before final decisions are taken.

OPTIONS

- 5. There are two options available to Cabinet, one of which is recommended:
 - i. **Make no change to the timeline for re-commissioning** – press ahead with the timeline as is to deliver the project for 4 September 2017 and do not plan in a six-week public consultation once the specific proposals for change have been recommended through the procurement process.
 - ii. **Extend the timeline for re-commissioning to 1 December 2017** – allow sufficient time to deliver a six-week public consultation once the specific proposals for change have been recommended through the procurement process.
- 6. Option (i) above carries significant risk of challenge as, whilst there has been much engagement with families and previous consultations, no consultation on the specific proposals following procurement would have been conducted. This could be challenged, requiring the whole process to be started afresh. Option (ii) mitigates this risk and is the recommended option.

PROPOSED REVISED TIMELINE

7. The table below sets out the proposed revised timeline:

Date	Activity
13 Dec 17	Commission service specifications finalised and procurement process approved
09 Jan 17	Tender launch event held and tender process begins
10 Feb 17	Tender process ends
27 Apr 17	Cabinet decision to endorse and consult on recommended options
08 May 17	Six-week public consultation begins following Cabinet callover period
16 Jun 17	Public consultation ends
18 Jul 17	Cabinet decision on final changes to short breaks offer, informed by outcome of procurement process and consultation feedback
Aug-Nov 17	Mobilisation of new short breaks offer
01 Dec 17	New short breaks offer launches

OVERVIEW OF SURREY'S CURRENT SHORT BREAKS OFFER

8. The Council is required to have regard to the needs of carers of disabled children who would be unable to continue to provide care or able to provide care more effectively if breaks from caring were given. Surrey County Council commissions a range of services for children and families to meet this duty.
9. At the time of the last Cabinet report there were 824 children who had been formally assessed as requiring specialist short breaks support (which could include overnight short breaks) and were open to the Children with Disabilities Team. Over 2,000 disabled children and their families access a range of subsidised, targeted play and leisure short breaks, to which families may have to make a contribution. These services do not require a social care assessment and have an important early help role to play in supporting families.
10. In 2015/16, Children's Service's spent £11.5m on support for disabled children, of which £3.5m is allocated to services in scope for this re-commissioning (including specialist residential short breaks contracts, play and leisure contracts and grants to special schools and the voluntary sector) and £6.1m on other care packages, direct payments and contracts, with the remainder on service costs.

CONSULTATION:

11. The decision to extend the re-commissioning timeline has been supported by the Short Breaks Re-commissioning Steering Group. This group includes representatives from Family Voice Surrey, Health and Surrey County Council. The intention to seek a change to the re-commissioning timeline has also been raised at the SEND Partnership Board.

RISK MANAGEMENT AND IMPLICATIONS:

12. Extending the timetable for the re-commissioning of the short breaks offer to 1 December 2017, to incorporate a 6-week formal public consultation, has the following implications in terms of risks:
- i. There are risks associated with the overall tight timeline for delivering this project by 1 December 2017, inclusive of the public consultation, as there

is little room for slippage. This will require a rigorous approach to project management.

- ii. There remains a risk of legal challenge to decisions taken by Cabinet that change current short breaks provision. However, this risk is mitigated by the strengthened engagement recommended by this paper.

Financial and Value for Money Implications

- 13. Part 2 of the Cabinet report 24 May 2016 outlines the value for money implications of extending the contract for Beeches.
- 14. A further extension of three months is proposed to the current contract.
- 15. The expenditure associated with this extension has been provided for within the current Medium Term Financial Plan.

Section 151 Officer Commentary

- 16. The County Council is facing a very serious financial situation, whereby it is forecasting a significant revenue budget overspending in this year, and does not have a balanced nor sustainable budget plan for future years. Although this planned expenditure has been included within the current Medium Term Financial Plan, agreeing to this recommendation will reduce the Council's options to create a balanced and sustainable budget in the future.
- 17. The full financial implications of the contract extensions are included within part 2 of the Cabinet report.

Legal Implications – Monitoring Officer

- 18. There is a clear expectation in public law that a Council should carry out a consultation process whenever it is considering making any significant changes to service provision. As the re-commissioning process develops, consultation on any proposed changes to the existing service will be undertaken and the feedback will be taken into account in the decision making process.
- 19. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination.
- 20. The Council also has a fiduciary duty which requires it to act with prudence in any decision to spend money.

Equalities and Diversity

- 21. The proposal to extend the commissioning cycle to include public consultation on the short breaks offer impacts positively on those with protected characteristics by:
 - i. providing families that are directly affected by any changes to provision recommended through the short breaks procurement process with a formal opportunity to comment on the impact of those changes; and

- ii. allowing Surrey County Council to put arrangements in place to mitigate any identified negative impacts of these changes on families, as far as this is possible within available provision and resources.
22. An Equality Impact Assessment (EIA) accompanied the May 2016 Cabinet report. Specific EIAs will be carried out within the business case for the preferred options for short breaks prior to procurement and on the plan for public consultation. Key risks will be reported to Cabinet in the planned papers on 27 April 2017 and 18 July 2017.

Other Implications:

23. 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:
Corporate Parenting/Looked After Children	Short breaks play an important role in preventing disabled children and young people from becoming looked after and supporting those who are looked after.
Safeguarding responsibilities for vulnerable children and adults	All Surrey County Council short breaks provision complies with the Council's safeguarding policy and officers regularly monitor the implementation of this policy.
Public Health	No significant implications arising from this report
Climate change	No significant implications arising from this report
Carbon emissions	No significant implications arising from this report

WHAT HAPPENS NEXT:

24. The next steps in the project are set out in the timeline included under paragraph 7 of this report. The next Cabinet report will be going to the 27 April 2017 Cabinet meeting and will provide a summary of the recommendations from the completed short breaks procurement process and seek endorsement of the options and approval to commence a public consultation. The second will be going to the 18 July 2017 Cabinet meeting and will provide feedback on the outcome of the consultation process and seek a final decision from Cabinet in relation to short breaks contract and grant award decisions.

Contact Officer:

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Consulted:

Family Voice

Short Break Re-commissioning Steering Group, including representatives from Family Voice Surrey, Surrey Children's Services, Health, Children, Schools and Families Commissioning, and SCC's Procurement, Legal and Finance Teams

Background papers:

- Cabinet Report, Short Breaks for Disabled Children, 24 May 2016
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SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE****SUBJECT: FINANCE AND BUDGET MONITORING REPORT TO 31 OCTOBER 2016****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 October 2016 (month seven).

Given the large forecast variance reported as at 30 September 2016, the Section 151 Officer remains of the view that the financial situation facing the Council is serious and has instigated a series of actions by each Service Director to get the budget back into balance.

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

RECOMMENDATIONS:

Recommendations to follow.

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.

DETAILS:**Revenue budget overview**

1. Surrey County Council set its gross expenditure budget for the 2016/17 financial year at £1,686m. A key objective of MTFP 2016-21 is to increase the council's overall financial resilience. As part of this, the Council plans to make efficiencies totalling £83.5m.
2. The budget monitoring report to 30 September 2016 showed a forecast year end overspend of +£22.4m. The following actions have been agreed to manage this position with the aim of bringing the budget back into balance by the end of the financial year:
 - The Chief Executive and Director of Finance have agreed a series of actions with Service Directors and are meeting regularly to review progress;
 - All services are reinforcing an approach to reviewing all spending in year;
 - All services are reviewing service demands with a view to managing more efficiently

- No new commitments to spend will be agreed by Cabinet until the authority has a sustainable medium term financial plan.
3. The Council aims to smooth resource fluctuations over its five year medium term planning period. To support the 2016/17 budget, Cabinet approved use of £24.8m from the Budget Equalisation Reserve and carry forward of £3.8m to fund continuing planned service commitments. The council currently has £21.3m in general balances.
 4. In February 2016, Cabinet approved the council's Financial Strategy 2016-21. The Financial Strategy aims to:
 - secure the stewardship of public money;
 - ensure financial sustainability; and
 - enable the transformation of the council's services.

Capital budget overview

5. 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 2016-21's £651m capital programme, which includes £207m spending planned for 2016/17.

Budget monitoring overview

6. The Council's 2016/17 financial year began on 1 April 2016. This budget monitoring report covering the financial position at the end of the seventh month of 2016/17 (31 October 2016). The report focuses on material and significant issues, especially monitoring MTFP efficiencies. The report emphasises proposed actions to resolve any issues.
7. The Council has implemented a risk based approach to budget monitoring across all services. The approach ensures the Council focuses effort on monitoring those higher risk budgets due to their value, volatility or reputational impact.
8. 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).
9. 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).

10. Annex 1 to this report sets out the Council's revenue budget forecast year end outturn as at 31 October 2016. 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.
11. 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.
12. Annex 1 to this report also updates Cabinet on the council's capital budget. Appendix 1 provides details of the MTFP efficiencies, revenue and capital budget movements.

CONSULTATION:

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

RISK MANAGEMENT AND IMPLICATIONS:

14. 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

15. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus.

Section 151 Officer Commentary

16. The Section 151 Officer confirms the financial information presented in this report is consistent with the council's general accounting ledger and forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks.
17. In light of the large forecast variance reported as at 30 September 2016, the Section 151 Officer remains of the view expressed in her Budget Report to the Council in February 2016 that the financial situation facing the council is serious and that appropriate strategies need to be agreed to manage expenditure.
18. The Chief Executive and Director of Finance have agreed a series of actions with service Directors to recover the position in year and are meeting regularly with the Directors to monitor the effectiveness of these actions. Progress will be reported in each subsequent budget monitoring report to Cabinet.
19. As well as these actions to bring the in-year budget back into balance, the Directors are each reviewing their service approaches for future years to manage down the consequences for future years.

Legal Implications – Monitoring Officer

20. The Local Government Finance Act requires the Council to take steps to ensure that the Council's expenditure (that is expenditure incurred already in year and anticipated to be incurred) does not exceed the resources available. In view of the situation reported as at 30 September 2016, Cabinet should be aware that if the Section 151 Officer, at any time, is not satisfied that appropriate strategies and controls are in place to manage expenditure within the in-year budget she must formally draw this to the attention of the Cabinet and Council and they must take immediate steps to ensure a balanced in-year budget.

Equalities and Diversity

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

WHAT HAPPENS NEXT:

22. 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 – Service financial information (revenue and efficiencies), revenue and capital budget movements.

Sources/background papers:

- None

SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS,
SKILLS AND ACHIEVEMENT****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE****SUBJECT: SCHOOLS AND HIGH NEEDS FUNDING 2017-18****SUMMARY OF ISSUE:**

This report sets out the recommended funding formula for Surrey schools in 2017/18 for approval by the Cabinet. This report is produced annually, ahead of the council's main budget decisions, in order to meet the DfE deadline of 20 January 2017. It follows the annual consultation with all Surrey schools during September and the recommendations of the Schools Forum on 7 October 2016.

All Surrey schools, including academies, are funded from the council's Dedicated Schools Grant (DSG) allocation. This is divided by the DfE into three blocks covering Schools, High Needs special educational needs and disabilities (SEND) and Early Years. Councils are permitted to move funding between blocks and continuing pressures in High Needs SEND provision in recent years have necessitated funding transfers from the Early Years and the Schools blocks.

As further unfunded SEND pressures totalling £10m are expected during 2017/18 and schools are reluctant to see further transfers from the Schools block, they were consulted on the scope for savings in SEND services in a series of events during 2016. A working group of Schools Forum members will meet with officers and CSF Cabinet members to finalise savings proposals during November.

This report provides details of the proposed funding formula for schools on the assumption that a transfer from the Schools block will not be necessary as planned savings in SEND services will be determined during November. Should savings plans be insufficient, then a further report – which could propose a transfer from the Schools block – will be presented to Cabinet on 13 December 2016, following discussions with the Schools Forum. A verbal update on progress will be presented to the Cabinet on 22 November 2016.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet approves the approach to identifying and delivering £10m savings in SEND services in 2017/18, as described in paragraph 13 and delegates final approval of the savings to the Assistant Director, Schools and Learning, the Leader of the Council and the Cabinet Member for Schools, Skills and Achievement. Any proposal that requires a public consultation will be referred

to Cabinet.

2. Cabinet approves the following changes to the schools funding formula as recommended by the Schools Forum:
 - a) That following the DfE's removal of DSG sixth form funding as a permitted formula factor, the current allocation of £1.327m be allocated across all secondary schools in 2017/18.
 - b) That following changes in DfE regulations, DSG funding previously targeted to school improvement be allocated to all schools on a per pupil basis.
 - c) That a sum of £300,000 arising from a surplus on the risks contingency to which primary schools contributed, be returned to primary schools.
- 3 Cabinet approves the proposed Surrey formula factors for 2017/18 as set out in Annex 4.
4. Authority is delegated to the Assistant Director, Schools & Learning, in consultation with the Leader and the Cabinet Member for Schools, Skills and Achievement to approve amendments to the schools funding formula as appropriate following receipt of the DSG settlement and DfE pupil data in December 2016. This is to ensure that total allocations to schools under this formula remain affordable within the council's DSG settlement to be announced during December 2016.

REASON FOR RECOMMENDATIONS:

To comply with DfE regulations requiring formal council approval of the local funding formula for Surrey's primary and secondary schools, including academies.

DETAILS:

Dedicated Schools Grant (DSG)

- 1 Schools are funded from Dedicated Schools Grant (DSG), provided to the council by the Department for Education (DfE). The DSG received by the council is a ring-fenced grant and can only be used to fund the services set out below. The total DSG is split into three categories of educational provision, with notional funding allocated to each block, although this can currently be switched between blocks at the council's discretion to address local needs. Funding for 2017/18 will be announced in December 2016. The 2016/17 DSG funding allocation is shown below

- Schools £590.8m

All Surrey primary and secondary schools receive their revenue funding from the Schools block. Local authorities maintain a local funding formula for schools, which is also applied to any academies in the area. The Schools block also funds behaviour support, the admissions service and

any additional contributions approved by the Schools Forum (e.g. for school improvement).

In 2016/17, £11.65m was transferred from the Schools Block to the High Needs block to support pressures in providing for pupils with special educational needs (SEN).

- High Needs £125.6m

The High Needs block caters for pupils with special educational needs and disabilities (SEND). It funds Surrey special schools, SEN centres in mainstream schools, pupil referral units (PRUs) and the provision of education to those pupils with complex or severe needs requiring support in a non-maintained or independent special school (NMI). It provides additional funding to primary and secondary schools for pupils with SEND statements or Education Health Care Plans (EHCPs). It also funds specialist support services (eg physical and sensory support, speech & language therapies).

In recent years the DSG allocated by the DfE to High Needs SEND has proven to be insufficient to support the increasing pupil numbers and levels of need. This has necessitated transfers from the Early Years and Schools blocks. In 2016/17 a transfer of £11.65m was necessary, which was further supported by a contribution from council tax of £1.65m. This raised the total spending on High Needs SEND to £138.9m in 2016/17.

The growing pressures on High Needs SEND budgets have proven to be a national issue necessitating many other LAs transferring funds from their Schools blocks. Consequently, the DfE has re-based the three DSG blocks for 2017/18 to reflect better the spending on the various functions rather than their original DSG allocation. The Government settlement due in December 2016 will provide the values of the three blocks.

- Early Years £48.9m

The Early Years block funds nursery education for 2-4 year olds in maintained schools, maintained nurseries, academies and private, voluntary and independent (PVI) settings. The DfE has recently consulted on a new Early Years funding formula and is expected to issue proposals for implementation during 2017/18 during the spring of 2017.

Funding Decisions

- 2 Individual schools are currently funded based on a formula determined by each local authority within parameters set by the Department for Education (DfE). The DfE requires the council to approve the formula factors and values to be used in 2017/18 for primary and secondary school funding in Surrey by 20 January 2017. This report therefore addresses:
 1. The need to make savings in the High Needs budget in 2017/18 to avoid top-slicing the total Schools block and therefore individual schools' budgets in 2017/18.

2. The proposed formula factors and values to be applied in the funding of Surrey schools in 2017/18. These incorporate minor amendments necessitated by changes to DfE regulations.
- 3 This report concentrates on Cabinet decisions relating to schools funding required by 20 January and therefore does not address:
 - Funding allocations to Early Years providers, as the DfE's final proposals for a new Early Years funding formula are still awaited. These will be considered as part of the county council's budget report in February 2017.
 - The pupil premium or sixth form funding as these are central government allocations, distributed via formula mechanisms determined by the DfE.

Schools Forum

- 4 The Schools Forum is a statutory body which must be consulted on the allocation of Dedicated Schools Grant (DSG). Membership is prescribed by regulations, and comprises headteachers, governors, academy representatives and 'non-school' representatives from Early Years providers, diocesan bodies, teaching unions, post-16 providers and SEND (Family Voice in Surrey). The Forum has a largely consultative role but with decision making powers in specific areas, relating largely to funding within the Schools block. Forum members can vote only on issues impacting on their sector. For example, academies cannot vote on issues relating to maintained schools only. Decisions relating to the allocation of total DSG funding between the three DSG blocks are currently the responsibility of the local authority.

Consultation on Proposed Changes to Surrey Schools' Funding in 2017/18

- 5 During September 2016, all primary and secondary schools were consulted on a number of proposed changes to the funding formula for 2016/17. The consultation covered two main areas:
 1. Identifying potential savings in High Needs SEND budgets – following a series of stakeholder events which commenced in February 2016.
 2. Changes to the Schools funding formula 2017/18 necessitated by recent changes to Government regulations.

SAVINGS IN HIGH NEEDS SEND BUDGETS

- 6 Government funding for High Needs SEND has been constrained and when compared to other local authorities, Surrey is a relatively high spender – most notably in spending on pupils in non-maintained and independent (NMI) placements. In 2013/14 and 2014/15, funding from the Early Years block of £5m and £6.5m respectively was transferred to support the High Needs budget. In 2015/16, following government reductions to Early Years DSG funding, High Needs budgets were supported by £10m transferred from the Schools block. This transfer increased by £1.65m to £11.65m in 2016/17, with the County Council contributing a further £1.65m, to meet pressures totalling £13.3m.

Re-basing of DSG blocks

- 7 Following the DfE's exercise to match the funding of each DSG block more accurately to spending in local authorities, the 2017/18 DSG settlement will provide 're-based' funding levels for each block. This is expected to incorporate the £11.65m transferred from the Schools block DSG in 2016/17 into the new High Needs block base. Although local authorities are permitted to transfer funds between DSG blocks in 2017/18, the Schools block is expected to be ringfenced from April 2018.
- 8 Pressures in the High Needs SEND block continue to increase, due largely to demographic growth, enhanced entitlements to SEND provision for young people aged 16-25 and funding levels that do not fully recognise these pressures. The estimated funding gap is £10m for 2017/18. This estimation is based on assumptions regarding the December 2016 DSG settlement; adequate progress in achieving 2016/17 and 2017/18 planned savings targets; and demands for post-16 SEND provision, where trends are difficult to predict.

