

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 28 FEBRUARY 2017 AT 2.00 PM
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,
SURREY KT1 2DN.**

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

Members:

*Mr David Hodge (Chairman)	*Mr John Furey
*Mr Peter Martin (Vice-Chairman)	* Mr Mike Goodman
* Mrs Helyn Clack	* Mrs Linda Kemeny
*Mrs Clare Curran	* Ms Denise Le Gal
*Mr Mel Few	*Mr Richard Walsh

Cabinet Associates:

*Mr Tim Evans	*Mrs Kay Hammond
*Mrs Mary Lewis	*Mr Tony Samuels

* = Present

Members in attendance:

Mrs Hazel Watson
Mr Jonathan Essex

PART ONE
IN PUBLIC

19/17 APOLOGIES FOR ABSENCE [Item 1]

Apologies have been received from Mrs Curran and Mrs Hammond.

20/17 MINUTES OF PREVIOUS MEETING: [Item 2]

The minutes of the meeting held on 31 January 2017 were confirmed and signed by the Chairman.

21/17 DECLARATIONS OF INTEREST [Item 3]

There were none.

22/17 PROCEDURAL MATTERS [Item 4]

1 MEMBERS' QUESTIONS [Item 4a]

Five questions were received. The questions and the responses were attached as Appendix 1.

Supplementary questions

Q1 Mrs Watson considered that the 465 bus service was of critical importance to Mole Valley residents and asked the Leader of the Council for assurance that the funding for this bus service would not be reduced. He informed her that discussions with the Mayor of London's office and Transport

for London (TfL) were ongoing and he would endeavour to obtain the best deal for Surrey residents.

Q3 Mrs Watson asked the Leader of the Council when the written report from CIPFA would be available. He referred her to the last sentence of his written response and reiterated that the report would be made available to all Members when it has been received by the County Council.

Q4 Mr Essex asked the Cabinet Member for Environment and Planning for details of the County Council's proposed procedures for collecting kerbside recyclable waste with effect from 8 January 2018. The Cabinet Member said that he had written to all Boroughs and Districts in January, a copy of this letter was attached to his written response to the question. He would be holding meetings with all Boroughs and Districts over the next two months to listen to their views and then formulate a solution. He considered that the changes would result in reduced costs for the Surrey council tax payer.

Q5 Mr Essex referred to the Nolan principles of transparency and asked for details in relation to the proposed £93m savings and £30m 'cuts'. He asked the Leader of the Council if the meetings of the Sustainability Review Board would be open to all councillors to attend. The Leader confirmed that he would be listening to the views of all Members and that any Member could attend a private meeting of this Council.

23/17 PUBLIC QUESTIONS [Item 4b]

No questions were received from members of the public.

24/17 PETITIONS [Item 4c]

No petitions were received.

25/17 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

Representation was received from Mrs Watson that information in item 20 (the provision of the selection and supply of library stock) should be considered in public. It has been agreed with the Monitoring Officer that three paragraphs from this part 2 report could be included within the part 1 report and a revised item 13 was tabled at the meeting (Appendix 2).

26/17 REPORTS FROM SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]

There were none.

27/17 ST. BEDE'S SECONDARY SCHOOL, REDHILL [Item 6]

The Cabinet Member for Schools, Skills and Educational Achievement informed Members that this was the first of three school expansion projects that she was bringing to Cabinet today, resulting in an additional 540 school places in Surrey.

She presented the first report, which requested approval of the business case for the expansion of St. Bede's School from a 9 Form of Entry secondary

(1,350 places, plus Sixth Form) to an 11 Form of Entry secondary (1,650 places, plus Sixth Form), thereby creating 300 additional places, to help meet the basic need requirements in the Reigate and Redhill area from September 2017.

She also drew attention to the projected demand for secondary school places in this area, as set out in paragraph 3 of the report and said that the immediate pressure of managing demand in the area had resulted in a 'bulge' class at this school.

She said that the latest published Ofsted report had rated the school as 'Good' and highlighted the consultation process which would be undertaken as part of the pre-planning application process.

RESOLVED:

That, subject to the agreement of the detailed financial information for the expansion set out in Part 2 of this agenda, the business case for the provision of an additional 300 secondary places be approved.