SEND Events

- 9 Approximately 20% of the High Needs block is spent supporting pupils in Surrey mainstream primary schools, secondary schools and centres, with 31% funding special schools and 5% to PRUs. SEND support services (including physical & sensory support, speech and language therapy) account for a further 10% of spending. (The remaining 34% funds independent placements and post 16 provision.) Accordingly, Surrey schools have an important role in identifying the scope for potential savings in SEND.
- 10 The views of schools and other stakeholders (e.g. Family Voice) were sought in a series of events during the year, commencing in February and continuing over the summer. The three Phase Councils, comprising headteachers of the primary, secondary and special schools sectors, have also been consulted, as have the Schools Forum. The consultation paper issued to all schools in September proposed savings based on the principles established by schools and other stakeholders during the year.
- 11 The September consultation sought schools' views on specific savings proposals totalling £5m. All schools were then asked to suggest other savings towards the remaining £5m. Annex 1 lists the savings proposals and summarises schools' responses.
- 12 The consultation received responses from 46% of all schools – a reduction on the response rate of 58% last year. This perhaps indicates the challenges faced by many schools in proposing savings. The views of primary, secondary and special schools were not always consistent and although there was general support for a new operating model for the SEN pathway and introducing traded models for some support services, there were contrasting views between sectors on other proposals including reviewing the top-up for special schools and no longer funding inflation on individually stated pupil support budgets (ISPSB).

Approach to delivering SEND savings : Schools Forum Working Group

- 13 Schools Forum has expressed reluctance to any further transfers from the Schools block in 2017/18 and at its meeting on 7 October, Forum members

emphasised their commitment to developing a savings plan to meet the additional £10m pressures in SEND. Taking as its starting point, the savings proposals supported by schools and further suggestions arising from the consultation, the Forum proposed a small working group of its members to ensure a focused approach to formulating deliverable savings. The group will work alongside council officers and Cabinet members in a series of meetings during November. A verbal update on progress will be provided to the 22 November Cabinet meeting. Should sufficient deliverable savings not be found, a report considering other options will be provided to the 13 December 2016 Cabinet. Options may include a funding transfer from the Schools block. This issue will be discussed with Schools Forum on 7 December.

CHANGES TO THE SCHOOLS FUNDING FORMULA 2017/18

- 14 Surrey primary and secondary schools' revenue budgets are funded from Dedicated Schools Grant (DSG) and distributed via a formula devised by the local authority, within regulations set by the DfE. Academies are also funded based on the local authority's schools' formula but will receive their funding notifications from the Education Funding Agency (EFA), adjusted to an academic year basis and with additional funding to meet the costs of services for which responsibility transfers from the local authority to the academy on conversion.
- 15 Funding at individual school level is based largely on pupil numbers, with a 'basic entitlement' paid per pupil on roll. Schools then receive additional funding to reflect the varying needs of pupils attending that school – for example, social deprivation and SEN. Details of the funding allocated to the various formula factors in 2016/17 are set out in Annex 2. The current value of individual formula factors are set out in Annex 4, with proposed values for 2017/18.

National Funding Formula

- 16 The DfE intends to replace local authorities' schools funding formula with a National Funding Formula (NFF) and expects each local authority to manage the transition by bringing their local funding formula into line with the NFF over a two-year period. The introduction of the NFF was scheduled for April 2019, with local authorities operating a 'Soft' NFF from April 2017.
- 17 However, following changes at Ministerial level, the DfE announced in July that the introduction of a NFF would be deferred for a year and local authorities would retain the freedom to determine their own funding formula for 2017/18. However, to avoid potential turbulence at school level by introducing changes which could be overridden by the NFF, only minor changes are proposed to the Surrey local formula in 2017/18. These are required to reflect recent changes in DfE regulations.

Minor funding formula changes

- 18 All changes to the Surrey schools funding formula are consulted on with schools during September each year. The proposals are set out below and a summary of schools' support for each proposal is set out in Annex 3:

- **Sixth Form funding factor**

Schools' block DSG is intended to fund only pupils aged 16 and under, as the Education Funding Agency is responsible for funding sixth forms. In 2012 several government grants were transferred into DSG, including some previously allocated on pupil numbers including sixth forms. To mitigate funding losses in schools with sixth forms arising from the re-distribution of this grant, authorities were permitted to create a 'sixth form funding factor'. However, the DfE will not permit its continued use from 2017/18.

Schools were consulted on whether this funding of £1.327m should now be allocated to all schools across all years (Reception to Year 11) or to secondary schools only. 95% of primary schools responding favoured the former option with 93.5% of secondaries supporting the latter. The Schools Forum considered that as several other grants had been assimilated into DSG in 2012 and directed to the relevant sectors, it is more appropriate that funding is now retained within the secondary sector. This would also mitigate the sizeable losses in EFA sixth form funding of recent years.

Schools Forum recommendation: That following the DfE's removal of DSG sixth form funding as a permitted formula factor, the current allocation of £1.327m be allocated across all secondary schools in 2017/18.

- **Redistribution of school improvement funding**

In recent years, £1.292m of DSG funding has been allocated by the Schools Forum each year to support the local authority's school improvement activities, under Combined Services regulations. The role of local authorities in school improvement was intended to cease from September 2017 although there is considerable uncertainty following the recent withdrawal of the Education Bill.

Schools Forum approved the allocation of £0.430m to fund school improvement until September 2017, should the LA also be able to support the combined service during this period. County council funding decisions will be taken in February 2017.

Two options were proposed to schools for the distribution of the remaining £0.862m funding. (This will increase to £1.292m if county council funding is unavailable in 2017/18 as the combined service ceases.)

- Option A: To allocate to all schools on a per pupil basis (Reception Year to Year 11), whilst maintaining the current primary :secondary sector differential
- Option B: To allocate 50% of the funding to all schools on a per pupil basis and 50% based on numbers of pupils eligible for free school meals.

Option A was supported by 75.8% of primary schools and 71% of secondaries. (Annex 3)

Schools Forum recommendation: That DSG funding previously targeted to school improvement be allocated to all schools on a per pupil basis.

- **Primary contingency**

Maintained primary schools contribute to a contingency for unforeseeable and unavoidable expenditure which could not reasonably be met by a school from its normal funding. The decision to retain the contingency is made by the maintained primary representatives on the Schools Forum annually. Secondary schools no longer hold a contingency.

The nature of such costs is unpredictable and the contingency is monitored with funds returned to those schools having contributed if balances rise. The LA proposes returning £300,000 to primary schools in 2017/18 via a per pupil allocation to those schools which contributed to the surplus. This was supported by 99.2% of primaries responding to the consultation.

Schools Forum recommendation: That a sum of £300,000 arising from a surplus on the primary risks contingency be returned to primary schools.

Impact on the Funding Formula 2017/18

- 19 Annex 4 lists the current formula factors, their values in 2016/17 and their proposed values in 2017/18.

Minimum Funding Guarantee (MFG)

- 20 The DfE requires local authorities to deliver a Minimum Funding Guarantee (MFG) to schools. This places a limit on any funding reductions incurred by schools to a maximum of 1.5% per pupil. This protection is funded by a ceiling placed on the gains of other schools. The MFG is expected to continue but the precise level and the potential scope for local authorities to vary this, is to be set out in the second stage of the National Funding Formula consultation.

Fine-tuning of schools' formula following DSG settlement

- 21 At this stage, these formula values can only be provisional as DSG funding will be based on pupil numbers and characteristics collected in the October 2016 pupil census – data which is unavailable to local authorities until December 2016. The DfE therefore enables local authorities to fine-tune these values by 20 January 2017, to ensure that the formula is affordable within the funding settlement.
- 22 Fine-tuning of the formula at that time will be considered by the Assistant Director, Schools & Learning, in consultation with the Cabinet Member for Children & Learning, the Leader of the County Council and where appropriate, the Schools Forum.

Education Services Grant

- 23 The Council currently receives £7m in General Education Services Grant (ESG) to provide support to maintained schools. As schools convert to academies, this sum reduces and is transferred to the Education Funding Agency, which then pays academies directly. General ESG is intended to fund a number of responsibilities including finance and HR policies, school improvement, schools' redundancies, health and safety monitoring, building condition surveys and statutory returns including teachers' pension administration.
- 24 The Government announced in November 2015 that General ESG will cease from September 2017. From this date academies will receive no additional funding for the responsibilities transferred from local authorities. Furthermore, local authorities will no longer be funded for these activities, despite their continued responsibilities for maintained schools. Councils will be permitted to place a levy on maintained schools from September 2017, to be negotiated with Schools Forum. The DfE is in the process of developing regulations to determine the precise activities for which a levy is permissible, to be produced in late autumn.
- 25 It should be noted that both the levy on maintained schools and the loss of ESG to academies represent a cut in schools' funding as no resources have been transferred to schools for this purpose.

CONSULTATION:

- 26 Following a series of stakeholder events during the year which considered the scope for savings in SEND services, proposals were consulted on with all Surrey primary schools, secondary schools, special schools and PRUs during September 2016. The consultation also included proposed changes to the schools funding formula. Schools were given budget illustrations of the impacts of the various formula options based on the latest published pupil data.
- 27 A total of 177 schools submitted responses, representing 46% of schools. Schools' collective responses were discussed at the Surrey Schools Forum on 7 October 2016. The recommendations in this report reflect the views of the Schools Forum.

RISK MANAGEMENT AND IMPLICATIONS:

- 28 Schools are funded by Dedicated Schools Grant (DSG). Primary and Secondary schools are funded from within the notional Schools block, with High Needs DSG funding special schools. The proposals in this report recognise and address continuing demographic and inflationary pressures in the High Needs block by recommending savings of £10m. Savings, which are likely to require the trading of some SEN support services will be considered, to enable rising costs to be contained within Dedicated Schools Grant funding. There is a potential risk of redundancies, which would fall on council budgets, if services cannot be successfully traded.

Financial and Value for Money Implications

- 29 Schools are expected to operate within the funding provided. Where an individual maintained school faces financial problems the local authority can approve a licensed deficit and will develop a recovery plan for repayment in a specified term – usually from one to three years. If a maintained school became financially unviable then the council would be required to step in to address issues. This could involve a review of the school’s management and/or a review of wider educational provision in the area. Schools are subject to regular monitoring and the local funding formula is reviewed on an annual basis to assess scope for potential amendments within DfE controls.
- 30 As at 1 October 2016, a total of 104 schools have converted to academy status (66 primary, 35 secondary and 3 special) and there are 3 free schools in Surrey. Responsibility for the financial viability of academies and free schools lies with the Government’s Education Funding Agency rather than the County Council.

Section 151 Officer Commentary

- 31 Increases in pupil numbers, pupil needs and legislative changes which extend entitlement are creating significant pressures in High Needs SEND budgets. A prudent assessment of the additional funding required in 2017/18 has highlighted the need for £10m, though uncertainties in funding and costs make this difficult to predict accurately.
- 32 The Schools Forum is to work with council officers and Members to recommend a number of savings in high needs budgets to avoid any further transfers from the Schools block. This will necessitate further reductions in SEN support – some of which may be mitigated if trading arrangements are established - and vigorous management of increasing pressures.
- 33 In line with the requirements of Equalities legislation, savings proposals will require consultation with relevant parties. This needs to be planned into the service implementation timeline to ensure full year service reductions and therefore savings are realised.

Legal Implications – Monitoring Officer

- 34 The decision sought in this report is a decision of the County Council and must be taken by Cabinet, a Cabinet Member or officer acting under delegated powers. The proposals comply with DfE requirements and legislation and have been arrived at following consultation with schools and the Schools Forum.
- 35 The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report, in particular those relating to the SEND savings. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination. Equalities Impact Assessments will need to be provided to the decision maker in respect of the proposals and taken into account in reaching a decision.

Equalities and Diversity

- 36 Equality Impact Assessments (EIA) have been completed and set out in Annex 5.

Safeguarding responsibilities for vulnerable children and adults

- 37 Strong safeguarding policies and procedures are in place which are robustly monitored and audited. Additionally, schools actively manage the impact of any proposed changes on vulnerable children in their care.

Other Implications:

- 38 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:
Corporate Parenting/Looked After Children	Additional funding is provided to all schools with looked after children. Funding levels will be maintained and no changes are proposed to unit rates.
Public Health	No significant implications arising from this report
Climate change	No significant implications arising from this report
Carbon emissions	No significant implications arising from this report

WHAT HAPPENS NEXT:

- 39 The next steps are as follows:

SEN Savings

- The Schools Forum working group will meet during November 2016 with officers and Cabinet members to propose savings in SEND costs totalling £10m. Should the group be unable to identify robust, deliverable savings, the Cabinet will receive a further report on 13 December to consider other options including a potential transfer of funds from the Schools block, to be determined ahead of the DfE's deadline of 20 January 2017.

Schools' Funding Formula

- The DfE will provide local authorities with updated pupil data at school level by mid-December 2016 and an indication of likely DSG funding. The council may then make fine-tuning adjustments to its schools' funding formula to ensure it is deliverable within the funding constraints, by 20 January 2017.
- Surrey maintained schools will receive their individual schools budgets from the council by 27 February 2017. Academies will be notified of their

funding separately by the Education Funding Agency (EFA). This will be based on the council's funding formula.

Contact Officer:

Liz Mills, Assistant Director – Schools & Learning. Tel: 020 8541 9907

Consulted:

Lynn McGrady, Finance Manager, Funding & Planning
 Paula Chowdhury, Strategic Finance Manager, Children, Schools & Families
 The Surrey Schools Forum
 All Surrey schools – via the Schools Funding Reform Consultation, issued Sep 2016

Annexes:

- Annex 1 SEND Savings: Responses to Schools' Consultation 2016
- Annex 2 Surrey Schools Funding Formula Factors 2016/17
- Annex 3 Schools Funding: Responses to Schools' Consultation 2016
- Annex 4 Proposed Surrey Schools' Funding Formula Factors for 2017/18
- Annex 5 Equalities Impact Assessments

Sources/background papers:

- School and High Needs Funding Reform, Department for Education (DfE), March 2016
- 2017/18 Schools revenue funding. Operational Guide. DfE July 2016.
- The School & Early Years Finance (England) Regulations 2015
- The Education Acts 2002 and 2011
- The Schools Standards & Framework Act 1998
- Schools Forum – Minutes of meeting on 7 October 2016
- Schools' Funding Consultation– Surrey County Council, Sep 2016

SEN SAVINGS – RESPONSES TO SCHOOLS’ CONSULTATION

In 2017/18 unfunded pressures totalling approximately £10m have been identified. This estimate will be reviewed once the annual funding settlement is announced in December 2016.

Cost pressures are due largely to demographic growth, inflation and changes in the entitlement of young people aged 16-25 with SEND to continuing educational provision. To mitigate these cost pressures, savings of £10m are sought.

Following a series of discussions and a partnership event on 10 June 2016 which established a range of principles, the consultation with schools proposed the follow savings totalling £5m. The table shows the extent of support from schools’ responses to the consultation. Schools were also asked for suggestions for further savings of £5m to achieve the £10m target.

Options	Proposal	Total budget £m	Savings £m	Comments						
A	New Operating Model for SEN Pathway	4.1	-0.5	<p>Review quadrant SEND team structures and pathways to release efficiencies. The SEND pathway provides the assessment and review process and a case manager for those requesting SEN support and/or a statutory plan. (LA funded service).</p> <p>Consultation responses – across all sectors (%)</p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>No views</th> </tr> </thead> <tbody> <tr> <td>93.3</td> <td>4.5</td> <td>2.2</td> </tr> </tbody> </table> <p>Strong support across all sectors</p>	Yes	No	No views	93.3	4.5	2.2
Yes	No	No views								
93.3	4.5	2.2								
B	Traded Model for SEN support services	4.3	-1.1	<p>Trade specialist learning and language teachers and educational psychologists with schools in areas where schools have the option to buy additional services. Excludes core statutory and preventative activities. (LA & HNB funded)</p> <p>Consultation responses – across all sectors (%)</p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>No views</th> </tr> </thead> <tbody> <tr> <td>87.6</td> <td>9.0</td> <td>3.4</td> </tr> </tbody> </table>	Yes	No	No views	87.6	9.0	3.4
Yes	No	No views								
87.6	9.0	3.4								
C	Service Cost reduction and /or recommissioning	4.2	-0.7	<p>Services to be reviewed. Services in scope: Physical & Sensory Support Service (PSSS), Special schools / SEN outreach, portage, training, secondary school learning support units.</p>						

				<p>Consultation responses – across all sectors (%)</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>No views</td> </tr> <tr> <td>86.0</td> <td>9.6</td> <td>4.5</td> </tr> </table>	Yes	No	No views	86.0	9.6	4.5
Yes	No	No views								
86.0	9.6	4.5								
D	Alternative Provision	10.7	-0.5	<p>Review Alternative Learning Provision (including PRUs) reducing some non-statutory services and providing statutory services at a lower cost</p> <p>Consultation responses – across all sectors (%)</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>No views</td> </tr> <tr> <td>21.3</td> <td>32.6</td> <td>46.1</td> </tr> </table> <p>There was strong opposition to reducing provision from the secondary and special school sectors, although the majority of primary schools had no views.</p>	Yes	No	No views	21.3	32.6	46.1
Yes	No	No views								
21.3	32.6	46.1								
E	Post 16 SEND	10.3	-0.9	<p>Assume recent trends in take-up continue (i.e. lower than previously budgeted for). There is a risk this could change as there is considerable uncertainty in this area.</p> <p>Consultation responses – across all sectors (%)</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>No views</td> </tr> <tr> <td>22.5</td> <td>15.2</td> <td>62.4</td> </tr> </table> <p>75% of primary schools and 71% of special schools had no views on this issue. 55% of secondary schools opposed reductions. Schools Forum acknowledged this to be a risk area in view of uncertainties in pupil numbers but considered savings to be possible in view of recent trends and increasing efforts to increase the use of local FE College provision.</p>	Yes	No	No views	22.5	15.2	62.4
Yes	No	No views								
22.5	15.2	62.4								
F	Individually Statemented Pupil Support Budget (ISPSB): To cease payment of inflation on ISPSB* funding in mainstream	14.4 (total ISPSB funding)	-0.9	<p>No Government funding is currently provided for inflation so the continued funding of inflation on ISPSB and special schools' support staff is not affordable.</p> <p>Consultation responses – across all sectors (%)</p> <table border="1"> <tr> <td>Yes</td> <td>No</td> <td>No views</td> </tr> <tr> <td>48.9</td> <td>38.8</td> <td>12.4</td> </tr> </table> <p>90% of special schools opposed these cuts, although 90% of secondary schools supported them. The primary sector was</p>	Yes	No	No views	48.9	38.8	12.4
Yes	No	No views								
48.9	38.8	12.4								

	& special schools			largely divided. <i>The Schools Forum has requested that the working group address this issue</i>						
G	Special Schools: reduce top-up funding	40.0	-0.4	<p>Proposal is to reduce special schools' total funding by an average of 1% in 2017/18. A targeted approach will be developed.</p> <p>Consultation responses – across all sectors (%)</p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>No views</th> </tr> </thead> <tbody> <tr> <td>21.3</td> <td>29.8</td> <td>48.9</td> </tr> </tbody> </table> <p>Strong opposition from special schools and 55% of secondaries. Primaries had largely no views.</p> <p><i>The Schools Forum has requested that the working group address this issue</i></p>	Yes	No	No views	21.3	29.8	48.9
Yes	No	No views								
21.3	29.8	48.9								
	Total savings for 2017/18 (part year impact)		-5.0							

Further Savings

Schools' responses to suggestions for areas to review for further savings included:

- Review provision of SEND support to Early Years providers. This service provides SEND advice, largely to private, voluntary & independent nurseries. Total budget £1.3m
- Review of residential provision in special schools (Budget £2.8m)
- Trade more non-statutory services (ie extend Option C in table above)
- Review top-up funding for special schools (Option G in table above) (Budget £20m). This could involve development of a resource allocation model linking funding more explicitly to need.
- Ensuring full occupancy of special schools (Already under review)
- Reduce all budgets by a standard percentage
- Audit the use of ISPSB (ie additional support to schools for individual SEND pupils)
- Reduce non-maintained & independent placements (NMIs) (Already under review with agreed savings targets. (Budget £36m)
- Review and share costs with health & social care
- Transfer additional funds from the Schools DSG block to High Needs

A Working Group of Schools Forum members and officers is to consider the above suggestions and identify savings totalling £10m. The group will discuss proposals with Cabinet members prior to the Cabinet meeting.