Reasons for Decisions:

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

**28/17 EWELL GROVE INFANT AND NURSERY SCHOOL, WEST EWELL
INFANT AND NURSERY SCHOOL AND DANETREE JUNIOR SCHOOL
[Item 7]**

Introducing this report, the Cabinet Member for Schools, Skills and Educational Achievement said that this proposal was part of the Ewell primary school re-organisation which would create another 200 infant and 480 junior places in total to help meet the basic need requirements in the Ewell area from September 2017 and that Ewell Grove Infant School was the final one of three school expansions in this area.

She said that approval was for the business case for the conversion of Ewell Grove Infant and Nursery School which was currently a 2 Form of Entry infant school (180 places) with 26 full time equivalent (fte) nursery places, to a 2 Form of Entry Primary (420 primary places with 26 fte nursery places) and as the school expanded incrementally this would create 240 new junior places overall.

She drew attention to the significant capital works required at the school, due to the restricted site, and that it was also in a conservation area with poor vehicular access. She also confirmed that there had been strong public support for the proposal.

Members were pleased to support this school expansion and expected that the whole project would enhance residents' experience in this area.

RESOLVED:

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 an additional two forms (240 places) of junior places in Ewell planning area be approved.

Reasons for Decisions:

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

29/17 CHART WOOD SCHOOL DORKING, PROPOSED RATIONALISATION ONTO ONE SITE - FORMER STARHURST SCHOOL, DORKING AND FORMER ST NICHOLAS SCHOOL, REDHILL [Item 8]

The Cabinet Member for Schools, Skills and Educational Achievement informed Cabinet that this report set out the business case for the rebuilding of Chart Wood School on its Dorking site, which would enable the release of the school's Merstham site for alternative use as a location for a new mainstream 6FE secondary free school and 2FE primary free school.

Forecasts of pupil demand in the Reigate and Redhill area were set out in the report and have indicated that this provision was necessary. Without this site (and the free schools that the Education Funding Agency will build and fund), the County Council would be liable to provide these places from its own capital budget. This would be estimated to cost the Council £26 million, which was far in excess of the cost of the proposed amalgamation scheme.

The Cabinet Member informed Members that the Ofsted report for the St Nicholas special school had been 'Good' and that the school's headteacher was an exceptional leader. She also confirmed that the headteacher and school governors had been fully consulted on the amalgamation proposal, as set out in the 'Consultation' section of the report.

RESOLVED:

That, subject to the agreement of the detailed financial information for the expansion set out in Part 2 of this agenda, the business case for rebuilding of this school be approved.

Reasons for Decisions:

This proposal will streamline Social, Emotional and Mental Health (SEMH) provision in the south east of Surrey. It will allow for the more effective use of the available Special Educational Needs and Disabilities (SEND) resources. The aim is to develop outstanding provision with a larger and more sustainable single special school for SEMH in the east quadrant of Surrey.

30/17 RE-COMMISSIONING OF THE ADULT SOCIAL CARE HOME BASED CARE SERVICE [Item 9]

Provision of a Home Based Care (HBC) service to vulnerable adults in Surrey was a statutory requirement of the Council under the Care Act 2014. HBC

services enabled and supported people to remain independent and living in their own homes for longer.

The Cabinet Member for Adult Social Care, Wellbeing and Independence stressed the importance of having a HBC service but said that the service was under extreme pressure in terms of an increase in demand due to an aging population with complex health and social care needs, and set against challenging financial circumstances, such as a general lack of capacity within the HBC market plus inability to recruit and retain care staff.

As a consequence of these issues Adult Social Care (ASC) was proposing to change the current practice by which HBC providers were awarded HBC work with SCC through inviting Expressions of Interest against which suitably qualified agencies would be Awarded Provider Status (APS). New and evolving providers could join or expand their services over time. This APS list would increase and widen the range of providers with which ASC were able to commission against pre-agreed terms and would, through working in partnership with these providers, enable a more flexible response to changes in demographics and the care market.

The Cabinet Member said that the Council currently delivered HBC services to 6304 people, currently amounting to 3,410,000 hours per annum. He also referred to the Equality Impact Assessment, attached to the submitted report, and was pleased to report that there would be no negative impacts as a result of changes to the practice for commissioning HBC services. He said that the Council was fully aware of the importance of safeguarding vulnerable adults.

Other Members made the following points:

- The scale of the provision delivered by the Council
- Re-assured that quality assurance was in place to enable the service to be delivered well
- That a significant number of Surrey residents required help through the Adult Social Care Service
- The difficulty of providing a HBC service to some of Surrey's rural areas and that the travelling distances and times between clients could be an issue
- That these changes to the practice of commissioning HBC services would improve delivery.

RESOLVED:

1. That approval be given to change the practice of commissioning HBC services to "Awarded Provider Status".
2. That a report be taken to Cabinet for approval of any additional non-budgeted expenditure resulting from the planned implementation of the new framework, including proposals for any harmonisation of legacy rates.

Reasons for Decisions:

The existing HBC provision agreements expire on 30 September 2017 and given the above factors set out in the summary ASC in conjunction with

Procurement made the decision to plan to re-commission the service. By taking this opportunity ASC can update the service specification and agreements to offer residents an improved service and be able to respond more flexibly and quickly to a fluid HBC market.

31/17 SOUTH CENTRAL INDEPENDENT FOSTERING AGENCY FRAMEWORK [Item 10]

In the absence of the Cabinet Member for Children and Families Wellbeing, the Cabinet Member for Schools, Skills and Educational Achievement presented this report to Cabinet.

She said that in Surrey, the Council believed that for most children and young people the best place to live was with their family of origin and where necessary parents and/or the extended family would be supported to provide an environment in which their child can grow and thrive. Unfortunately, in some circumstances the safest and most appropriate option was for the child to be taken into care.

From 2015, the Surrey Corporate Parenting Board Strategy prioritised work on developing 'Placement Choice and Stability' to ensure that the requirements of the Council's Sufficiency Duty are met. Wherever appropriate, looked after children are placed with local foster carers. However, sometimes in-house placements cannot be used due to matching considerations, the particular and often complex needs of the child, the carers' circumstances or limited availability of carers. In these circumstances a placement with an Independent Fostering Agency (IFA) is considered. Out of the 895 looked after children in Surrey, 648 are currently placed in foster care provision. 433 were placed with in-house carers, and 215 were placed with IFAs (as at 31 January 2017).

The Cabinet Member made Members aware that the ongoing management of the South Central Framework would be led by Bournemouth Borough Council and would be funded from each partner local authority – Surrey's contribution would be approximately £20,000 per annum. Also, she said that the detailed financial information was in a part 2 report, to be considered later in the agenda.

The Cabinet Associate for Children, Schools and Families Wellbeing referred to the four options considered as part of the completion of the Strategic Procurement Plan:

- Option 1 – do nothing
- Option 2 – take an active role in the retender process of the South Central IFA Framework
- Option 3 - more block contracts instead of a framework
- Option 4 – Surrey to tender for their own framework

She said that after carefully considering all options, it had been agreed to recommend to Cabinet, option 2, which she also considered was the best value for money option.

At a time of rising demand for Surrey County Council services, together with the upward trend of Unaccompanied Asylum Seeking Children being looked after in Surrey (the third highest in the country), Cabinet Members strongly supported this report and endorsed the recommendations.

RESOLVED:

1. Following consideration of the available options, the results of the procurement process, and commercially sensitive information provided in the Part 2 report later in the agenda, approval be given for the Council to enter into a Partnership Agreement for the South Central Independent Fostering Agency (IFA) Framework for the provision of Foster Care placements for the period 1 April 2017 – 31 March 2021.
2. Approval be given to award subsequent call off contracts to providers named on the Framework.
3. That delegated approval be given to the Deputy Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Children and Families Wellbeing, to award new framework agreements and subsequent call off contracts during the life of the framework.

Reasons for Decisions:

The existing Framework will expire on 31 March 2017. In 2016 a total of 14 local authorities came together with Southampton City Council as the lead authority and a full tender process, compliant with the European Public Procurement Regulations and Procurement Standing Order has been carried out.

A decision is needed regarding whether or not Surrey County Council continues to be named as a purchaser on the new Framework.

If the Council does not participate in a Framework, it will only be able to spot purchase IFA provision or enter into Block Contracts from 1 April 2017 which potentially places the Council in breach of current procurement law (Public Contract Regulations 2015).

The forecasted spend for foster care placements with IFAs for 2016/17 is approximately £11.5m. A decision to spot purchase could see an increase in the weekly placement cost conservatively estimated at 5% (significantly more for emergency placements) and additional Council staff may need to be recruited to undertake the increase in workload associated with negotiating individual contracts and monitoring the performance of a large number of providers.

There is the potential for further reducing or avoiding costs under the new arrangements, through the use of Lot 4 (Alternative to Residential) placements and block contracts, as outlined in the Part 2 report.