Areas excluded from review to date

Areas excluded from review to date following feedback from stakeholders at the SEND events include school SEN centres, statutory services, early help services and speech & language therapy.

Annex 2

SURREY SCHOOLS FUNDING FORMULA FACTORS

In 2016/17, schools' delegated funding was allocated on the following basis:

	Total allocated to schools £m	% of total funding allocated on this basis
Basic Entitlement	443.7	77.9
Deprivation funding	44.4	7.8
Lump sum (flat rate)	50.4	8.8
Low prior attainment (SEND indicator)	20.1	3.5
Looked after children	0.3	0.1
English as an Additional Language	2.5	0.5
Split site funding	0.7	0.1
Rates, rent and other premises factors	6.2	1.1
Pupil mobility	0.2	0
Sixth Form Support	1.3	0.2
Total	569.8	100

Formula factors (some prescribed by the DfE) are developed for each category, with values calculated at a level appropriate to keep funding within the total sum available. Current formula values and those proposed for 2017/18 are set out in Annex 5.

This total is funded from within the Schools block total of £590.8m described in paragraph 1. The Schools block also funds behaviour support, the admissions service and any additional contributions to combined services (e.g. school improvement) approved by the Schools Forum.

SCHOOLS FUNDING: RESPONSES TO SCHOOLS' CONSULTATION 2016

Summary of Responses to Formula Funding Proposals

1. Redistribution of 'Sixth Form factor' no longer permitted by DfE

Overall result - All Schools:

<i>% Support for:</i>	Yes	No	No views
	%	%	%
Allocate across all school years (Years R to Year 11)	65.2		12.4
Allocate to secondary sector only (Years 7 to 11)	22.5		

However there was a notable difference in views of primaries and secondaries.

<i>% Support for:</i>	Primaries	Secondaries	Special Schools	PRUs
	%	%	%	%
Allocate across all school years (Years R to 11)	95.0	6.5		
Allocate to secondary sector only (Yrs 7 to11)	5.0	93.5		100
No views			100	

2 Redistribution of DSG School Improvement Funding

Overall result - All Schools

<i>% Support for:</i>	Yes	No	No views
	%	%	%
Allocate to all schools based on pupil numbers	66.3		11.2
Allocate to all schools based on 50% pupil numbers and 50% Free School Meals entitlement	22.5		

This view was widely shared between sectors:

<i>% Support for:</i>	Primaries	Secondaries	Special Schools	PRUs
	%	%	%	%
Allocate to all schools	75.8	71.0		100

based on pupil numbers				
Allocate to all schools based on 50% pupil numbers and 50% Free School Meals entitlement	24.2	29.0	9.5	
No views			90.5	

3. Support for continuing School Improvement Funding in summer term 2017

Overall result - All Schools

<i>% Support for:</i>	Yes	No	No views
	%	%	%
Do you support continuing school improvement funding for summer term 2017	50.0	39.3	10.7

However the views of sectors varied:

<i>% Support for:</i>	Primaries	Secondaries	Special Schools	PRUs
	%	%	%	%
Yes	35.8	74.2	85.7	100
No	51.7	22.6	4.8	-
No views	12.5	3.2	9.5	-

All the above results were considered by the Schools Forum on 7 October 2016 and recommendations made to the Cabinet.

4. Primary Contingency

The maintained primary sector has opted to hold a central contingency for unexpected items of such significance that one governing body could not absorb the costs. This is used sparingly and funds are returned to primary schools periodically if the balance rises. Schools and the Schools Forum supported the proposal to return £300,000 to schools in April 2017. The secondary sector no longer holds a contingency.

Responses were received from a total of 177 schools:

Primary schools	120 schools (40% of sector)
Secondary schools	31 schools (56%)
Special schools	21 schools (95 %)
Pupil Referral Units	5 schools (56%)

Annex 4

PROPOSED SURREY SCHOOLS' FUNDING FORMULA FACTORS: 2017/18

The table below lists the provisional values of the proposed Surrey formula factors for 2017/18. The only changes from 2016/17 are due to the redistribution of former post 16 funding and school improvement funding, through increases to basic entitlement.

	2017 / 18 Provisional values		% change	2016/17 values	
	Primary £	Secondary £		Primary £	Secondary £
Basic entitlement per pupil					
• Key stages 1 & 2	2,766.46	-	0.2%	2,760.82	-
• Key stage 3	-	3,692.09	0.8%	-	3,661.67
• Key stage 4	-	4,559.29	0.8%	-	4,521.72
Deprivation:					
Per pupil on free schl meals	3,959.75	2,607.14	0	3.959.75	2,607.14
Per pupil in IDACI* band 1		863.58	0		863.58
Per pupil in IDACI* band2-6		1,557.71	0		1,557.71
Lump sum per school	135,000	175,000	0	135,000	175,000
Low prior attainment:					
Per low attainer based on Foundation Stage Profile	857.89		0	857.89	
Per secondary pupil scoring below level 4 in either maths or English at key stage 2		1080.12	0		1080.12
Per Looked After Child	796.17	796.17	0	796.17	796.17
English as an Additional Language:					
Per pupil with EAL in school system less than 3years	275.95	672.95	0	275.95	672.95
Pupil mobility:					
Per mobile child above 10% of roll	629.00	774.00	0	629.00	774.00
Sixth Form Support:					
Per post 16 learner		No longer permitted			181.43

* IDACI Income deprivation affecting children index

In addition, schools will also receive funding for rates at actual costs. A small minority of schools will also receive funding for split sites or exceptional rents. These are calculated individually for each school, based on actual costs.

The provisional amounts above may be amended once the outcome of the 2016 pupil census is known, to ensure they are still affordable within the available funding.

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1. Topic of assessment

EIA title:	Changes to local schools formula funding: 2017/18: How to delegate to individual schools £0.862m of funding currently held centrally for school improvement
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EIA author:	David Green, Senior Principal Accountant (Schools Funding)
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2. Approval

	Name	Date approved
Approved by¹	Liz Mills	9 Nov 2016

3. Quality control

Version number		EIA completed	
Date saved		EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
David Green	Senior Principal Accountant	Surrey County Council CSF Finance	

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

Equality Impact Assessment Template

12 5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>£0.862m of existing centrally managed funding for school improvement is being delegated to schools from April 2017. The issue under consideration is how this funding is to be distributed among individual schools.</p>																																				
<p>What proposals are you assessing?</p>	<p>£0.862m of Dedicated Schools grant funding is currently held centrally for school improvement purposes. The bulk of the funding is spent on schools according to assessed need for school improvement support, although some is spent to provide universal school improvement services to all schools. Government policy does not see a future role for the LA in commissioning and funding school improvement support in future and thus this funding must be delegated to schools. Schools were consulted on two proposals for delegating this funding to individual schools from April 2017. A majority of schools, and the Schools Forum, supported delegation on the basis of pupil numbers, rather than an alternative option partially using deprivation indicators..</p> <p>The authority is only allowed to use a limited range of factors (specified by the Department for Education) to delegate funding to schools. For example, race is not a permissible indicator for funding purposes.</p> <p>By way of context the average funding delegated to average sized primary and secondary schools under the two options is shown below</p> <table border="1" data-bbox="375 1142 1356 1545"> <thead> <tr> <th></th> <th></th> <th>100%Pupil nos Recommended</th> <th>50%PN+50% FSM Alternative</th> </tr> </thead> <tbody> <tr> <td>Average primary size</td> <td>287</td> <td>£</td> <td>£</td> </tr> <tr> <td>Median deprivation (6%)</td> <td>£</td> <td>1,609</td> <td>1,444</td> </tr> <tr> <td>Upper quartile depriv(9.8%)</td> <td>£</td> <td>1,609</td> <td>1,849</td> </tr> <tr> <td>10th percentile depriv(16.7%)</td> <td>£</td> <td>1,609</td> <td>2,554</td> </tr> <tr> <td>Avg secondary size (exc post 16 pupils)</td> <td>937</td> <td></td> <td></td> </tr> <tr> <td>Median depriv (6.5%)</td> <td>£</td> <td>6,814</td> <td>6,563</td> </tr> <tr> <td>Upper quartile depriv (10.5%)</td> <td>£</td> <td>6,814</td> <td>8,505</td> </tr> <tr> <td>10th percentile depriv13.8%)</td> <td>£</td> <td>6,814</td> <td>10.107</td> </tr> </tbody> </table> <p>It can be seen that the difference between the two methods for a high deprivation secondary school is small. of the order of £3,300 compared to a total budget of £4m-5m for a medium sized secondary school.</p>			100%Pupil nos Recommended	50%PN+50% FSM Alternative	Average primary size	287	£	£	Median deprivation (6%)	£	1,609	1,444	Upper quartile depriv(9.8%)	£	1,609	1,849	10th percentile depriv(16.7%)	£	1,609	2,554	Avg secondary size (exc post 16 pupils)	937			Median depriv (6.5%)	£	6,814	6,563	Upper quartile depriv (10.5%)	£	6,814	8,505	10th percentile depriv13.8%)	£	6,814	10.107
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10th percentile depriv13.8%)	£	6,814	10.107																																		

Equality Impact Assessment Template

Who is affected by the proposals outlined above?	<p>The proposals will affect the level of funding available to individual schools, and thus will affect the pupils and staff in those schools. There is also likely to be an indirect impact on parents and families through their experience of the schools..</p> <p>The proposals affect HOW the funding is distributed to schools. They do not affect the total sum distributed to schools.</p> <p>As the funding is (and indeed must be) delegated to individual schools, it will be for individual schools to determine how the funding is spent and how to make any necessary savings in such a way as to minimise the impact on equality priority groups.</p> <p>Schools will lose out if they had previously been supported by the central budget or if they would have been eligible in the future had the central budget still existed. The losers will in general be schools which were rated Requires Improvement or below (grades 3-5) by OFSTED in their most recent inspection. The specific schools in this category will vary over time but those currently in this position have a higher average level of deprivation than Surrey schools as a whole and also a slightly higher proportion of pupils identified as SEN and pupils with EAL).</p>
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6. Sources of information

Engagement carried out
<p>The proposals were shared with the elected Schools Forum (which includes representatives of schools/academies and of parent groups) and were circulated to all Surrey state maintained schools and published on the Surrey County Council website.</p> <p>Schools Forum supported distribution of this funding on pupil numbers, as did $\frac{3}{4}$ of the schools which expressed a view during the wider consultation.</p>
Data used
<ul style="list-style-type: none"> • Initial data analysis is largely taken from the School Census and DfE schools funding dataset.

Equality Impact Assessment Template

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

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

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence																				
Age	None- the same amount will be distributed to each of the primary and secondary sectors under both methods- as this is schools funding no other age range is involved																						
Page 256 Disability		Possible but small	Data not directly available on disability. Incidence of deprivation and SEN are both higher in the schools currently graded 3-5 than the county average (Jan 2016, although incidence of statutory plans is not (NB We could target low prior attainment funding instead but have concerns over the stability of the data and of the tests used. Key data Jan 2016 <table border="1"> <thead> <tr> <th></th> <th>Pri all</th> <th>Sec all</th> <th>Pri 3-5</th> <th>Sec 3-5</th> </tr> </thead> <tbody> <tr> <td>%FSM</td> <td>7.56%</td> <td>7.01%</td> <td>12.10%</td> <td>13.23%</td> </tr> <tr> <td>%SEN</td> <td>12.73%</td> <td>13.05%</td> <td>14.71%</td> <td>18.41%</td> </tr> <tr> <td>% statement/EHCP</td> <td>1.82%</td> <td>1.86%</td> <td>1.94%</td> <td>1.70%</td> </tr> </tbody> </table>		Pri all	Sec all	Pri 3-5	Sec 3-5	%FSM	7.56%	7.01%	12.10%	13.23%	%SEN	12.73%	13.05%	14.71%	18.41%	% statement/EHCP	1.82%	1.86%	1.94%	1.70%
	Pri all	Sec all	Pri 3-5	Sec 3-5																			
%FSM	7.56%	7.01%	12.10%	13.23%																			
%SEN	12.73%	13.05%	14.71%	18.41%																			
% statement/EHCP	1.82%	1.86%	1.94%	1.70%																			
Gender reassignment	Unlikely	Unlikely	School pupils																				
Pregnancy and maternity	Unlikely	Unlikely	No data																				
Race			The average incidence of EAL and non-British ethnicity is marginally higher in those primary schools																				

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

Equality Impact Assessment Template

			currently graded 3-5 than in Surrey primary schools as a whole No clear distinction in secondary Key data Jan 2016 <table border="1"> <tr> <td></td> <td>Pri all</td> <td>Sec all</td> <td>Pri 3-5</td> <td>Sec 3-5</td> </tr> <tr> <td>%EAL</td> <td>12.88%</td> <td>10.61%</td> <td>16.49%</td> <td>11.29%</td> </tr> <tr> <td>%ethnic min</td> <td>24.98%</td> <td>21.28%</td> <td>27.62%</td> <td>19.71%</td> </tr> </table>		Pri all	Sec all	Pri 3-5	Sec 3-5	%EAL	12.88%	10.61%	16.49%	11.29%	%ethnic min	24.98%	21.28%	27.62%	19.71%
	Pri all	Sec all	Pri 3-5	Sec 3-5														
%EAL	12.88%	10.61%	16.49%	11.29%														
%ethnic min	24.98%	21.28%	27.62%	19.71%														
Religion and belief			No data available															
Sex	Unlikely	Unlikely																
Sexual orientation	Unlikely	Unlikely	No data available															
Marriage and civil partnerships	Unlikely	Unlikely	School pupils															
Carers³			No direct evidence but generally understood that they are often in lower income families															

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

Protected	Potential positive	Potential negative	Evidence
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³ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family; partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

Equality Impact Assessment Template

characteristic	impacts	impacts	
Age			<p>It will be for individual schools to determine how they manage any changes in staffing as a result of budget changes. As this proposal distributes additional funding to schools it will not by itself force staffing changes in schools.</p>
Disability			
Gender reassignment			
Pregnancy and maternity			
Race			
Religion and belief			
Sex			
Sexual orientation			
Marriage and civil partnerships			
Carers			

Equality Impact Assessment Template

8. Amendments to the proposals

Change	Reason for change
None	

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Possible differential impact on high need schools Currently schools which are Requires Improvement or below have higher % on FSM and higher % with SEN. However, the difference at school level between the two options being considered is only small, and should be considered in the context of the overall proportion of funding allocated to schools on the basis of deprivation in Surrey. This is in line with national levels.	Continue to monitor attainment gaps and similar indicators for priority groups and how funding targeted to SEN and deprivation compares to other local authorities	Annual review	Attainment- Assistant Director Schools and Learning (LM) Funding-CSF finance team (DG)

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
There will be an overall loss of funding to individual schools currently eligible for assistance from the central budget (which in general have above average needs) because total funding will be distributed across all	

Equality Impact Assessment Template

<p>12 schools rather than to a small number of them, this is an impact of delegation, rather than of the method of delegation and hence the LA cannot itself avoid it. However, it MAY be mitigated by additional assistance funded by DfE through regional schools commissioners (details TBC)</p>	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	School census data analysis Consultation with schools and Schools Forum
Key impacts (positive and/or negative) on people with protected characteristics	The two methods of distributing funding under discussion have a differential effect on schools with high levels of deprivation, which also have above average incidence of SEN and EAL and non British ethnicity. However, the variation between the two funding methods is only small
Changes you have made to the proposal as a result of the EIA	None
Key mitigating actions planned to address any outstanding negative impacts	None yet, but will monitor impact
Potential negative impacts that cannot be mitigated	Overall impact of delegation on those schools which currently receive large allocations of targeted funding Cannot be mitigated by LA because continued central funding appears inconsistent with govt policy

1. Topic of assessment

EIA title:	Changes to local schools formula funding: 2017/18 Redistribution of £1.3m existing sixth form funding across other year groups
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EIA author:	David Green Senior Principal Accountant (Schools Funding)
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2. Approval

	Name	Date approved
Approved by¹	Liz Mills	9 Nov 2016

3. Quality control

Version number		EIA completed	
Date saved		EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
David Green	Senior Principal Accountant	Surrey County Council CSF Finance	

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

Equality Impact Assessment Template

12 5. Explaining the matter being assessed

<p>What policy, function or service is being introduced or reviewed?</p>	<p>Government legislation requires Surrey to reduce the funding of sixth forms in schools by £1.3m and to distribute this to schools in another way. Two methods of redistributing this funding were considered</p>												
<p>What proposals are you assessing?</p>	<p>£1.3m of Surrey's Dedicated Schools Grant funding is currently distributed to schools based on the number of sixth form pupils. This supplements direct funding of sixth forms by the Education Funding Agency, which is the main source of sixth form funding. From 2017/18 the government will no longer allow funding to be distributed in this way and therefore the £1.3m must be distributed to schools by another method. The Schools Forum recommended distribution of this funding to secondary schools based on year 7-11 pupil numbers. The Schools Forum considered, and rejected, an alternative option to distribute the funding across both primary and secondary schools</p> <p>The average impact of the two options on primary schools, 11-16 schools and 11-18 schools is summarised below and the impact of the proposals should be considered in that context:</p> <table border="1" data-bbox="375 972 1382 1122"> <thead> <tr> <th></th> <th>Proposed</th> <th>Alternative</th> </tr> </thead> <tbody> <tr> <td>Average primary</td> <td>0</td> <td>+2,490</td> </tr> <tr> <td>Average 11-16 secondary</td> <td>+21,000</td> <td>+9,200</td> </tr> <tr> <td>Average 11-18 secondary</td> <td>-16,000</td> <td>-31,200</td> </tr> </tbody> </table> <p>11-16 secondary schools (ie secondary schools without sixth forms) would gain under both options. The only losers under either option would be those secondary schools with sixth forms, so the key issue to be considered is whether the transfer of funding to the primary sector would disadvantage equalities priority groups compared to retaining all of the funding within the secondary sector.</p> <p>The agreed proposals will be implemented from April 2017.</p> <p>The authority is only allowed to use a limited range of factors (specified by the Department for Education) to delegate funding to schools. There is no mechanism available to retain funding within the 16-18 age group.</p>		Proposed	Alternative	Average primary	0	+2,490	Average 11-16 secondary	+21,000	+9,200	Average 11-18 secondary	-16,000	-31,200
	Proposed	Alternative											
Average primary	0	+2,490											
Average 11-16 secondary	+21,000	+9,200											
Average 11-18 secondary	-16,000	-31,200											
<p>Who is affected by the proposals outlined above?</p>	<p>The proposals will affect the level of funding available to individual schools, and thus will affect the pupils and staff in those schools. There may also be an indirect impact on parents and families, through changes in the level of support offered by schools.</p> <p>As the funding is (and indeed must be) delegated to individual schools, it will be for individual schools to determine how the funding is spent and how to make any necessary savings in such a way as to minimise the impact on equality priority groups, whether pupils, staff or others.</p>												

Equality Impact Assessment Template

	<p>The proposal does not change the total funding available to all schools, but only the distribution among schools.</p>
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. Sources of information

Engagement carried out
<p>The proposal has been shared with the elected Schools Forum (which includes representatives of schools/academies and of parent groups) and was circulated to all Surrey state maintained schools and published on the Surrey County Council website from 16 September-4 October, which was the longest period consistent with DfE and Cabinet deadlines. The proposed option is that supported by Schools Forum.</p>
Data used
<ul style="list-style-type: none"> Initial data analysis is largely taken from the School Census. The council has limited data on the incidence of specific equality priority groups in individual schools.