32/17 PROPOSED CONSULTATION ON EXTERNALLY COMMISSIONED YOUNG PEOPLE'S EARLY HELP SERVICES [Item 11]

Surrey County Council is transforming its early help offer for children, young people and families, increasing integration to provide holistic support to the whole family, securing the best possible value for money for residents and realising lasting improvements in outcomes for the most vulnerable. This change is being delivered at a time when unprecedented financial pressures are being faced, stemming from decreasing funding from central government and underlying growth in demand for Council services. It is therefore vital to continue investing in early help services that realise not only the best outcomes but also offer the best value for money.

The Cabinet Member for Schools, Skills and Educational Achievement said that in light of this approach, this report sought agreement to launch a public consultation exercise about proposals to change Surrey County Council's externally commissioned young people's early help services. These changes would need to achieve a saving of £0.25 million during 2017/18 and at least a further £0.2 million in 2018/19. A report, setting out the consultation response, would be brought back to Cabinet on 30 May 2017 for a final decision.

She informed Members that there were five options set out within the report, including preferred option 1 and the reasons for the preferred option, namely, that it had the least degree of detrimental impact on both outcomes for the most vulnerable young people and the Council's approach to transforming early help in Surrey.

She confirmed that there had been a typo in the 'What happens next' section of the report and that it was an eight (not six) week consultation period, as stated in the recommendation of the report.

RESOLVED:

That an immediate eight-week public consultation, involving young people who use services, families, providers and partners, about proposals to change Surrey's externally commissioned young people's early help services be approved.

Reasons for Decisions:

This is recommended so that:

- i. The Council fulfils its duty to consult about proposed changes to services, through a proportionate eight-week consultation period now, given the urgent need to realise savings during 2017/18 and allowing three-months of notice to current providers about any changes to services;
- ii. Young people, families, providers and partners who are affected by proposed changes have an opportunity to share their views about the proposed options and possible alternatives;
- iii. Appropriate action can be taken, as far as is reasonably possible, to mitigate the impact of any changes on providers, young people, families and communities; and

- iv. Cabinet is supported to make a fully informed decision about proposed changes to current grants and contracts.

33/17 FINANCE AND BUDGET MONITORING REPORT TO 31 JANUARY 2017 [Item 12]

The Leader of the Council presented the budget monitoring report covering the period up to 31 January 2017.

He began by saying that in September, several significant financial risks crystallised resulting in an unprecedented forecast outturn of a £22.4m overspend for this financial year and that Cabinet had required officers to take effective measures to bring the 2016/17 budget back into balance. He confirmed that the measures taken over the past four months by the Chief Executive and the Director of Finance, with the support of Strategic Directors, and by Cabinet in avoiding further spending commitments, wherever possible, had resulted in such improvement as to bring the Council's forecast outturn position to a £3.5m underspend.

However, the measures to bring 2016/17 back into balance included one-off measures and spending delays and did not address the fundamental issue of service overspends, especially in social care. These service overspends were driven by more people needing services for more complex needs and at increased cost. This, plus the scale of savings the Council had already achieved, plus the continuing loss of Government funding made the Council's long term financial resilience a serious challenge.

He said that progress had been made, but there was still some way to go before a sustainable Medium Term Financial Plan was achieved. He referred to the Section 151 Officer's and the Monitoring Officer's commentaries to this budget monitoring report, which stated that it was a requirement of the Local Government Finance Act to ensure that Council spending did not exceed its resources.

He informed Members that cost, demand and funding pressures meant that overspends in Adult Social Care and Children's Services amounted to £26m and that many of these pressures were preventing the Council from implementing its savings plans and contributed to the £17m shortfall against the £83m savings target for 2016/17. He said that this underlying overspend would continue into 2017/18 and these service pressures would continue to have a detrimental impact on the Council's medium term financial position, which was not yet sustainable.

Finally, he said that given the gravity of the situation, it was vital members and officers continued their actions to identify and implement ways to reduce the overspend in 2016/17 and to address the ongoing issues affecting the council's financial sustainability for 2017/18 and subsequent years. He reiterated that Cabinet and other leading Members should continue to bring the Council's budget issues to the attention and understanding of Surrey's MPs.

Other Cabinet Members were given the opportunity to highlight key points and issues from their portfolios.

RESOLVED:

That the report be noted, including the following:

1. That the forecast revenue budget outturn for 2016/17 was a £3.5m underspend, an improvement from £1.1m overspend last month, as set out in paragraph 1 of the Annex to the submitted report.
2. That forecast efficiencies and service reductions for 2016/17 were £66.3m, up from £65.1m last month as set out in paragraph 51 of the Annex to the submitted report.
3. The Section 151 Officer's commentary and the Monitoring Officer's legal implications commentary, as detailed in paragraphs 16 to 23 of the covering report.
4. That the 2016/17 capital budget be reduced by £0.3m in relation to superfast broadband, as set out in paragraph 62 of the Annex to the submitted report.

Reasons for Decisions:

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

34/17 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK [Item 13]

Following the representation by Mrs Watson that some information contained in the part 2 report could be considered in public, a revised report was tabled at the meeting, which included three additional paragraphs in the 'Background and Options Considered' section.

The Cabinet Member for Localities and Community Wellbeing began his introduction of the report by quoting the numbers of current members that Surrey libraries had across its 52 libraries. He said that after a full and detailed options analysis, it was decided to award a call off contract under the Central Buying Consortium (CBC). He also informed Members that the library supply market was now limited to just three book suppliers and two audio visual suppliers.

He also highlighted the risk management and implications section of the report, which stated that the contract could be terminated, without penalties after 30 days.

Finally, he was pleased to report that an Equality Impact Assessment had been undertaken and drew attention to key points within it, including the 12 recommendations at the end of this assessment.

Other Members made the following points:

- The library service was 'much loved' by Surrey residents
- That an impressive amount of work had been undertaken in the service to contain and reduce costs

- That Surrey libraries were the hub of the community and much more than a 'book borrowing' place. They were the place to go for information and connectivity
- Equality Impact Assessment and the reference to the work done to meet the requirements of the Public Libraries and Museum Act 1964 – this was a good reminder of the duties of every library authority
- The large number of Surrey residents that used libraries
- The need to continue to maximise the use of all library premises.

RESOLVED:

That a call off contract for the provision and supply of library resources be awarded to Askews and Holts Library Services Ltd. This call off contract would be under the CBC Framework for the provision of Library Books and Audio Visual Materials.

Reasons for Decisions:

The existing contract will expire on 31 March 2017. Access to an existing framework, in compliance with the requirement of Public Contract Regulations and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

35/17 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 14]

This Annex set out the decisions taken by individual Cabinet Members since the last meeting of the Cabinet. Members were given the opportunity to comment on them.

RESOLVED:

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

Reasons for Decisions:

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

36/17 EXCLUSION OF THE PUBLIC [Item 15]

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

37/17 ST BEDE'S SECONDARY SCHOOL - REDHILL [Item 16]

The Cabinet Member for Schools, Skills and Educational Achievement said that this report contained the confidential, financial and value for money information relating to item 6. She said that the re-building project was

included in the Medium Term Financial Plan 2016 – 2021. However, the funding allocation was originally based on a smaller expansion but that a larger expansion was now required to meet the demand for secondary school places in the Redhill area.

RESOLVED:

1. That the business case for the expansion of St. Bede's School at a total cost, as set out in the part 2 report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Deputy Chief Executive and Strategic Director for Children, Schools and Families, in consultation with the Cabinet Member for Schools, Skills and Educational Achievement, the Cabinet Member for Business Services and Resident Experience and the Leader of the Council, be approved.

Reason for Decisions:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Reigate and Redhill area by providing Year 7 places when and where they are needed.

38/17 EWELL GROVE INFANT AND NURSERY SCHOOL, WEST EWELL INFANT AND NURSERY SCHOOL AND DANETREE JUNIOR SCHOOL [Item 17]

The Cabinet Member for Schools, Skills and Educational Achievement said that this report contained the confidential, financial and value for money information relating to item 7 and that the expansion of Ewell Grove Infant School was the last of three interdependent expansion projects in the area. She said that it had proved challenging in terms of access, ground levels and drainage and was also in a planning conservation area.

RESOLVED:

1. That the business case for the expansion of Ewell Grove School at a total cost, as set out in the Part 2 report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Deputy Chief Executive and Strategic Director for Children, Schools and Families, in consultation with the Cabinet Member for Schools, Skills and Educational Achievement, the Cabinet Member for Business Services and Resident Experience and the Leader of the Council, be approved.

Reasons for Decisions:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Epsom and Ewell area by providing 240 junior places when and where they are needed.