Equality Impact Assessment Template

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

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

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence
Age	There will be some differential impact on primary and secondary age groups., no impact outside 4-15 age group	. There will be some differential impact on primary and secondary age groups., no impact outside 4-15 age group	
Disability	Small	Small	No data is available on the number of pupils in individual schools with a disability In Jan 2016 an average of 12.73% of mainstream primary pupils were classified as having SEN compared to 13.05% of secondary pupils 1.82% of primary pupils had statutory plans compared to 1.86% of secondary pupils. Therefore conclude that there is little evidence that either option would have a greater effect on children with SEND than the other.
Gender reassignment	Unlikely		No data is available on the incidence within Surrey schools
Pregnancy and maternity	N/a (school pupils)	N/a (school pupils)	
Race	Small	Small	A quick analysis suggests that the incidence of pupils with EAL and the incidence of non British ethnicity are both marginally higher in primary schools ie EAL 12.88% primary, 10.61% secondary, ethnic minorities 24.98% primary 21.28% secondary No attempt has been made for this purpose to identify impact on specific racial or language groups which might be seen as more disadvantaged than others. NB

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

Equality Impact Assessment Template

			Formula funding may be targeted on EAL (but only in a specific way) but not on ethnicity.
Religion and belief	N/a	N/a	No reason to assume that impact would differ between primary and secondary
Sex	N/a	N/a	
Sexual orientation	Unlikely	Unlikely	No data available
Marriage and civil partnerships	N/a	N/a	School pupils 4-15
Carers³			No data available

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

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Age			The preferred option will mean a smaller reduction in funding for secondary schools, and thus should reduce the need for redundancies compared to the alternative. However, this should be seen in the context of overall budgets for 11-18 schools of the order of £4m-£7m. It would be for the individual schools to ensure that their redundancy and career development processes did not discriminate against
Disability			

³ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family; partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

Equality Impact Assessment Template

Gender reassignment			staff with protected characteristics
Pregnancy and maternity			
Race			
Religion and belief			
Sex			
Sexual orientation			
Marriage and civil partnerships			
Carers			

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Equality Impact Assessment Template

8. Amendments to the proposals

Change	Reason for change
None made as a result of the EIA as no significant relative impact identified	

9. Action plan

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

10. Potential negative impacts that cannot be mitigated

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

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	School census data analysis Consultation with all Surrey state maintained schools and with Surrey Schools Forum
Key impacts (positive and/or negative) on people with protected characteristics	None identified at present
Changes you have made to the proposal as a result of the EIA	N/a

Equality Impact Assessment Template

12

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

SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS,
TRANSPORT AND FLOODING****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR ENVIRONMENT &
INFRASTRUCTURE****SUBJECT: RUNNYMEDE ROUNDABOUT SCHEME****SUMMARY OF ISSUE:**

In their Strategic Economic Plans (SEPs), the two Local Enterprise Partnerships (LEPs) covering Surrey, Enterprise M3 (EM3) and Coast to Capital (C2C), have set out their proposals for supporting economic development in their areas. The county council has worked with them to develop these plans, which include improvements to transport infrastructure to provide economic benefits. Funding for the schemes included in the SEP comes from the Local Growth Fund, and the arrangements require a local contribution to be made to the cost for the transport schemes.

The prioritised transport infrastructure schemes are a key element of the Strategic Economic Plan (SEPs), submitted by the Local Enterprise Partnerships (LEPs) to Government in March 2014, which set out how they will support the economic development and regeneration of their areas.

Runnymede Roundabout was one of the prioritised schemes selected during 2014. This major scheme is in a strategic location, with immediate connections to M25 (Junction 13 including to Heathrow Airport), Staines-upon-Thames, Egham and Windsor. All roads connected to the roundabout experience significant traffic bottlenecks at peak times, and this junction is considered to be one of the worst congested areas in the county.

The proposed schemes will deliver a range of benefits to Surrey's residents, including reduced congestion, improved journey time reliability, enhanced safety, improved access for cyclists, pedestrians and buses, and it is expected to contribute to the retention of existing businesses, and attract new development, thereby contributing to local economic growth and job creation.

The Strategic, Economic, Financial, and Management cases were set out in the full Business Case submitted to the EM3 LEP on 30 September 2014, and has been through an independent assurance assessment and approved by the EM3 LEP Board on 24 November 2014.

This scheme was approved by Cabinet on 23 September 2014 with an original budget of £4.80m, together with the Egham Sustainable Transport Package (STP) with a budget of £3.70m.

The Runnymede Roundabout scheme was subject of a tender using the former SE7 Regional Highways Framework, however the submitted tenders were unaffordable. To enable this critical scheme to proceed, it was agreed with the EM3 LEP at their

Programme Management Group that the funding for Runnymede Roundabout and Egham STP could be amalgamated into a single package of works, allowing funding to be switched between the two schemes.

The Runnymede Roundabout project has now been revised, including a re-design, and an enhanced overall budget of £7.225m. The Egham STP has been redesigned and its budget reduced to £1.775m. It is currently under construction.

Following Cabinet approval of the scheme, and the LEP approval to treat the two schemes as a package, detailed design has been undertaken. Approximately £800,000 has been spent on detailed design and charged to the capital account. Construction works for the revised project has been tendered using the new GEN3 Regional Highways Framework, and this report provides details of the procurement process followed.

Given the current financial climate Cabinet is asked to re-affirm the financial support it gave to this scheme in December 2014, so that the scheme can proceed, Cabinet is also asked to award the tender, so that the main construction works can start.

If Cabinet decided to delay a decision on this scheme the contract award process would fall outside the 120 day period during which tenderers are required to hold their prices, with consequent risk that costs could change.

A significant delay could result in the LGF funding allocated to the scheme being withdrawn by EM3 LEP and allocated to other projects, and the scheme therefore being cancelled.

RECOMMENDATIONS:

It is recommended that Cabinet:

- i. reaffirms the financial support it gave to the scheme in 2014; and
- ii. approves the award of the tender for construction works for the Runnymede Roundabout scheme on the basis set out in the Part 2 report.

REASON FOR RECOMMENDATIONS:

This report recommends approval to let a contract to construct an improvement scheme for Runnymede Roundabout (part of the combined Runnymede Roundabout and Egham STP package), one of the county's most serious congestion hot spots, near to Staines and Egham, supported by 75% government funding through the Enterprise M3 Local Enterprise Partnership and a contribution from Runnymede Borough Council.

A mini-tender process for the Runnymede Roundabout scheme, in compliance with the requirements of the GEN3 Regional Highways Framework has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process. Funding for this scheme has been secured from the Local Enterprise Partnership £4.950m plus a direct contribution of £1.525m from Surrey County Council (approved by Cabinet at its meeting on 23 September 2014) and a partner contribution of £0.250m from Runnymede Borough Council. An additional £0.500m has also been allocated from the Flood Resilience capital budget to complete required priority drainage maintenance scheme at the same time as the LEP scheme works in order to minimise disruption and cost, and this is a more

efficient way to deliver this associated scheme. The Runnymede Roundabout and drainage scheme has a combined total budget of £7.225m.

DETAILS:

Business Case

1. In July 2014, the government announced Local Growth Fund (LGF) allocation for transport infrastructure to the Local Enterprise Partnership's (LEP's), for the 2015 – 2021 period, based on their respective Strategic Economic Plans (SEP's).
2. Allocation for 2015-16 was specifically detailed, with committed funding for a selection of prioritised schemes, including Runnymede Roundabout, subject to a satisfactory business case for the project.
3. A paper was taken to Cabinet on 23 September 2014 for approval to the local contribution for Tranche 1 of the Strategic Economic Plan Schemes. This included the Runnymede Roundabout scheme and the Egham Sustainable Transport Package. Cabinet approved that the cost of the local contribution for the Tranche 1 schemes would be met from the Economic Regeneration capital budget. It was also approved that authority be delegated, within the limits set out in the Constitution, to the Strategic Director for Environment and Infrastructure, in consultation with the Deputy Leader, Cabinet Member for Highways, Transport and Flooding Recovery and the Director of Finance, to agree the precise amount of the SCC contribution
4. Following feasibility, consultation and detailed design work, the Runnymede Roundabout scheme was tendered using the former SE7 Regional Highways Framework during the summer of 2015. However, following tender analysis, the submitted tenders were unaffordable and the project has now been revised, including a re-design.
5. The key sections that were removed from the original project were as follows:
 - Widening of the A30 (T) Glanty Loop (Highways England Network)
 - Toucan crossings over the central carriageway area of the roundabout
 - Footway/cycleways across the central area of the roundabout
6. The toucan crossings over the central carriageway area of the roundabout and the footway/cycleways across the central area were considered to be a minor benefit as toucan crossings and widened footway/cycleways will be introduced around the perimeter of the roundabout to significantly improve access for these modes of travel.
7. In consultation with the LEP, it was agreed to transfer £1.350m Local Growth Funding and £0.575m SCC direct contribution from the adjacent Egham Sustainable Transport Package to the revised Runnymede Roundabout scheme.
8. The former SE7 Regional Highways Framework came to an end on 31 March 2016 and has been replaced by the GEN3 Regional Highways Framework.

9. The recent announcement by the Government related to the potential expansion of Heathrow Airport is a complex process and could take many years in the planning stage, however this does not replace or reduce the need for this major scheme improvement now at Runnymede Roundabout, which is considered to be one of the County's most seriously congested areas.

Background

10. The original project was the subject of a tender process during the summer of 2015, using the former SE7 Regional Highways Framework. However, following tender analysis, the submitted tenders were unaffordable.
11. The project was revised by removing some sections of work. One such section was the widening of an approach road to the Runnymede Roundabout (known as The Glanty) which sits within the Highways England network. As a result of traffic modelling work further discussions took place with Highways England who agreed that this widening could be omitted saving costs in relation to additional road construction and retaining walls. However estimated costs were still above the original budget allocation for the scheme Therefore following agreement by senior county officers, it was agreed with the EM3 LEP at their Programme Management Group that the funding for Runnymede Roundabout and Egham STP could be amalgamated, allowing funding to be switched between the two schemes.
12. The result was that both projects were revised which enabled both projects to proceed to final detailed design and procurement and remain within the revised available budget.

Procurement Strategy

13. A strategic analysis of the procurement options available has been completed, The process has reviewed the commercial risks and opportunities to deliver the works. Three options were originally considered;
 - Option 1: Tender direct to the market place through an OJEU tender process. This takes on average between 3 and 6 months. Tender costs are considerable in staff time. It was decided not to adopt this option.
 - Option 2: Use the existing Surrey Highways Term Maintenance Contract with Kier. As the maximum cost for an individual order is below the total estimated cost of the scheme, and Runnymede Roundabout cannot be broken down into individual minor improvement schemes, this option was not available.
 - Option 3: Tender using the SE7 Regional Highways Framework. The Framework is for highway construction schemes up to £5m using the NEC3 contract. This option was preferred as the contractors were known on the SE7 Framework and have been used on similar projects.
14. The business case submitted and approved by the EM3 LEP was based on Option 3 tender through the SE7 Regional Framework now GEN3.

Use of e-Tendering and market management activities

15. In order to open the tender process to a wider range of suppliers than have previously been involved, the recently approved electronic tendering platform was used.
16. The revised project has now gone through the required tender process using the new GEN3 Regional Highways Framework, which has replaced the SE7 framework.

Key Implications

17. By awarding a contract to the supplier recommended for the provision of the Runnymede Roundabout Scheme to commence in January 2017 the Council will be compliant with EU Regulations, Public Contracts Regulations and SCC's Procurement Standing Order and ensuring value for money.
18. The management responsibility for the contract and resultant works lies with Surrey Highways team and will be managed in line with the Contract Management Strategy and Plan as laid out in the contract documentation which provides for review of performance and costs.

Competitive Tendering Process

19. The contract has been let as a competitive tendering exercise using the GEN3 Regional Highways Framework.
20. The procurement activity included inviting all 10 suppliers on the GEN3 Regional Highways Framework, with 5 suppliers expressing an interest.
21. The results of the evaluation process are in the Part 2 Report.

CONSULTATION:

22. Stakeholders including Runnymede Borough Council have been consulted at all stages of the commissioning and procurement process. The public and businesses were consulted on the proposed improvements during the autumn of 2013 and the feedback was overall positive.
23. The Runnymede Local Committee has been updated at each committee cycle. In addition the County Council has a dedicated web page for major schemes, including Runnymede Roundabout.

RISK MANAGEMENT AND IMPLICATIONS:

24. The contract is the standard NEC3 form of contract. This allows the Council to terminate the contract with notice periods agreed with the Project Manager.
25. All approved contractors on the GEN3 Regional Highways Framework completed satisfactory financial checks as well as checks on competency in delivery of similar contracts.

Financial and Value for Money Implications

26. The proposed Runnymede Roundabout major scheme has been the subject of a business case which has had an independent assurance assessment

carried out by the LEP's consultants and been through a cost/benefit analysis where it was highly rated.

27. Based on the revised budgets, combining the Egham STP and Runnymede Roundabout package and excluding the additional drainage scheme the projects have attracted approximately 75% of Local Growth Fund from the LEP, with the remainder of the funding coming from Local Contribution. For Runnymede Roundabout a direct contribution of £1.525m from Surrey County Council and £0.250m from Runnymede Borough Council is required.
28. The indicative revenue impact of the county council's direct contribution to the scheme, assuming that it is funded through borrowing and that the assets have a useful economic life of 20 years, is shown below in table 1.

Table 1 Indicative revenue impact

Project	2017/18 £000's	2018/19 and each year until 2037/38 £000's
Runnymede Roundabout (£1.525m)	20	116
Drainage scheme (£0.500m)	7	38

29. Full details of the contract value and financial implications are set out in the Part 2 report. The Engineers estimate, which was based on the County Council's Engineers and Quantity Surveyors estimated costs and quantities of the project tender. These were based on current industry costs. The procurement activity and value engineering in the design and contract preparation phases has delivered a solution with identified savings.
30. The Local Growth Fund provided by the EM3 LEP is required to be spent by 31 March 2018, and the recommended supplier for these works indicates a contractual programme completing by this date.
31. If at the end of the project the EM3 LEP have indicated that should the Runnymede Roundabout scheme be underspent any balance of funding can be utilised on the Egham STP. These works would comprise previously agreed works in the original business case which were subsequently removed as part of the revision process. This is because Egham STP and Runnymede Roundabout are now being considered as one package. This will be available once the outturn construction costs for the Runnymede Roundabout are known.

Section 151 Officer Commentary

32. As indicated in the October Cabinet budget monitoring report, the Section 151 Officer remains clear that the County Council is facing unprecedented financial challenges, forecasting a significant revenue budget overspending in

this financial year, and does not have a balanced nor sustainable budget for future years. These are reported in more detail elsewhere at this Cabinet meeting.

33. The Local Government Finance Act requires the Council to take steps to ensure that the Council's expenditure (that is expenditure incurred already in year and anticipated to be incurred) does not exceed the resources available, and as such the Section 151 Officer is clear that agreeing the recommendations in this report, despite it being included in the current Medium Term Financial Plan (2016-21), will exacerbate the current overspend forecast unless sufficient action is taken to recover the overspend position.
34. Notwithstanding the above, the Section 151 Officer notes that the recommended contract award follows a robust procurement exercise. Also, it is noted that to minimise disruption and to improve value for money the procurement scope has been extended in order to include associated drainage works which are required before the scheme commences with this being funded by the capital budget set aside in the MTFP for flood resilience related works.

Legal Implications – Monitoring Officer

This report concerns one project that would assist the Council in meeting its duties in relation to highways. Given the Council's current financial position, members will wish to be satisfied that that the proposal will be effective in meeting those duties and also provide value for money, taking into account all other financial implications set out in this report and in the Part 2 report.

Equalities and Diversity

35. It is the objective of the County Council to treat all users of the public highway equally and with understanding and a project specific equality and diversity screening has been undertaken as part of the development of this project, which is available as a background document.
36. The proposals within the scheme will seek to eliminate any perceived or actual inequalities through compliance with up to date design standards which address disabled access and social inclusivity. Improved crossing facilities and disabled access will be provided at pedestrian crossings and junctions wherever appropriate.

Other Implications:

37. At the end of the contractual term, ownership of the contract will remain with Surrey County Council, therefore those conditions of the contract which survive the validity period of the contract (such as defect correction period, insurance provisions etc.) will remain binding upon parties to the contact.

What Happens Next

38. The timetable for implementation is as follows:

Action	Date
Cabinet decision to award (including 'call in' period)	29 November 2016
'Alcatel' Standstill Period	29 Nov to 9 Dec 2016
Contract Signature	12 December 2016
Contract Commencement Date	1 January 2017

39. The Council has an obligation to allow unsuccessful suppliers the opportunity to challenge the proposed contract award. This period is referred to as the 'Alcatel' standstill period.