39/17 CHART WOOD SCHOOL DORKING, PROPOSED RATIONALISATION ONTO ONE SITE - FORMER STARHURST SCHOOL, DORKING AND FORMER ST NICHOLAS SCHOOL, REDHILL [Item 18]

The Cabinet Member for Schools, Skills and Educational Achievement said that this report contained the confidential, financial and value for money information relating to item 8. She confirmed that re-locating St Nicholas school on the Dorking site and merging with Starhurst school to form a new special school, Chartwood would enable the St Nicholas site to be released for the building of a new primary and secondary school, that would be funded by the Education Funding Agency.

RESOLVED:

1. That the business case to rebuild Chart Wood School on its Dorking site (ex Starhurst) at a total cost, as set out in the Part 2 report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Deputy Chief Executive and Strategic Director for Children, Schools and Families, in consultation with the Cabinet Member for Schools, Skills and Educational Achievement, the Cabinet Member for Business Services and Resident Experience and the Leader of the Council be approved.

Reasons for Decisions:

This proposal will streamline SEMH provision in the south east of Surrey. It will allow for the more effective use of the available Special Educational Needs and Disabilities (SEND) resources. The aim is to develop outstanding provision with a larger and more sustainable single special school for SEMH in the east quadrant of Surrey.

40/17 SOUTH CENTRAL INDEPENDENT FOSTERING AGENCY FRAMEWORK [Item 19]

In the absence of the Cabinet Member for Children and Families Wellbeing, the Cabinet Member for Schools, Skills and Educational Achievement presented the report, which set out the financial and value for money information for the South Central Independent Fostering Agency Framework. She was pleased to report that the new framework would enable children who had complex needs to be placed with families rather than in residential care.

RESOLVED:

That the commercially sensitive information set out in this report be noted alongside the background information and recommendations made in the Part 1 report.

Reasons for Decisions:

As set out in the Part 1 report.

41/17 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK [Item 20]

The Cabinet Member for Localities and Community Wellbeing introduced the report and informed Cabinet that this report contained the financial and value for money information relating to item 13.

He also confirmed that this call off contract would be under the CBC Framework for which West Sussex County Council is the Lead Authority.

RESOLVED:

That a call off contract for the provision of the selection and supply of library resources be awarded to Askews and Holts Library Services Ltd to commence on 1 April 2017, for a maximum four years, for the total value as set out in the part 2 report. This call off contract would be under the CBC Framework for which West Sussex County Council is Lead Authority.

Reasons for Decisions:

The existing contract will expire on 31 March 2017. Access to an existing framework, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

42/17 PROPERTY TRANSACTIONS - ACQUISITION 1 [Item 21]

The Cabinet Member for Business Services and Resident Experience commended this acquisition, which had been through the Investment Advisory Board, to Cabinet.

RESOLVED:

1. That equity investment and a long-term loan, both as detailed in the submitted report, be provided to Surrey County Council's wholly owned property company, Halsey Garton Property Ltd, as outlined in paragraphs 10 to 12 of the submitted report.
2. That Legal Services be authorised to agree appropriate contractual arrangements for the provision of financing on behalf of the Council with funds to be released upon the completion of appropriate due-diligence in relation to the property acquisition.
3. That Halsey Garton Property Ltd be authorised to acquire the freehold and long leasehold interest in the property detailed in the submitted report for a purchase cost, including associated costs of purchase, as set out in the submitted report.

Reasons for Decisions:

The provision of financing to the Council's property company to facilitate the proposed investment acquisition is in accordance with the Council's Investment Strategy and provides an asset that will contribute to the creation of a diversified portfolio over time to spread risk.

The investment will deliver an ongoing income to the Council, enhancing financial resilience in the longer term.

43/17 PROPERTY TRANSACTION - ACQUISITION 2 [Item 22]

The Cabinet Member for Business Services and Resident Experience also commended this second acquisition, which had been through the Investment Advisory Board, to Cabinet.

RESOLVED:

1. That Surrey County Council provides equity investment and a long-term loan, both as detailed in the submitted report, to its wholly owned property company, Halsey Garton Property Ltd, as outlined in paragraphs 15 to 18 of the submitted report.
2. That Legal Services be authorised to agree appropriate contractual arrangements for the provision of financing on behalf of the Council with funds to be released in accordance with the agreed payment structure and upon the completion of appropriate due-diligence in relation to the forward funding agreement and property acquisition.
3. That Halsey Garton Property Group be authorised to acquire the long leasehold interest in the property detailed in the submitted report and to enter into a forward funding agreement with the developer.

Reasons for Decisions:

The provision of financing to the Council's property company to facilitate the proposed investment acquisition is in accordance with the Council's Investment Strategy and provides an asset that will contribute to the creation of a diversified portfolio over time to spread risk.

The investment will deliver an ongoing income to the Council, enhancing financial resilience in the longer term.

44/17 PUBLICITY FOR PART 2 ITEMS [Item 23]

It was agreed that non-exempt information may be made available to the press and public, where appropriate.

[Meeting closed at 3.35pm]

Chairman

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CABINET – 28 FEBRUARY 2017

PROCEDURAL MATTERS

Member Questions**Question (1) from Mrs Hazel Watson (Dorking Hills):**

It has been reported that representatives of the County Council have recently met with representatives of the Mayor of London and Transport for London to discuss cross border train services between Surrey and London, and took the opportunity to raise the issue of cross border bus services and, in particular, the 465 bus service at the meeting.

Can the Leader please set out the background to the discussions with regard to the 465 bus service and, in particular, confirm whether the County Council or Transport for London has raised the issue of a possible reduction in the subsidy provided to the 465 service or whether one or other authority has requested to reduce their share of the subsidy following a retendering process with the result that the service could terminate at Leatherhead (i.e. be withdrawn between Leatherhead and Dorking). Please also provide figures for the amount of subsidy that SCC has paid to TfL each year since 2010 for the 465 bus route.

Furthermore, can the Leader confirm whether he will maintain the 465 service at its current level and also maintain the subsidy both in monetary amount and the percentage share of the total subsidy if an increase in subsidy is required following the retendering of the service, and will he seek to ensure that the Mayor of London and Transport for London will do the same?

Reply:

Discussions with the Mayor of London's Office and Transport for London (TfL) have taken place which considered a range of issues of common interest, including cross border bus services.

These discussion are on-going.

We are committed within our budget to protecting the important bus services in Surrey. The 465 is an important and valued route used by our many residents. Officers have been asked to find a solution, and this review continues.

The financial agreement with TfL encompasses nine cross boundary routes, with a contribution of £250k made by this council to TfL in 2016/17.

Mr David Hodge CBE
Leader of the Council
28 February 2017

Question (2) from Mr Will Forster (Woking South):

Will the Council confirm the value of the Highways Contract Management (Lot 5) Contract? I understand that my local Highways team, North West Surrey, has taken the lead on managing and reviewing the Lot 5 Contract.

Could the Council confirm how much in time and resources from this local team has been spent on the Lot 5 Contract and highway flooding issues since they have taken the lead on this matter?

Reply:

The Lot 5 contract for drainage maintenance has been running since 2010 and has recently undergone a contract extension and re-tendering process.

In June 2015 responsibility for management of this contract was transferred to the Local Highways Services Group within Surrey Highways, along with responsibility for a number of other county-wide contracts including grass cutting.

There are a number of elements to the Lot 5 contract, and so the overall value of the contract is dependent on what aspects of cyclic maintenance and reactive maintenance are included in the calculation of this. The overall drainage maintenance budget linked to Lot 5 is £3.149m.

It is difficult to estimate the amount of time spent on managing this contract by the NW area team and other staff within Local Highways Services. At the time of taking on management of these county-wide functions, additional Principle Engineer posts were created in the organisational structure to cope with the administrative workload, and these posts have been fully employed to that end. The principle engineer in the NW team is fully dedicated to managing the Lot 5 contract, the Area Highways Manager spends approximately a third of his time on the management of this contract and others are involved on an ad hoc basis assisting with auditing of the contract. Highway flooding issues are dealt with as part of the overall budget. Business as usual activities of the area teams are dealt with as they arise.

Mr John Furey
Cabinet Member for Highways, Transport and Flooding
28 February 2017

Question (3) from Mrs Hazel Watson (Dorking Hills):

Paragraph 14 (page 24) of the Budget report to Council on 7 February 2017 referred to a financial resilience review by the Chartered Institute of Public Finance & Accountancy, which was carried out in November 2016 at the request of the Director of Finance, supported by the Chief Executive and Leader in recognition of the seriousness of the financial challenges facing the Council. Please could you publish a full copy of the review and the amount which Surrey County Council was charged by CIPFA for carrying out this review?

Reply:

All of local government is facing acute challenges with funding as demand for services, especially social care grow, while funding from central government falls. However, a number of factors have led to Surrey County Council being hit particularly badly with a drastic cut and elimination of Revenue Support Grant from 2016 to 2019, as well as the impact of supporting the largest number of people with leading difficulties in the country.