Contact Officers:

Peter Simmonds – Category Specialist, Surrey Procurement, 0208 5419936

Lyndon Mendes – Transport Policy Team Manager, 020 8541 9393

Consulted:

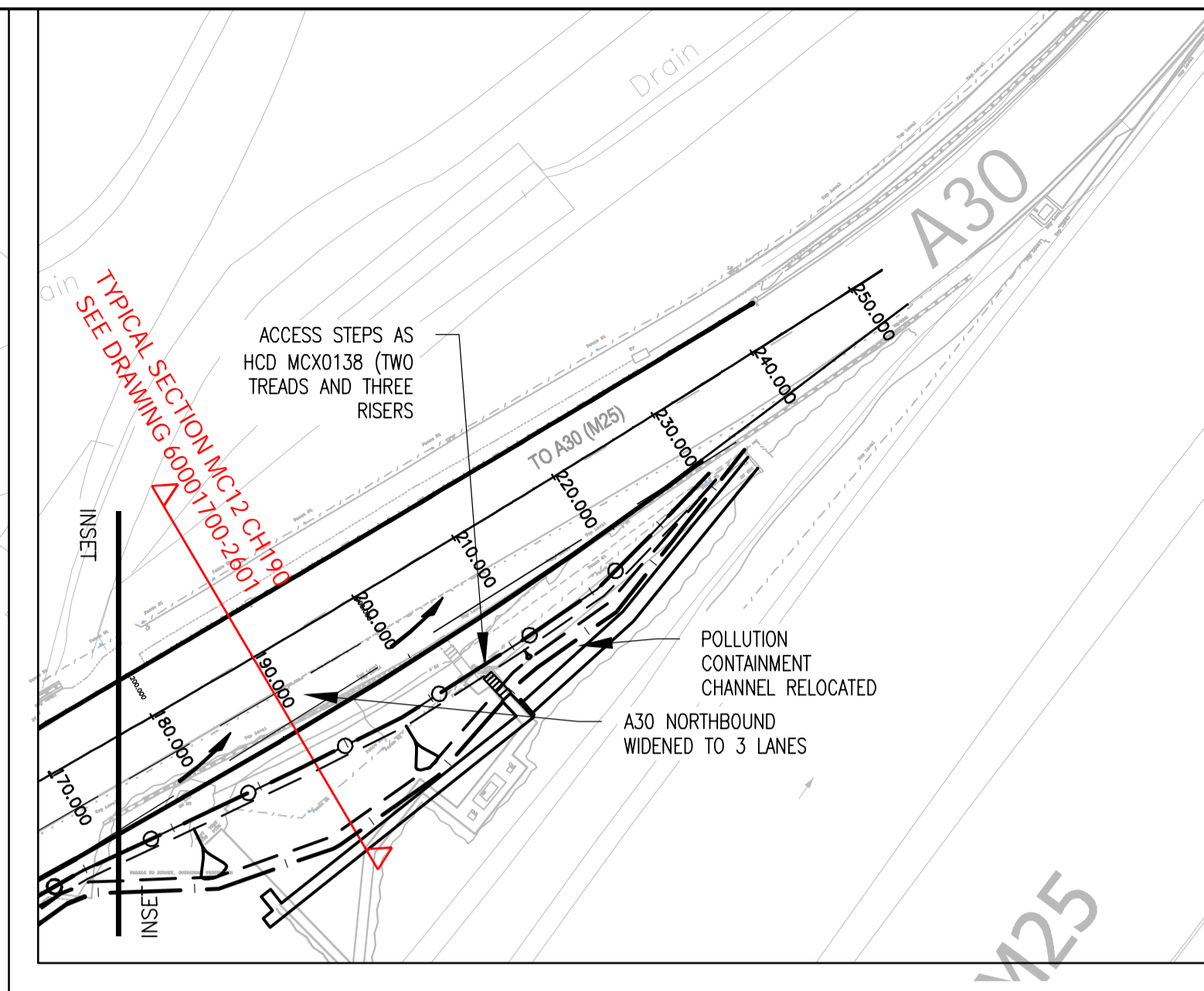
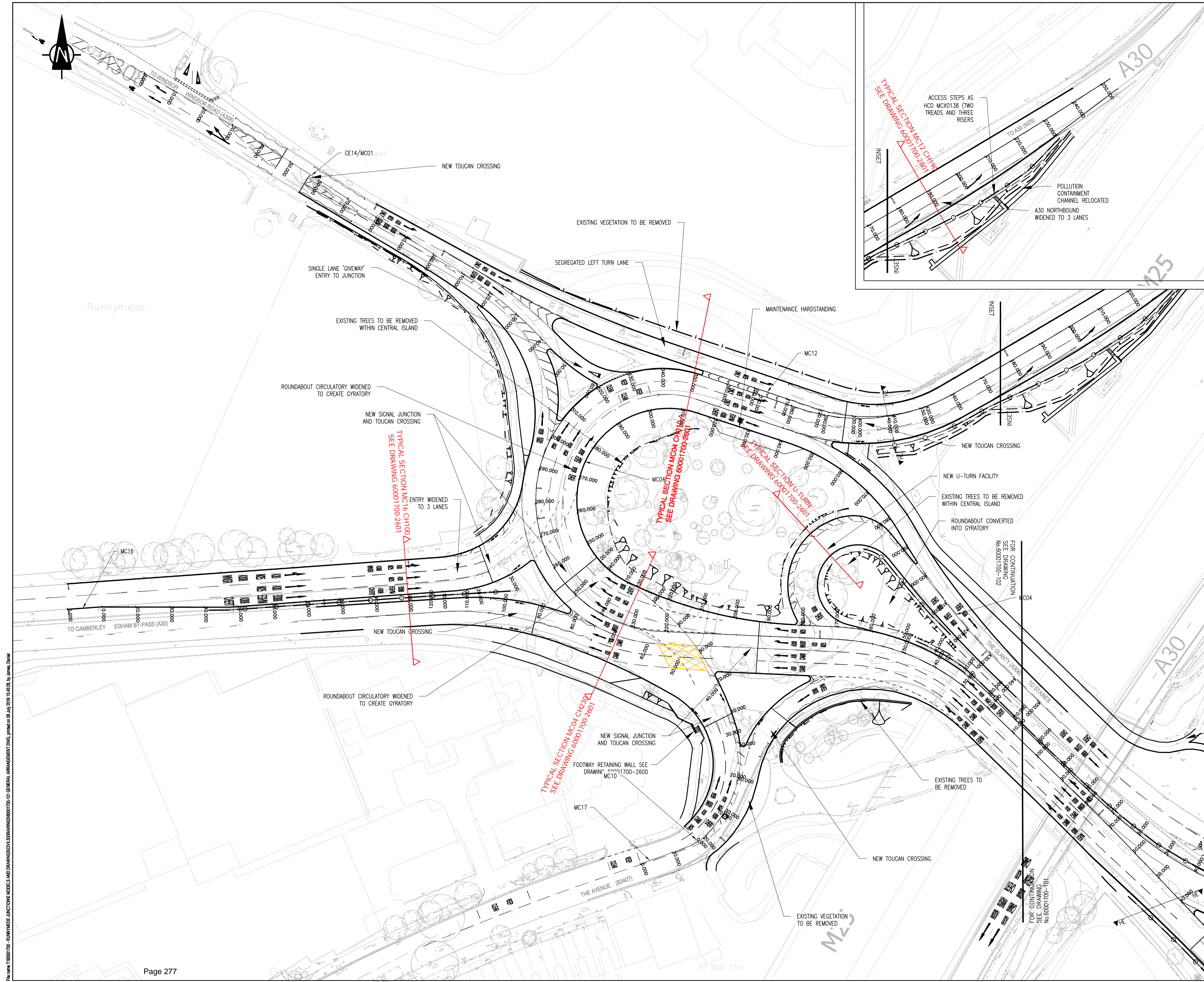
Runnymede Borough Council
 Public and local businesses via a public consultation and exhibition process
 Enterprise M3 Local Enterprise Partnership (EM3 LEP)
 Highways England

Annexes:

Annex A – General arrangement plan of Runnymede Roundabout Major scheme
 Annex B – Business case for Runnymede Roundabout (September 2014) (Part 2)

Sources/background papers:

- Runnymede Roundabout and Egham Sustainable Transport Package Public and Business consultation autumn 2013
- Cabinet Report 23rd September 2014 – Supporting Economic Growth Through Investment In Highways Infrastructure
- Cabinet Report 16th December 2014 - Supporting Economic Growth Through Investment In Highways Infrastructure
- Runnymede Roundabout EM3 LEP Business Case – September 2014
- SE7 Tender for Runnymede Roundabout summer 2015
- Equality and Diversity screen report – Runnymede Roundabout July 2016



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NOTES:
1. CROSS SECTIONS ARE ON DRAWING 60001700-113 TO 125

- KEY:
- KERB
 - EARTHWORKS
 - SETTING OUT STRING LABEL - REFER TO CROSS SECTIONS
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 - FENCING. REFER TO SAFETY BARRIER AND FENCING DRAWINGS FOR FENCING TYPES

RESIDUAL HEALTH & SAFETY RISKS

DESCRIPTION OF RISK	RISK REGISTER REFERENCE
LIVE TRAFFIC & WORKING RESTRICTIONS	ITEMS 1 & 11
POLLUTION OF RIVER THAMES	ITEM 2
BURIED SERVICES	ITEMS 5 & 6
ASBESTOS	ITEM 15
EMERGENCIES & DIVERSION ROUTES	ITEMS 16 & 17

REV	DATE	BY	DESCRIPTION	CHK	APP
G	01/07/2016	DEJ	ALTERATIONS FOLLOWING CLIENT REVIEWS	JHW	JHW
F	02/03/2016	SC	ROAD MARKINGS ALTERED FOLLOWING LINSIG AUDIT	JHW	JHW
E	03/02/2016	SC	DESIGN DESCOPING CENTRAL ISLAND LINKS AND CROSSINGS REMOVED	DEJ	JHW
D	18/08/2015	AB	ALTERATIONS FOLLOWING SECOND CLIENT REVIEW	JHW	AP
C	02/07/2015	SWC	ALTERATIONS FOLLOWING CLIENT REVIEW	JHW	AP
B	10/04/2015	JOB	ALTERATIONS FOLLOWING RSA2	JHW	AP
A	13/03/2015	JHW	UPDATED FOR RSA2	EJR	AP

DRAWING STATUS: TENDER DRAWING

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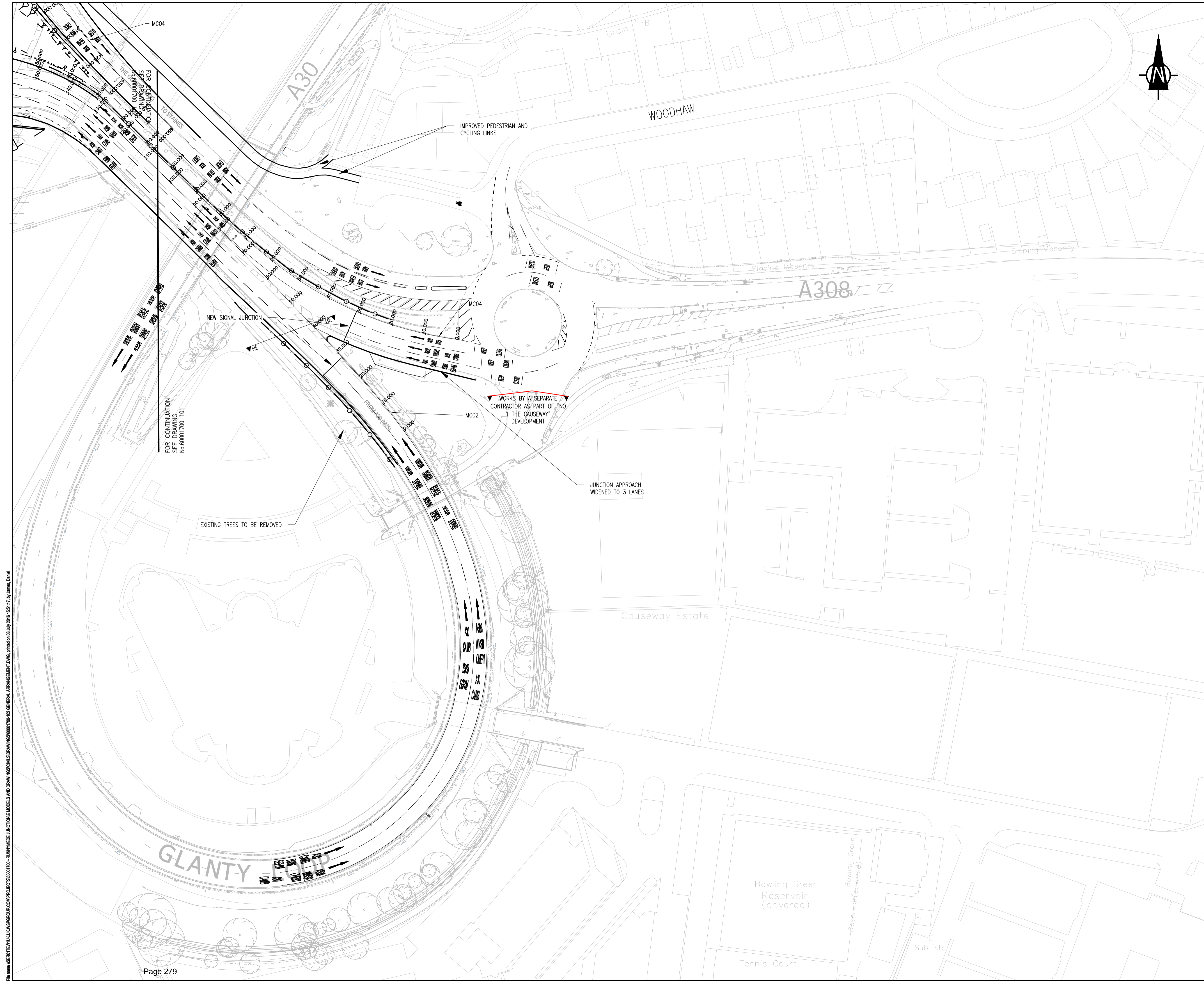
PROJECT: RUNNYMEDE ROUNDABOUT

TITLE: RUNNYMEDE ROUNDABOUT GENERAL ARRANGEMENT SHEET 1 OF 2

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PROJECT No: 60001700	DRAWING No: 60001700-101	REV: G

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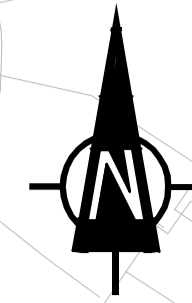
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RESIDUAL HEALTH & SAFETY RISKS

DESCRIPTION OF RISK	RISK REGISTER REFERENCE
LIVE TRAFFIC & WORKING RESTRICTIONS	ITEMS 1 & 11
POLLUTION OF RIVER THAMES	ITEM 2
BURIED SERVICES	ITEMS 5 & 6
ASBESTOS	ITEM 15
EMERGENCIES & DIVERSION ROUTES	ITEMS 16 & 17

REV	DATE	BY	DESCRIPTION	CHK	APP
K	01/07/2016	DEJ	ALTERATIONS FOLLOWING CLIENT REVIEW	JHW	JHW
J	10/03/2016	JHW	UPDATED FOLLOWING SECOND LINSIG AUDIT	JHW	JHW
H	03/03/2016	SC	UPDATED FOLLOWING LINSIG AUDIT	DEJ	JHW
G	10/02/2016	SC	STOP LINES CHANGED ON GLANTY LOOP	JHW	AP
F	09/02/2016	JHW	SSD LINES ADDED	JHW	AP
E	03/02/2016	SWC	DESIGN DESKTOPPING (GLANTY LOOP WIDENING REMOVED)	JHW	AP
D	18/08/2015	AB	ALTERATIONS FOLLOWING SECOND CLIENT REVIEW	JHW	AP
C	02/07/2015	SWC	ALTERATIONS FOLLOWING CLIENT REVIEW	JHW	AP
B	10/04/2015	JOB	ALTERATIONS FOLLOWING RSA2	JHW	AP
A	13/03/2015	JHW	UPDATED FOR RSA2	EJR	AP

DRAWING STATUS: TENDER DRAWING

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CLIENT:

SURREY COUNTY COUNCIL
Surrey Highways
Transport for Surrey

PROJECT: RUNNYMEDE ROUNDABOUT

TITLE: RUNNYMEDE ROUNDABOUT GENERAL ARRANGEMENT SHEET 2 OF 2

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PROJECT No: 60001700	DRAWING No: 60001700-102	REV: K

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SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND PLANNING****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR FOR ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: SMARTER WORKING FOR THE ENVIRONMENT – POLICY AND ACTION PLAN****SUMMARY OF ISSUE:**

In December 2015 a motion was carried by the Council to support action in reducing the Council's emissions and building resilience to a changing climate. In February 2016, the Council signed up to the LGA's Climate Local Initiative, including a commitment to produce an action plan outlining our approach.

An environment policy statement and action plan have been developed to set out the council's approach to environmental sustainability, including responding to climate change. The activities of the County Council have many interfaces with the environment, ranging from risks posed by the environment, to the potential for enhancing the local environment and managing environmental impacts and resource consumption. These issues are both direct, such as service provision and estate management and indirect through the Council's influence over the £37.5 billion of economic activity in Surrey and the council's role in the lives of 1.15 million residents.

RECOMMENDATIONS:

The Cabinet is recommended:

- to approve the proposed 'Smarter Working for the Environment' Policy Statement (Annex 1) and the associated Action Plan (Annex 2).
- to delegate authority to the Strategic Director for Environment and Infrastructure, in consultation with Cabinet Member for Environment and Planning, to authorise minor future revisions to the policy and action plan.

REASON FOR RECOMMENDATIONS:

- Implementing the policy and associated action plan will:
 - Provide a basis for engagement with our suppliers when seeking their support for our objectives and maximising value from our contracts
 - Increase value for money by being joined up in our decision making
 - Provide support to external funding bids by publishing the council's overall commitment to environmental sustainability

- Support a 'one team' approach for improved outcomes in relation to corporate priorities for the economy and resident wellbeing.
- Delegating authority for minor revisions, to the Strategic Director for Environment and Infrastructure, in consultation with the Cabinet Member for Environment and Planning, will allow the Council's approach and commitments to be kept up to date; incorporating continuous improvement internally, reflecting changes in the national policy context and if necessary, to prioritise activities in response to resource constraints.

DETAILS:

1. The Council faces the continuous challenge of rising demand for its services whilst financial resources are decreasing. It is important to recognise that part of this increased demand, now and in the future, is the challenge of a changing climate and the risks this brings to our residents, our businesses and infrastructure. The severe weather and floods of 2013-14 affected over 2,000 properties, caused significant damage to council infrastructure and had wider health and well-being impacts for those affected. The events cost the County Council an additional £27.1m in response and recovery (revenue and capital) of which only £11.7m was offset by central government support.
2. An Environment Policy Statement is increasingly common amongst large organisations and is in place in neighbouring authorities including Kent CC, East Sussex CC and West Sussex CC as a statement of commitments and priorities.
3. The policy and action plan bring together the Council's response to managing environmental risks, impacts and opportunities, which has been developed through a process as set out below:
 - i. benchmarking of 'Climate Local' action plans, environment sustainability strategies and Carbon Management Plans of other local authorities¹.
 - ii. internal consultation with relevant services to ascertain current baseline of activity and areas of opportunity for Surrey
 - iii. external consultation with partners via service partnership groups
 - iv. development of themes and specific commitments to action.
4. As a result of this process, the scope of activity was defined, options were considered and shortlisted for an action plan and the resource implications were assessed, in the context of ongoing financial constraints.

Environment Policy Statement

5. The Policy sets out the context in which we will work with our stakeholders (in particular residents, businesses, suppliers and staff) to manage our environmental responsibilities and demonstrate leadership.

¹ Over 120 local authorities have Climate Local Action Plans and many of these are set with wide ranging environment and or sustainability strategies led by multi agency steering boards.

6. The challenge is to go beyond legal and regulatory minimum requirements and provide additional voluntary and collaborative action at a local level, ensuring Surrey is, and remains, a clean, green and resilient place. This, however, needs to take account of increased demand for services and cost of delivery which is compounded by funding reductions. Therefore, any such action will be required to deliver a positive business case to the Council and/or for the costs and benefits to our stakeholders to be aligned through developing appropriate partnerships.
7. The Council's vision is to be 'one place, one budget, one team for Surrey' and by applying this in the context of environmental impacts we will ensure our activities are mutually reinforcing, provide value for money and be more enduring, in turn meeting the Council's strategic goals. Without a coherent approach across the Council with respect to environmental sustainability, progress in one area is at risk of being undermined by unsustainable activity in another.
8. In light of the above, our approach is:

Services, business processes and suppliers will take account of their environmental risks and positive and negative impacts, in particular and where relevant:

- Resilience to risks posed by a changing climate
- Sustainable travel
- Waste minimisation and recycling
- Efficient and low carbon energy
- Biodiversity and landscape quality in Surrey
- Prevention of hazardous pollution of air, water and soil

Our environmental services and initiatives will take account of the council's strategic goals, which are:

- Wellbeing - Everyone in Surrey has a great start to life and can live and age well
- Economic Prosperity - Surrey's economy remains strong and sustainable
- Resident Experience - Residents in Surrey experience public services that are easy to use, responsive and value for money

9. The Policy sets out the headline indicators to assess progress, which are designed not to duplicate the many existing service-level indicators and targets.
10. The Council delivers an extensive range of environmental services for which a range of strategies are already in place (Local Transport Plan, Surrey Waste Plan, Joint Municipal Waste Management Strategy, Carbon and Energy Policy, Sustainable Procurement framework, Countryside strategies, Flood Risk Management Strategy etc.). Many of these are linked to statutory duties as indicated in Appendix II of the policy.

Environment Action Plan

11. To build on our existing work programme the Council's priority commitments for action focus on increasing our resilience to climate change and managing environmental impacts over which we have greatest influence. The Action Plan is attached as Annex 2 and actions are grouped in five themes:

- (1) Embedding environmental considerations (managing risks and impacts) in decision making across council services
 - (2) Resource efficient buildings and operations
 - (3) Suppliers environmental impacts and risks
 - (4) Air quality and lower carbon transport
 - (5) Resilience of communities and our estate to future climate conditions
12. The Action Plan sets out how we will work to manage risks and negative environmental impacts and increase the wider benefits of activities in these areas, focusing on:
- protection and enhancement of the local environment in Surrey
 - improved value for money and business continuity of council services
 - a more resilient and prosperous local economy
 - improved wellbeing of residents, in particular reducing health inequalities
13. It is not expected that each individual action will deliver every benefit but it is the intention that as a package of measures the Council will contribute to achievement of all of these benefits.

Monitoring and reporting progress

14. Monitoring in relation to the key indicators for the Council's environmental sustainability will occur annually and the results will be published in the council's Annual Report, published each summer.
15. Progress in relation to the activities set out in the Action Plan will be reported to and considered by the Economic Prosperity, Environment and Highways Board.

CONSULTATION:

16. Wider consultation has included related partnerships, including Surrey Community Resilience Partnership, Surrey Energy and Sustainability Partnership and Surrey Nature Partnership and ongoing partnership working including these groups is a key element of many of the commitments in the Action Plan.
17. The Council's Economic Prosperity, Environment and Highways Board scrutinised the proposed policy and action plan on 19 October 2016. The Board commended the proposed policy and action plan to the Cabinet. Discussion highlighted the committee's concern about air quality and its associated health impacts, particularly in the north of the county/London border areas.

RISK MANAGEMENT AND IMPLICATIONS:

18. Risk management is inherent to the policy's objectives in terms of risks to, and posed by, the environment.

The primary risks to the successful implementation of the policy itself are:

- a) Further budget constraints in the future, affecting the council's ability to resource activities, even where these may have a positive long term business case.

- b) Lack of buy in across services due to competing pressures for officer time and attention.
19. These risks will be managed by:
- a) A robust approach to cost benefit assessment to ensure informed decision making and prioritisation.
 - b) The mandate from Cabinet in approving this policy and effective communication of expectations of services to support the policy and action plan.

Financial and Value for Money Implications

19. The action plan sets out 'smarter working' actions, such as further partnership working, strengthening processes to support the council to think ahead to better anticipate potential opportunities and consequences. These are deliverable within existing resources.
20. Some actions involve investigating options which are likely to require investment in the future. In such cases, any additional funding commitment would be subject to a business case appraisal.
21. The financial implications of the intended outcomes are positive, in particular:
- a) reducing/managing direct costs through resource efficiency in estate management e.g. efficient water consumption (Action Plan 2.1) and parking management (Action Plan 2.3)
 - b) reducing/managing direct costs through cross-sector service delivery e.g. Seasonal Health strategy (Action Plan 5.1) will seek to better identify the most at risk vulnerable people to alert them to home insulation grant funding and thus reduce social care service costs of ill health, compared to business as usual.
 - c) improving the council's position for grant funding income by having an Environment policy to refer to in bids, which is often a standard expectation of funders.

Section 151 Officer Commentary

20. The anticipated costs of implementing the Action Plan will be delivered from within existing resources or where necessary will be subject to the appropriate reporting/approval process.

Legal Implications – Monitoring Officer

21. The Council has a range of legal obligations aimed at mitigating the impacts of climate change and this policy aims to underpin this. Examples of these obligations include participation in the 'Carbon Reduction Commitment (CRC) Energy Efficiency Scheme' pursuant to the Climate Change Act 2008, and through its role as the lead local flood authority, coordinating flood risk management for the area in accordance with the Flood and Water Management Act 2010. Appendix II of the Policy statement (Annex 1) more

extensively outlines the context of the council's statutory obligations with respect to many aspects of environmental management.

Equalities and Diversity

Information and engagement underpinning equalities analysis	The policy and associated action plan do not set out proposals at a level at which an equalities analysis can be effectively conducted.
Key impacts (positive and/or negative) on people with protected characteristics	The policy statement itself does not have any negative/positive impacts on groups with protected characteristics. Commitments in the action plan will be considered separately and where required, an EIA will be conducted to assess impacts on any groups with protected characteristics.
Changes you have made to the proposal as a result of the EIA	None required.
Key mitigating actions planned to address any outstanding negative impacts	None required.
Potential negative impacts that cannot be mitigated	None.

Public Health Implications

22. The policy will positively contribute to supporting the health and wellbeing of residents. For example, health benefits from reduced transport-related air pollution and reassurance and/or actual health benefits from supporting vulnerable people and communities in situations such as heatwaves and flooding.

Climate Change/Carbon Emission Implications

23. The policy has been developed directly to support the resilience to a changing climate and reducing carbon dioxide emissions.

WHAT HAPPENS NEXT:

24. The policy and action plan will be published on the council's website.
25. The detailed steps envisaged for the delivery of each action will be developed and delivered accordingly.
26. Future Cabinet reports will include assessment of environmental impacts and risks, which Cabinet will be asked to consider in their decision-making.

27. Monitoring in relation to the key indicators for the council's environmental sustainability will occur annually and the results will be published in the council's Annual Report, published each summer.
28. Progress in relation to the activities set out in the Action Plan will be reported to and considered by the Economic Prosperity, Environment and Highways Board.

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Consulted:

Economic Prosperity, Environment and Highways Board
Boroughs and Districts via Surrey Energy and Sustainability Partnership

Annexes:

Annex 1 Smarter Working for the Environment: Policy Statement
Annex 2 Smarter Working for the Environment: Action Plan

Sources/background papers:

- n/a
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Annex 1

Smarter working for the environment



For a healthy, clean, low carbon, prosperous and resilient Surrey

Policy statement on the council's approach to environmental sustainability

Context

Clean, green and safe...and resilient into the future

Surrey County Council recognises the immense value provided by our immediate and wider global environment. At a local level, Surrey's 'clean, green and safe' character along with access to London and global markets, has long made it a location of choice for residents and businesses. To maintain this, we must increase our resilience to environmental changes and ensure we are highly efficient in our use of resources.

Going beyond our minimum obligations through collaboration and partnership

Our response to this challenge should go beyond legal and regulatory minimum requirements since our interactions with the environment are numerous and complex meaning legislation alone is not a sufficient solution. Additional voluntary and collaborative action at a local level is key to developing effective solutions to ensure Surrey is, and remains, a clean, green and resilient place. However, the council faces significant financial challenges due to increasing demand for services and cost of delivery, compounded by funding reductions. Therefore, to enable the council's action for the environment to go beyond our statutory requirements, these require a positive business case to council and/or for the costs and benefits to stakeholders to be aligned through developing appropriate partnerships.

Scope of the council's influence

The council plays an important and direct role in managing resilience and conserving/enhancing our environment through the provision of services (e.g. transport, waste management, flood risk management) as well as our influence over the £37.5 billion of economic activity in Surrey and our role in the lives of 1.15 million residents. Our own estate, operations, landholdings and the actions of our staff and suppliers have environmental impacts and are subject to risks posed by the environment.

This policy aims to set out the context in which we will work with our stakeholders to manage our environmental responsibilities and harness leadership opportunities.

Working as 'one team' for environmental sustainability

The council's vision is to be 'one place, one budget, one team for Surrey'. Applying this in the context of the environment is vital for progress in managing our environmental risks and impacts. In doing so, our activities will become mutually reinforcing, provide value for money and be more enduring. Without a coherent approach across the council with respect to environmental sustainability, progress in one area is at risk of being undermined by unsustainable activity in another.

Services, business processes and suppliers will take account of their environmental risks, impacts and opportunities in particular and where relevant:

- Resilience to risks posed by a changing climate
- Sustainable low carbon travel
- Efficient use of materials, minerals and water
- Waste minimisation and recycling
- Efficient and low carbon energy
- Biodiversity and landscape quality in Surrey
- Prevention of hazardous pollution of air, water and soil
- Overall raising awareness and capacity building in valuing the environment

Our environmental services and initiatives will take account of the council's strategic goals, which are:

- Wellbeing - Everyone in Surrey has a great start to life and can live and age well
- Economic Prosperity - Surrey's economy remains strong and sustainable
- Resident Experience - Residents in Surrey experience public services that are easy to use, responsive and value for money

Measuring our progress

We will report on our corporate environmental impacts (energy, business travel and water consumption) in the council's annual report. We will comply with all external environment-related reporting requirements.

Indicators of the council's progress are:

Embedding	<ul style="list-style-type: none"> Proportion of relevant major projects/policy changes with environmental risks, impacts and benefits identified and managed, via Cabinet report screening (see Appendix I for examples of the nature of the council's environmental risks and impacts)
Own estate	<ul style="list-style-type: none"> Energy consumption, cost and carbon emissions on our own estate Staff business travel mileage and carbon emissions Tonnage of waste arising and percentage sent for recycling, energy from waste etc. Water consumption on our own estate (with data quality improvements subject to introducing smart metering) Number of Sustainable Drainage Systems (SuDS) included on our own estate and within capital schemes Proportion of countryside sites with appropriate management plans in place Proportion of Sites of Special Scientific Interest (SSSI's) in 'favourable' or 'unfavourable recovering' condition
Suppliers	<ul style="list-style-type: none"> Social value added by suppliers using the Social Value Measurement Framework
Service specific	<ul style="list-style-type: none"> See Appendix II for various strategies for the delivery of services including Waste Management, Transport and Countryside services

Benefits and examples of achievements to date

<p>ONE place ONE budget ONE team for Surrey</p>	<p>6,000 pupils are trained every year in Surrey to cycle safely on the roads and training is expanding to meet demand from adults keen to get back in the saddle.</p>	<p>Resilient and prosperous local economy</p>	<p>2,200 households have been supported to make energy efficient home improvements which reduces costs, carbon emissions and improves health particularly for vulnerable people.</p>
<p>Project Horizon is renewing 300 miles of roads whilst diverting waste from landfill by using recycled aggregate materials. This makes our highways fit for future use and provides long term guarantees from the supply chain.</p>	<p>Protection and enhancement of the local environment</p>	<p>Over 23,000 volunteer hours in 2015-16 have been given to Surrey Countryside Management Partnerships helping with the conservation and biodiversity of the countryside.</p>	<p>Value for money for tax payers</p>
<p>Reliable council services into the future</p>	<p>Surrey Prepared (Surrey Community Resilience Partnership) has developed a network of over 100 community resilience groups and has trained over 150 volunteers in flood risk and weather awareness across the county.</p>	<p>Wellbeing of residents and reducing inequalities</p>	<p>Surrey's furniture reuse schemes have enabled 8,200 households to furnish their homes with decent and affordable furniture, avoiding 540 tonnes of waste going to landfill and providing for 400 work placements/volunteers</p>

Priority action areas

The council delivers an extensive range of environmental services, for which a range of strategies are already in place covering both innovation and business as usual activities. These are summarised in Appendix II.

Building on existing work programmes, the council's priority commitments for action associated with this policy are focused on increasing our resilience in a changing climate and managing environmental impacts. We will focus on the activities over which we have greatest influence and are the most cost effective, in particular:

1. We will include environmental considerations in decision making across council services.
2. We will work with partners to build the resilience of our communities and estate to climate impacts.
3. We will make our buildings, operations and services as resource efficient and low cost as practicably possible.
4. We will work with suppliers to reduce the environmental impact of the goods and services they deliver for us and reduce our supply chains exposure to environmental risks.
5. We will seek to reduce emissions and improve air quality across the county from transport by promoting sustainable transport options.

Appendix I: Examples of services and suppliers considering their environmental risks, impacts and opportunities

Examples of risks to be managed, which arise from a changing profile of environmental conditions e.g. climate change

- Council business continuity through increasing frequency/severity of adverse weather conditions e.g. flooding
- Managing risks of adverse weather on health and wellbeing of vulnerable people, e.g. through implementation of NHS heatwave plan, Local Resilience Partnership and 'future-proofing' building design
- Managing risks posed to countryside sites and the Basingstoke canal from a changing climate
- Managing risks posed to highway assets from increased flooding and heatwave frequency/severity
- Anticipating increase in demand for emergency service response, resulting from increasing frequency and severity of adverse weather (flooding, heatwaves and wild fires)

Examples of opportunities to manage impacts on the environment, in the course of service delivery

- Reducing consumption of fossil fuel energy through efficiency and low carbon technologies in corporate buildings and schools
- Waste minimisation and recycling in corporate buildings and schools
- Schools expansion: opportunities for building design specifications
- Curriculum opportunities for teaching sustainable lifestyles
- Sustainable travel to school
- Schools grounds management for biodiversity / wildlife habitats
- Material resource and energy efficiency in social care contracts
- Sustainable management of household waste
- Reducing environmental impacts of materials used in highway maintenance e.g. using recycled content products and sustainable treatment of waste arising
- Providing public bus services to support sustainable travel of residents
- Reducing consumption of fossil fuel energy through efficiency and low carbon technologies via transport contracts (buses and home to school transport)
- Trading Standards role in enforcement of environmental labelling schemes
- Reducing consumption of fossil fuel energy through efficiency and low carbon technologies in fleet vehicles including Fire and Rescue

Appendix II: National Policy context, Statutory duties and Indicators relating to the environment

Service	Key county council strategies	Acts covering Statutory duties of the council	Monitoring data council is required to collect (as per Single Data List) ¹
Countryside service	<p>Rights of Way Improvement Plan: strategic approach to managing public access</p> <p>Surrey Countryside and Rural Enterprise Forum - Rural Statement for Surrey: provides for collaborative approach to protecting and enhancing rural Surrey</p> <p>Landscape Character Assessment: guidance for new developments to align with existing landscape character of Surrey</p>	<p>Countryside & ROW Act 2000: enable people to explore open countryside; reform and improve rights of way; protection to wildlife and natural features (biodiversity)</p> <p>Wildlife & Countryside Act 1981: sets out responsibility of the Council as a landowner and planning authority to manage and protect SSSI's and other sites with statutory designations</p> <p>Natural Environment & Rural Communities Act 2006: Local Authority role in management of Areas of Outstanding Natural Beauty</p>	<p>Local nature conservation/ biodiversity (DEFRA) – Proportion of Local Sites where positive conservation management is being achieved</p>
Emergency Planning & Community Safety	<p>Surrey Local Resilience Forum Annual Business Plan: sets out progress of Surrey Resilience Partnership and work priorities for coming year with aim to plan and prepare for localised incidents and catastrophic emergencies.</p> <p>Surrey Community Risk Register: hazards identified to communities</p>	<p>Civil contingencies Act 2004: Requires public services at a local level to prepare for adverse events and incidents</p> <p>Flood & Water Management Act 2010: improve flood risk management and sets out responsibilities on the council</p> <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015: Requires council to act as statutory consultee for major planning applications with surface water drainage implications</p>	<p>Strategic Overview of Flood and Coastal Erosion Risk (DEFRA/EA) – Number of properties where flood or coastal erosion risk has been reduced / managed</p> <p>Flood and Coastal Risk Management and Sustainable Drainage Systems (DEFRA) – 5 indicators referring to Lead Local Flood Authority responsibilities</p> <p>Reporting on EU Flood Risk Regs (DEFRA/EA) – 3 indicators referring</p>

¹ The council gathers a range of other data for its own purposes, in addition to the requirements from the Single data list.

Service	Key county council strategies	Acts covering Statutory duties of the council	Monitoring data council is required to collect (as per Single Data List) ¹
	and responses to mitigate these risks ² Local Flood Risk Management Strategy (Draft): How flood risk will be dealt with in Surrey	Land Drainage Act 1991: Requires council to issue consents for works on watercourses	to responsibilities of Local Authorities for Flood Risk Management
Transport services	Surrey Transport Plan: various strategies, by issue e.g. congestion, climate change, parking and by mode e.g. bus, cycling, rail, freight etc	Transport Act 2008: the provision and regulation of road transport services and subsidising of passenger transport services Highways Act 1980: responsibilities of the Council in relation to the management and operation of the road network	Concession Travel Survey Local Bus Punctuality
Procurement	Procurement Strategy 2015-18 (Orbis) Ensure contracts awarded by Surrey County Council and East Sussex County Council provide great value for money, provide the best possible social value for our residents and demonstrates the council's commitment to ethical sourcing e.g. Sustainable Timber Policy WWF Gold PledgeS	Social Value Act 2012: Requires public authorities to have regards to economic, social and environmental well-being in connection with public services contracts	Public Contracts Regulations 2006: Statistics for contracts awarded above certain thresholds

² Surrey's Local Resilience Forum Strategic has produced '[Climate Change Guidance: Impacts, Mitigation and Adaptation for Surrey](#)'. This considered possible impacts of climate change on the scope of responsibilities of the LRF group, in order to inform the forum's planning assumptions. Further appraisal of climate change risks to wider council services is available in 'Future Surrey: The potential implications of actual and projected changes in the climate of Surrey' (Phil Sivell Consulting) which is available from the council's Environment Policy team.

Service	Key county council strategies	Acts covering Statutory duties of the council	Monitoring data council is required to collect (as per Single Data List) ¹
Public health	<p>JSNA: Environment chapter assesses impact of natural and built environment on people's health and makes recommendation to address these issues</p> <p>Health & Well Being Strategy: promotes healthy lifestyles and independent living in healthy and sustainable communities</p>	<p>Health & Social Care Act 2012 Take steps to improve the health of people who live in their area (based on local needs and priorities)</p> <p>Public Health Outcomes Framework Range of measures LAs judged against including measures influenced by environmental factors</p>	<p>Coalition of NHS Health Check quarterly data return</p> <p>National Child Measurement Programme: measures the height and weight of children at school, aged 5 and 11, to assess overweight and obesity levels. This data informs the planning of health initiatives and services.</p>
Sustainability and Place	<p>Smarter working for the environment (i.e. this document): sets out the council's overall approach to environmental sustainability</p> <p>Carbon and Energy Policy: the council's plan to continue to reduce emissions from buildings and business travel through efficiency and sustainable energy generation and travel</p> <p>Sustainable Modes of Travel Strategy (SMOTS): how SCC promote sustainable travel for school journey in relation to local priorities and resource</p>	<p>Climate Change Act 2008: Gives government power to require public authorities to report on their progress on climate change risk management</p> <p>National Planning Policy Framework: The government's planning policies for England and how these should be applied, with the purpose of the planning system contributing to sustainable development</p> <p>Localism Act 2011: Duty to Co-operate with local planning authorities</p> <p>Education Act 2006: duty on local authorities to promote the use of sustainable travel and transport and publication of a Sustainable Modes of Travel Strategy</p>	<p>Emissions from LA own estate and operations (DECC, now DBEIS)</p>
Waste management	<p>Joint Municipal Waste Management Strategy: Partnership plan with waste collection authorities (boroughs and districts)</p>	<p>Environment Protection Act 1990: Requires county council to manage and safely dispose of waste collected and Household Waste Recycling Centres (including reuse, recycling etc)</p>	<p>Waste Data Flow (DEFRA)</p>

Service	Key county council strategies	Acts covering Statutory duties of the council	Monitoring data council is required to collect (as per Single Data List) ¹
Minerals and Waste Planning	<p>Surrey Minerals Plan: Through the allocation of sites and policies seeks to ensure a sustainable supply of minerals.</p> <p>Surrey Waste Plan: Seeks to identify the land required to provide facilities for the more sustainable management of Surrey's waste</p> <p>Aggregates recycling DPD: Through the identification of suitable sites and policies seeks to encourage the recycling of construction waste to meet the Minerals Plan target and thus reduce reliance on land won minerals</p>	<p>Town and Country Planning Act 1990 Planning and Compulsory Purchase Act 2004</p> <p>The county council has minerals and waste planning responsibilities and is required to produce a plan to provide a framework for decisions involving these uses</p>	<p>Planning Service Annual Monitoring Report (AMR) Duty to monitor the effectiveness of planning policy and share data in a timely way. The AMR contains a range of minerals and waste data to help monitor the effectiveness of planning policies</p> <p>Local Aggregates Assessment (LAA) The county council is required by national policy to produce a LAA. Produced annually and monitors current and forecasted demand for construction aggregate and the supply options including the contribution of recycled aggregate. Feeds into a wider regional monitoring report</p>

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Annex 2: Action Plan for working smarter for the environment

	How we will work smarter for the environment:	Resource (where multi-service, the service listed first has lead role)	Timescale	Indicator	Benefits
1. Embedding environmental considerations in decision making across council services					
Page 301	<p>Screening major decisions: We currently screen major decisions for carbon and climate risks. This will be augmented to screen environmental impacts and risks for relevant council policies and projects, via gateways including Cabinet and Investment Panel and project planning processes.</p> <p>Guidance will be developed to support officers and evaluation will be carried out to assess approach and benefits achieved.</p>	Democratic services Place and Sustainability	From Dec 16	Number of major projects/policies appraised	<p>Overall value for money in council services and operations</p> <p>Clarity and consistency for staff resulting from additional guidance</p> <p>Clarity and consistency for residents and partner organisations resulting from joined up approach across the council</p>
2. Resource efficient buildings and operations					
2.1	<p>Water market reform*: Investigate opportunities and business case for water consumption savings, resulting from water market reform</p> <p>* From April 2017, businesses and other non-household customers in England will be able to choose their supplier of water and wastewater retail services. Regional water suppliers will supply water and sewage services to 'water retailers'. Water retailers will offer a package to customers, including customer services and support to reduce water consumption e.g. smart metering. It is intended that competition between water retailers will improve service quality and reduce costs for customers.</p>	Energy team, Property	Open Water market reform from April 2017	<p>Number of sites with Automated meter reading (AMR) installed for water consumption</p> <p>Water consumption on own estate</p>	<p>Reduced water consumption in context of water scarcity in south east</p> <p>Overall cost savings to council from reduced water consumption</p>

Annex 2: Action Plan for working smarter for the environment

	How we will work smarter for the environment:	Resource (where multi-service, the service listed first has lead role)	Timescale	Indicator	Benefits
2.2	Joined up messages: Integrate energy (and water if relevant) efficiency and recycling messages to staff, targeting our largest sites and making it easier for staff to 'do the right thing'	Place and Sustainability Communications Waste Property	Deliver campaign 2017/18	Levels of staff awareness of behaviours expected Tonnage of waste arising and diverted from landfill from SCC estate; CO2 from SCC estate; water consumption from SCC estate	Greater contribution by staff in reducing SCC's resource consumption and environmental impacts
2.3	Parking Policy review: Ensure that the car parking review, as part of the Pay and Reward strategy, builds on evidence of car parking measures piloted to date and best practice amongst other authorities	Property HR Place and Sustainability	16/17 and 17/18	tbc following project set up	Efficient use of resources (car parking resource/land use, administration of systems, service staff time) Increased productivity of staff and increased acceptance of policy
2.4	Greater use of technology to reduce business travel and improve productivity: optimise use of IT capabilities for communication and collaboration by encouraging the use of Skype for voice, video, document files (i.e. One drive) and live sharing/presenting. Cultural change will be embedded through the use of group collaboration platforms to create virtual workspaces. This action is enabled through a combination of the IT & Digital service Modern Worker and Digital Programmes.	IMT HR Place and Sustainability Communications	tbc, dependent on Digital workplace project	Number of staff using Skype for scheduled virtual meetings (subject to setting up monitoring) Number of staff using Jive	Reduced business travel cost claims, congestion and emissions and more efficient use of staff time

Annex 2: Action Plan for working smarter for the environment

	How we will work smarter for the environment:	Resource (where multi-service, the service listed first has lead role)	Timescale	Indicator	Benefits
2.5	Effective lift sharing system: Review lift sharing offer to staff, for business travel and commuting, to ensure the system is fit for purpose i.e. provides an easy and effective matching system making the most of innovations in software applications, considers integration with council meeting arrangement systems and provides value for money to the council	Place and Sustainability Property HR	16/17	Number of staff using car share matching service	Reduced pressure on car parking Reduced business mileage and emissions
Page 303 2.6	Low carbon vehicles for business travel: Increase access to cost effective low emissions vehicles for business travel including through the lease car scheme for staff, development of a low emission vehicle charging network and the car club service offer at SCC sites.	Place and Sustainability Property HR	Ongoing	Usage of electric vehicle charging points Number of electric and hybrid vehicles leased by staff Usage of car club vehicles for business travel	Improvement in air quality and carbon emissions from reduced car travel Reduced road congestion supporting smart economic growth Recruitment and retention of staff through 'pool car' option widening options for commuting, especially from London and in hard to fill sectors Overall cost savings to council from business mileage travel savings (or cost neutral but with wider benefits)
2.7	Pupil engagement: Increase the number of schools engaged in the Eco Schools and Ashden Less CO2 programmes by ensuring that schools can access resources and support including peer to peer support and that pupils are actively engaged.	Place and Sustainability Schools Waste Development Communications Property	Ongoing	Increase in number of schools participating in schemes	Pupil learning opportunities Citizenship Improvement in quality of school grounds and surrounding areas

Annex 2: Action Plan for working smarter for the environment

	How we will work smarter for the environment:	Resource (where multi-service, the service listed first has lead role)	Timescale	Indicator	Benefits
2.8	Access to funding for schools and corporate estate: We will seek to ensure that the council's school energy efficiency advisory service is financial sustainable in order to provide support to schools to access low cost SALIX loans and improve the energy efficiency of their operations.	Property Schools	Ongoing	Energy consumption in participating schools	Cost savings for school utility budgets Emissions reduction across own estate including maintained schools Improved air quality, in cases where oil boilers are removed

3. Suppliers environmental impacts and risks

3.1 Page 304	Social Value Act: Introduce environmental weighting into contracts to support social value, by expressing a range of social and environmental benefits in financial equivalents and including this as an element of contract evaluation alongside cost and quality considerations.	Service contract managers (Procurement) Surrey Procurement group Place and Sustainability	Pilot on targeted contracts Sept 2016 - May 2017	Value added, using Social Value Measurement Framework	Various environmental benefits and associated cost savings from resource efficiency
3.2	Supply chain risk management: Review business continuity requirements in supply chain service contracts to ensure they take account of the need for suppliers to prepare for increased frequency and severity of extreme adverse weather e.g. flooding and heatwaves	Service contract managers Procurement Place and Sustainability	From April 2017	All contracts to require business continuity plans - plans reviewed and updated as part of contract management (proportionate to the level of risk associated with the service/contract)	Risk management i.e... less chance and lower severity of environmental threats affecting suppliers and thus reduced negative consequences for reliability in service delivery and contract costs

4. Air quality and lower carbon transport

Annex 2: Action Plan for working smarter for the environment

	How we will work smarter for the environment:	Resource (where multi-service, the service listed first has lead role)	Timescale	Indicator	Benefits
4.1	Transport policy development: Develop our approach to low emission transport including through supporting development of a low emission vehicle charging network in Surrey and enabling healthier and more sustainable travel options in line with our Highways and Transport Business Plan.	Place and Sustainability Transport Policy	Ongoing	n/a	Having strategies in these areas increases support for funding bids and sets out our position in relation to other partners to enable a larger scale of programme and benefits
4.2	Air quality around schools: Work with schools to improve air quality in the vicinity of schools, through introducing Air Quality considerations into travel planning and school sustainable travel initiatives	Place and Sustainability Schools	2016/17 onwards	Number of school travel plans including measures to monitor and improve air quality	Health benefits to pupils from improved air quality and from additional physical activity from use of active modes of travel Teaching and learning opportunities from gathering and analysing empirical evidence from diffusion tubes, where there are installed in the future

5. Community and estate resilience to future climate impacts

5.1	Develop a Seasonal Health Strategy: this will include raising awareness of the health risks of seasonal changes in weather and promote preparedness for extreme weather events. We will create a countywide multi agency approach for consistent messaging, signposting and awareness of funding opportunities to improve the living environment and support independent living eg energy efficiency measures	Steering Group led by Public Health and include Place & Sustainability, Community Partnerships, Action Surrey Age Uk	Final draft by April 2017 Consultation April - June 2017 Strategy launch September 2017	Published Strategy	Provide greater resilience at local level to vulnerable groups Preventative action to reduce hospital admissions Improve the energy efficiency of the county's housing stock
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Annex 2: Action Plan for working smarter for the environment

	How we will work smarter for the environment:	Resource (where multi-service, the service listed first has lead role)	Timescale	Indicator	Benefits
5.2	<p>Temporary Flood Defence: We will work in partnership to support innovative ways to address the risks/impact of flooding at local level: Surrey Local Resilience Forum will work with Environment Agency on a temporary flood defence project to enable efficient deployment in Surrey at appropriate times and to pre-identified locations</p>	Surrey Local Resilience Forum	At consultative stage for draft plans	Local temporary flood defence deployment plan	<p>providing community resilience measures to homes and communities to make them more resistant to flooding</p> <p>protect against disruption to the local and regional road network</p>
Page 306	<p>Sustainable Urban Drainage Systems (SUDs): We will investigate opportunities to implement Sustainable Drainage Systems on our own estate to safeguard against future environmental risks, and reduce localised flooding. Initial step: i. scoping exercise to identify the number of new property projects which could include SuDS and existing buildings where retrofitting SuDS would provide positive local benefits. Then based on the above findings: ii. develop a procedure and local standards to consider and include SuDS, where appropriate, and in a cost-minimal way, across new construction works carried out by SCC including: new builds, council-owned school extensions, retrofitting in existing buildings and in highway, footway and infrastructure design.</p>	Asset Management Property	Oct 2016 - March 2018	<p>Number of projects appraised for SUDs</p> <p>Numbers of projects implemented including SUDs</p>	<p>Reduces severity of flooding of adjacent areas through moderation of surface water run-off and increases ground water recharge for supply side</p> <p>Demonstrates leadership to other organisations, in support of council's Flood Risk Management role</p> <p>Wider benefits depending on scheme include habitat creation, air quality and amenity improvement from increased vegetation, thermal comfort improvement in adjacent buildings</p>

SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016**

**REPORT OF: MR PETER MARTIN, DEPUTY LEADER,
MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS,
TRANSPORT AND FLOODING,
MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT
AND PLANNING**

**LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR ENVIRONMENT AND
INFRASTRUCTURE**

SUBJECT: SUB NATIONAL TRANSPORT BODY

SUMMARY OF ISSUE:

The Cities and Local Government Devolution Act makes provision for the establishment and constitution of a Sub National Transport Body (SNTB) for any area in England (outside of Greater London). The establishment of an SNTB provides an opportunity to develop a strong strategic partnership and a Transport Strategy for a region. The Transport Strategy would set out the SNTB's proposals for the promotion and encouragement of safe, sustainable, integrated, efficient and economic transport facilities and services to and from the area of the SNTB.

The South East 7 authorities - including Surrey County Council (SCC) - have been working together to develop the proposition that would see Government, South East Transport Authorities and/or Combined Authorities and Local Enterprise Partnerships (LEPs) working together with Highways England, Network Rail and port, airport and bus operators in one body. Under the Cities and Local Government Devolution Act SNTBs may expect strategic transport providers to take account of its priorities.

The SNTB would be the main mechanism to influence and prioritise investment by the major national transport agencies including Highways England and Network Rail in a way that has not been available to SCC before. The specific focus would be for the delivery of major strategic transport infrastructure.

This report seeks approval to establish a shadow body and to develop the Transport Strategy. Establishing the SNTB in shadow form, would demonstrate commitment by the constituent Authorities to working collaboratively and provide reassurance to Government about the strength of the partnership, including the contribution of the LEPs to developing the proposal.

RECOMMENDATIONS:

It is recommended that the Cabinet:

1. Agrees Surrey County Council should join a shadow Sub National Transport Body for the South East, known as Transport for the South East (TfSE).
2. Delegates authority to the Leader of the Council to agree the shadow arrangements on behalf of Surrey County Council, including the shadow constitution.
3. Receives a report following an appropriate period of time reviewing the operation of the shadow arrangements and prior to entering into a formal SNTB.
4. Provides funding of £20,000 to develop the constitutional arrangements and the Transport Strategy and to provide officer support to the shadow Body.

REASON FOR RECOMMENDATIONS:

TfSE provides an opportunity to support and deliver growth plans across the region through the development of a long-term strategic programme to identify a comprehensive package of transport measures to make the South East more competitive. It would complement the work of the LEPs and support delivery of Local Plans.

It would specifically enable SCC to influence the prioritisation of investment by the major national transport agencies such as Highways England and Network Rail in a way that has not been possible in the past

The SNTB would address some of the barriers to growth of the economy that have been held back by transport infrastructure shortcomings, notably strategic infrastructure, that is the responsibility of Network Rail and Highways England. The SNTB would enable SCC to more directly influence the priorities and programmes of these agencies, so helping to secure delivery of longstanding transport infrastructure ambitions.

DETAILS:

Proposal for a Sub National Transport Body for the South East

1. An SNTB is a body corporate, which may only be established by the Secretary of State if it is considered that:
 - its establishment would facilitate the development and implementation of transport strategies for the area, and
 - the objective of economic growth in the area would be furthered by the development and implementation of such strategies.
2. The South East Seven (SE7) Councils (East Sussex, West Sussex, Hampshire, Kent and Surrey County Councils and Brighton & Hove City Council and Medway Council) and the Local Enterprise Partnerships (LEPs) that represent the area have been in officer level discussion about the establishment of an SNTB for the South East, to be called Transport for the South East (TfSE).

Discussions will commence with the Hampshire Unitary Councils and the Solent LEP about joining TfSE.

3. An SNTB, if established will want to take into account the voice of business in developing its proposition. The Local Enterprise Partnerships (LEPs) are the main mechanism to do this. The arrangements in the Midlands and the North have on this basis included some representation from the LEPs.
4. The proposed area would fulfil the Department for Transport's requirements that SNTBs need to be large enough to allow the genuine strategic consideration and planning of transport infrastructure and do not create "white space" where Authorities are excluded from participation in sub-national arrangements.
5. TfSE would provide a mechanism for the area to speak with a strong, common voice on transport infrastructure and provide a single platform for strategic transport and infrastructure issues, giving partners greater, and potentially direct, influence over decisions that are currently made elsewhere. Its key outcome would be the development of a single, strategic transport infrastructure framework which would align the investment programmes and priorities from key agencies, such as Highways England and Network Rail, and also the LEPs.
6. TfSE presents the opportunity to support and deliver growth plans across the area through the development of a long-term strategic programme which identifies a comprehensive package of transport measures to make the South East more competitive. It would complement the work of the LEPs in the delivery of their Strategic Economic Plans and support the delivery of Local Plans.

Development of a Shadow Sub National Transport Body for the South East

7. Prior to the establishment of TfSE, it would be helpful to establish the Body in shadow form to help develop a strong strategic partnership. Establishing TfSE in shadow form would demonstrate commitment from the constituent Authorities to working collaboratively and provide reassurance to Government about the strength of the partnership. It would also carry out two main roles during this period:-
 - Work on developing an overarching Transport Strategy for the area.
 - Develop responsibilities and accountabilities for the TfSE, including governance and assurance arrangements. These arrangements will be developed if the principle of establishing TfSE is agreed.
8. If partners agree to establish TfSE in shadow form, it is proposed to establish an SNTB Leaders' Board to determine and agree the constitutional arrangements ensuring the governance reflects the aspirations of the Local Authorities. The SNTB Leaders' Board would consist of, subject to discussions with partners in Hampshire, the SE7 Councils, Portsmouth City Council, Southampton City Council and the Isle of Wight Council and the LEPs. The Board will agree the terms of reference, including governance and voting arrangements for consultation with wider partners.

The Transport Strategy

9. The cornerstone of TfSE is the Transport Strategy. It will build upon existing Local Transport Plans and evidence already in place amongst the constituent Authorities, including the LEP's Strategic Economic Plans and growth and infrastructure frameworks/studies being undertaken by a number of upper-tier Authorities. The Transport Strategy would outline the ambition of TfSE and describe the vision for the South East in relation to the transport functions of the area, including the effectiveness, efficiency and resilience of the existing network. It would include freight, ports, airports and other public transport modes.
10. The draft Transport Strategy, which would also outline the proposals to establish a full SNTB, would be subject to consultation, including where appropriate, engagement with Borough and District Councils.

Membership of the Shadow Sub-National Transport Body

11. The constituent local authorities of the shadow body set out below will form the initial membership (subject to any future establishment of Combined Authorities):
 - Brighton & Hove City Council
 - Kent County Council
 - West Sussex County Council
 - East Sussex County Council
 - Medway Council
 - Hampshire County Council
 - Surrey County Council
12. Whilst these will be the initial member authorities it is desirable to broaden the membership to include all Transport/Highway authorities in the area and we will therefore be seeking the agreement of the Isle of Wight, Southampton and Portsmouth Councils to become members. In addition dialogue will be opened with the Berkshire Authorities to consider whether it is desirable for them to become members, particularly in light of the recent airport expansion decision.
13. It will also be essential to ensure that, as with the SNTB proposals elsewhere, business is suitably represented in the Board and we will work with the LEPs to determine how best that can be achieved. The report therefore recommends that authority is delegated to the Leader to determine who the other members of the shadow board should be. This will be agreed through a Leader Board. As we progress towards a more formal body and develop the necessary governance arrangements we will also have to consider how we can take on board the voice of the Districts and Borough colleagues most effectively.
14. Transport for London (TfL) represents the most significant transport hub in the South and has significant economic impact resulting from their investment decisions. It is for that reason they are included as part of the membership of TfSE. TfSE will also seek reciprocal arrangements to become a member of the TfL Board.
15. Additional members of the shadow TfSE SNTB may be considered, as appropriate, on a case by case basis but as a minimum should include:

Department for Transport
Highways England
Network Rail
Airport, Sea port, Bus and train operating companies.

Relationship with Three Southern Counties (3SC)

16. Development of the SNTB and the Three Southern Counties (3SC) devolution deal are progressing in parallel. The SNTB will be the mechanism to unlock further significant funding for strategic transport which would be in addition to that of a 3SC devolution deal. The SNTB remit includes influence over the strategic network (previously the responsibility of Highways England and Network Rail) whereas the 3SC will focus on improvements to the local network. The development of the SNTB and the 3SC devolution deal are aligned (TfSE will support delivery of some of the 3SC objectives), but they are not dependent on one another to be realised. The 3SC County Councils would, as Transport Authorities, become members of the SNTB and, subject to the establishment of a 3SC Combined Authority (CA) or other CA being established it would be candidate to be the way of representing the relevant transport authorities.

CONSULTATION:

17. Before progressing a proposal for an SNTB, the constituent Authorities must undertake a consultation on the boundary proposals and it is proposed that the shadow SNTB leads on this for the constituent authorities.
18. Public consultation is also required on the SNTB's Transport Strategy prior to publication.

RISK MANAGEMENT AND IMPLICATIONS:

19. At this stage of development there are no risks identified as it is too early in process. Once the shadow Transport Body are in place and prior to establishing the formal body, a full risk analysis will be carried out

Financial and Value for Money Implications

20. Each authority is asked to contribute £20,000 to provide funding to develop the shadow arrangements, including the constitutional arrangements, consultancy costs to develop the draft strategy and support the shadow SNTB. At this stage this includes the seven councils of the SE7. In SCC this would be funded by the Economic Development fund held by the Deputy Leader.

Section 151 Officer Commentary

21. The S151 Officer confirms that there are no significant financial implications or business risks arising from the creation of a shadow SNTB. A further Cabinet report will be required to enable the council to enter into formal arrangements.
22. The County Council is facing a very serious financial situation, whereby it is forecasting a significant revenue budget overspending in this financial year, and does not have a balanced nor sustainable budget for future years. Although this planned expenditure can be met from within the current Medium

Term Financial Plan, agreeing to this recommendation will reduce the Council's options to create a balanced and sustainable budget in the future.

Legal Implications – Monitoring Officer

23. A Sub National Transport Body can only be created by the Secretary of State. Once established it would be an authority in its own right. The Secretary of State can only create an SNTB by responding to a proposal put forward by the relevant constituent authorities. The shadow authority would not have separate legal status, but would provide a forum enabling authorities to work together, explore their collective ambition and objectives for the area and, if appropriate develop a suitable vehicle for a proposal to the Secretary of State.

Equalities and Diversity

24. A full Equality Impact Assessment will be carried out prior to the formation of the SNTB, but it is not required at this stage.

WHAT HAPPENS NEXT:

25. All South East 7 councils are seeking the authority from their Cabinets throughout the autumn.
26. It is anticipated that an SNTB could take up to two years before being confirmed by the Secretary of State. Subject to approval by constituent members, a potential timeline for developing TfSE and the Transport Strategy could be as follows:

2016	<ul style="list-style-type: none"> • Discussions with DfT (ongoing); • Development and establishment of a shadow SNTB with partners; and • Development of Terms of Reference, governance arrangements and vision.
2017	<ul style="list-style-type: none"> • Development of the Transport Strategy; • Development of the formal proposal and consultation on the Strategy.
2018	<ul style="list-style-type: none"> • Formal SNTB established following an agreement to the proposal by Government, and the formal parliamentary process which includes preparation of the Order establishing the SNTB; and Parliamentary process and sign-off of the Order

27. A shadow TfSE SNTB can run in parallel to the formal process of confirming an SNTB and establishment of the final Order.
28. Although the process of setting up the full TfSE is expected to take up to two years, it is proposed that the shadow SNTB be set up before the end of this calendar year. Subject to Cabinet/Committee approval, the shadow Body will become active before the end of this year. It is therefore proposed that the Council agree to the participation in the shadow TfSE, and that the Leader be delegated to agree the shadow constitutional arrangements.
29. East Sussex are currently providing the lead officer to support the SE7 Leaders to develop the shadow body.

Contact Officer:

Trevor Pugh, Strategic Director – Environment and Infrastructure
Tel: 020 8541 7694

Consulted:

South East 7 Chief Executives
South East 7 Leaders Board

Annexes:

None

Sources/background papers:

None

SURREY COUNTY COUNCIL**CABINET****DATE: 22 NOVEMBER 2016****REPORT OF: N/A****LEAD OFFICER: ANN CHARLTON, DIRECTOR OF LEGAL, DEMOCRATIC AND CULTURAL 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:

Andrew Baird, Regulatory Committee Manager, Tel: 020 8541 7609

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**November 2016****CABINET MEMBER FOR HIGHWAYS TRANSPORT AND FLOODING****(I) PETITION TO BAN CYCLING ON THE A24 BETWEEN LEATHERHEAD AND DORKING****Details of decision:**

That the response, attached as Appendix 1, be approved

.

Reasons for decision:

To respond to the petition.

(Decision taken by the Cabinet Member for Highways, Transport and Flooding Decisions – 9 November 2016)

CABINET MEMBER FOR HIGHWAYS TRANSPORT AND FLOODING**(II) PROPOSED STOPPING UP OF LAND AT FLINT HALL COTTAGE, FLOWER LANE, GODSTONE****Details of decision:**

That it be agreed that an application be made to the Magistrates' Court for an order stopping up the land identified on the plan at Annex 1, of the submitted report, as highway, in accordance with the provisions of Section 116 and 117 of the Highways Act 1980, and subject to the conditions of the County Council's approved policy on stopping up applications and that the owner of Flint Hall Cottage purchasing the land within the cartilage of their property that is owned by UK Power Networks within one year.

Reasons for decision:

The land in question is deemed surplus to highway requirements as the former access way has been functioning as a private driveway for some time. On completion of a successful application the County Council would be relinquished from any future maintenance liability for the land in question.

(Decision taken by the Cabinet Member for Highways, Transport and Flooding Decisions – 9 November 2016)

CABINET MEMBER FOR HIGHWAYS TRANSPORT AND FLOODING**(III) FLOOD PREVENTION PRODUCTS****Details of decision:**

The Cabinet Member for Highways, Transport and Flooding agreed that:

1. Surrey County Council should write to inform affected homeowners who used their Repair and Renew Grant to fit self-closing airbricks to their property, where their property is within 250 metres of a current or historic landfill site them and ask that they consider replacing these products with an alternative flood protection product.
2. Surrey County Council offer a financial contribution to homeowners to assist with replacing the self-closing airbricks fitted with grant funding from the Repair and Renew Grant, where their property is within 250 metres of a current or historic landfill site. It is proposed that £65 per airbrick is provided to enable, at the residents' discretion, either direct replacement with a standard airbrick or an alternative flood prevention product.
3. Surrey County Council identifies a budget of £30,000 in order to cover the costs of any financial contribution to homeowners and that authority be delegated to the Community Partnerships Team Manager to authorise and manage expenditure against this budget.

Reasons for decision:

Following advice from the Environment Agency received in June 2016 that products installed through the Repair and Renew Grant Scheme, administered by Surrey County Council on behalf of Defra, may not be suitable for properties within 250 metres of current or historic landfill, it is considered that a responsible public authority should provide a financial contribution to either return the property to its original condition or an alternative flood protection product.

(Decision taken by the Cabinet Member for Highways, Transport and Flooding Decisions – 9 November 2016)

LEADER OF THE COUNCIL

(IV) APPROVAL OF THE REVISED SURREY COUNTY COUNCIL SCHEME OF DELEGATION

Details of decision:

It was agreed that:

1. the revised Scheme of Delegation as set out in Annex 1 of the submitted report be approved.
2. the revised Scheme of Delegation be recommended to County Council for endorsement at its meeting in December 2016.

Reasons for decision:

The revised Scheme sets out the Executive and Non-Executive functions that are authorised to exercise the functions of the County Council relating to their areas of responsibility and any changes to this are required to be approved by the Leader of the Council and endorsed by County Council.

(Decision taken by the Leader of the Council – 9 November 2016)

LEADER OF THE COUNCIL**(V) COMMUNITY IMPROVEMENTS FUND (INCLUDING THE LOCAL CENTRE IMPROVEMENTS FUND) - PANEL RECOMMENDATIONS****Details of decision:**

1. That the proposed grant funding set out in Appendix 2 from the Community Improvements Fund budget, and Appendix 3 from the Local Centre Improvements Fund budget be approved.
2. That the position of the applications agreed within the previous budget 2015/16 be noted.
3. That authority be delegated to the Community Partnerships Manager to make minor amendments to the conditions of funding for agreed schemes which may be required in advance of funding being released.

Reasons for decision:

Approval of the proposed grant funding will enable the Community Partnerships Team to progress with facilitating the grant payments.

(Decision taken by the Leader of the Council– 9 November 2016)

CABINET MEMBER FOR HIGHWAYS, TRANSPORT AND FLOODING

9 November 2016

RESPONSE TO PETITION CONCERNING BANNING CYCLING ON THE A24 BETWEEN LEATHERHEAD AND DORKING**The Petition**

Please make it illegal for cyclists to use the A24 Dual Carriageway between Givons Grove roundabout, Leatherhead and Ashcombe Road, Dorking. It is very dangerous for all road users, especially the cyclists. There is a very good cycle lane off to both side of this road that many cyclists already use therefore it is clearly fit for purpose. I use this section of road many times each week, including the weekends, and have witnessed many close shaves and dangerous situations and feel it is only a matter of time before there are some serious accidents involving cyclists. One particularly dangerous section is when cyclists don't use the underpass and cross two lanes of 50mph traffic to turn right at the Burford Bridge roundabout to go up Box Hill. It will need 'No Cycling' signposts that will need to be actively enforced and a commitment to ensure the cycle lanes are kept in good repair and fit for purpose.

Submitted by: Martin Davies

Signatures: 338

Response

The A24 between Givons Grove roundabout and Ashcombe Road, is a single lane south bound, with a hatched out area adjacent to that lane, and becomes a two lane dual carriageway just south of the junction with the public footpath over Swanmouth Lane. The road is a two lane dual carriageway northbound between Ashcombe Road and Givons Grove roundabout. The speed limit is 50mph, between Givons Grove roundabout and the roundabout at Pixham Lane where it becomes 40mph. There is an off carriageway shared footway/cycleway on the west side of the A24 between Givons Grove roundabout and Ashcombe Road. There is a shared footway/cycleway on the east side from just south of B2209 Old London Road to Ashcombe Road. There is an advisory cycle lane southbound from Givons Grove Roundabout between the hatched carriageway marking and the eastern kerb line that extends as far as the shared footway/cycleway. Use of these cycle facilities is not compulsory.

A review of the recorded personal injury collisions, involving cyclists, on this section of the A24, from 1/1/2011 to 30/6/2016 from (and including) Givons Grove RAB to Pixham Lane / Denbies RAB has been carried out and there are 23 recorded. There are a variety of reasons for the accidents, and 11 occurred at roundabouts, mostly Givons Grove roundabout. Changes have recently been made to the road markings at the Givons Grove roundabout to reduce the risk of accidents for cyclists.

The County Council does take concerns about road safety seriously and road collisions across the County are continually monitored. If there should be any significant change or increase in the pattern of collisions then the matter would be referred to the relevant Road Safety Working Group for action to be determined. This group consists of Road Safety experts from both Surrey Police and the County Council as well as engineers from Surrey Highways.

Surrey County Council have the powers to prohibit the use of a road by cyclists, but not a duty to do so. The Prohibition of Cyclists Traffic Orders are made under the Road Traffic Regulations Act 1984, and this would require extensive consultation. This type of proposal would also require the support of the Police, as they would be responsible for enforcing any traffic order of this type.

There are many other sections of dual carriageway in Surrey, with a separate cycle facility, where cyclists can use the carriageway. This proposal would set an unjustified precedence that would also create an additional budget pressure for the cost of consultation, advertising and potentially enacting a traffic order, signs and enforcement.

It is acknowledged that this section of the A24 formed part of the Olympic Cycle Route, in 2012, and the use of the road has brought cycling tourism to the area. Any proposal to ban cycling from the A24 would not support the Surrey County Council's Cycling Strategy, in particular that "We will support cycling as healthy, inclusive and affordable".

The petitioner has suggested that cyclists do not use the underpass at Burford Bridge to gain access to Box Hill. Cyclists have to dismount their bicycles and walk through the subway, as the clearance height, and approaches, are below current standards for a shared use subway due to the era in which the subway was constructed. This is only for a short distance and balances the needs of cyclists and pedestrians.

The petitioner has suggested that there be a commitment to ensure the cycle lanes are kept in good repair and fit for purpose. Regular maintenance of the shared facility is carried out in collaboration with Mole Valley District Council. The recent carriageway resurfacing formed part of a larger resilience scheme on the A24 to reduce the risk of future flooding, and was funded through a Coast to Capital Local Enterprise Partnership (LEP) bid. The funding could only be used for the resilience works, and not any wider cycleway maintenance.

The western shared footway/cycleway is particularly well used. This cycleway forms part of National Cycle Network 22 linking Banstead to Brockenhurst, Hampshire. Unfortunately, a LEP bid for the cycle track maintenance that included comprehensive resurfacing and, in some parts, widening, of the whole length of the cycle track, and improvements for cyclists at the subway, was unsuccessful. There are more requests for maintenance and cycle facility improvements than there are resources available and these have to be prioritised, and balanced, with the requests from other road users.

For the reasons given above, there are no current plans to make a Traffic Regulation Order to prohibit the use of the A24 carriageway by cyclists.

Mr John Furey
Cabinet Member for Highways, Transport and Flooding
9 November 2016

Organisation	Project	Amount Agreed
Hersham Youth Trust	Building of a sports standing and improvement of outdoor safety lightning	£25,000
Ash Vale Chapel	Creation of two new art studios	£12,326
SeeAbility	Purchase of a specially adapted 14-seater minibus for people with sight loss and other disabilities	£22,000
The Beacon School	Installation of artificial cricket pitch	£7,500
2 nd Thames Ditton Guides	Development of the outdoor space at Thames Ditton Guide Hut	£14,000
Runnymede Borough Council	Improvements to existing youth play provision at Kings Lane open space	£14,000
Nork Community Association	Renewal of the flat roof section of the Nork Community Centre	£15,000
Phoenix Cultural Centre CIC	To purchase a sound system for a live music venue	£30,000
West Byfleet parents	Enhancements to the playground at West Byfleet Recreation Ground	£25,000
Mole Valley District Council	Merebank Sports Court Improvement Project	£8,000
Salfords & Sidlow	Urgent repairs to main hall in Salfords Village Hall	£8,000
Age Concern, Farncombe	Refurbishment of Farncombe Day Centre kitchen	£27,500
Whiteley Village Trust	Improve lighting in the hydrotherapy pool and village hall and the heating in the hall	£12,000

Epsom Sports Club	Restoration of Old Schools Lane playing fields	£25,000
Hale Chapels Trust	Restore the two chapels into a community centre	£30,000
All Saints Church Community Centre, Webber Hall	Refurbish Webber Hall including internal toilet, kitchenette and main drainage	£13,000
Ewhurst Parish Council	Refurbish the Ewhurst tennis courts	£9,000
Tilford Parish Council	Replacement of play equipment in the Jubilee Play area	£10,000
Stoke Park Bowling Club	Extend Guildford Bowling Club to accommodate merger	£30,000
PCC of St John's Church, Egham	New outdoor play and learning area for young children	£15,000
Staines Bowling Club	Conversion of spare land at rear of the bowls pavilion	£15,000

Total agreed	£367,326
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Organisation	Project	Amount Agreed
Walton on Thames Traders	Improve connection between High St and Bridge St	£9,292
Molesey Business Association	Street dressing for events and area branding	£4,867
Ewell Village Traders	Improvements to Ewell Village. Signage, replacement planters, screening for commercial bins, replacement telephone box to house mini library	£4,952
Pooley Green Shopping Parade Traders Association	Improve appearance of shopping parade	£5,000
Egham Town Centre Team	Revitalise the main gateway to the town	£14,465
Frimley Business Association	Greening of Frimley with multiple barrier/hanging baskets in the High Street. Improve environmental appearance and increase footfall.	£10,000
Lingfield Parish Council	Village centre enhancements to encourage visitors to explore the village and increase footfall to local shops/restaurants	£1,410

Total agreed	£49,986
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