This administration is determined to continue to provide services to our residents with best value. Therefore, in conjunction with the Director of Finance, I asked the Chartered Institute of Public Finance and Accountancy (CIPFA) to come to Surrey County Council and review our finances. CIPFA are the country's leading experts on local authority finance and this work cost £24,500

During November and December, CIPFA researched the Council's finances; examined its books; conducted interviews with Cabinet Members and senior managers, and provided a detailed oral report to the Cabinet. As I said in the council report on the budget, they found that our figures were correct and that the challenges we faced were real.

CIPFA will be providing a written report in due course and this will be made available to all Members as is usual.

Mr David Hodge CBE
Leader of the Council
28 February 2017

Question (4) from Mr Jonathan Essex (Redhill East):

In relation to the "Developing A Single Waste Approach" plan agreed by the Cabinet in December 2016, we understand that Surrey County Council have technically notified all Surrey boroughs and districts that they are intending to direct all of these 'recycling collection authorities' from around 6 January 2018.

Could you please explain what this means and how it will affect what our districts and boroughs do, and how much money they receive (and/or charges imposed on them by Surrey County Council) for the recycling achieved (including in the form of recycling credits) and any incentives proposed for waste not to be landfilled or burnt. Please can you share the correspondence that relates to this?

Reply:

In January 2017, I wrote to all District and Borough Council Leaders regarding the financial arrangements in 2017/18 for waste management (see Annex 1 for letter template). This letter included notice of the County Council's intention to manage kerbside collected recyclables from 8 January 2018 or as current contracts come to an end, whichever was sooner. I invited Leaders to contact me if they had any concerns about the length of the notice period. Several have done so to date and we are discussing their concerns with them to try and find a solution.

The County Council is the Waste Disposal Authority in Surrey and as such has a statutory duty to arrange for the disposal of all material collected by District and Borough Councils in their role as Surrey's Waste Collection Authorities. These statutory duties remain unchanged. Managing kerbside collected materials centrally will enable Surrey authorities to collectively engage with the market more effectively whilst developing a longer term materials management strategy. This is an important part of creating a single waste approach, which will create efficiencies and other significant cost benefits for the Surrey tax payer that can be shared across all authorities.

In 2016/17, the County Council made a range of payments to District and Borough Councils associated with recycling, totalling around £10m. This system no longer incentivises improvements and has led to a net transfer of cost from the Districts and Boroughs to the county.

The need to make changes to the current financial transfer arrangements has been discussed within the Surrey Waste Partnership and by Surrey Chief Executives since the beginning of 2015. The arrangements for 2017/18 are being changed and further changes

will be necessary for 2018/19. We will be meeting with Leaders and Chief Executives of all District and Borough Councils over the coming weeks to start discussions about what these new financial arrangements will look like, with the intention of agreeing a new mechanism by the autumn of this year, which will more effectively incentivise increases in recycling.

Mike Goodman
Cabinet Member for Environment and Planning
28 February 2017

Question (5) from Mr Jonathan Essex (Redhill East):
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In light of the Sustainability Review Board established at the Budget meeting of 7 Feb 2017, please can you confirm the £93m, for which we understand savings have already been defined, be shared at this Cabinet meeting to enable councillors and residents to understand the implications of the budget as agreed, such that we may take up the Leader's offer of engaging with officers to consider what alternatives there may be to an additional £30m of "cuts" well in advance of the next Cabinet meeting on 28 March 2017 at which we understand the full budget proposals will be brought forward.

Reply:

The Council faces significant financial challenges in 2017/18 and beyond, particularly due to the rising demand and cost of social care. This administration is doing its utmost to raise these issues nationally and keep them in the public and government's focus. However, the council, unlike other parts of the public sector, have to set a balanced and sustained budget, and that is why faced with a fall in the Council's core Revenue Support Grant funding for 2017/18 of nearly £40m, and demand and cost pressures of £120m, the Council approved a budget including savings of £93m at its meeting in February. The proposals for how these savings could be delivered have been shared with the relevant Scrutiny Boards.

As you know, there are still further savings required in 2017/18 to deliver a balanced budget. The Cabinet therefore agreed to set up the Sustainability Review Board to consider this and report back to Cabinet on 28 March with a progress report on the process to identify these further savings. The Board includes both Members and officers and is not a decision-making board but is focussed on reviewing the current financial position and consulting with colleagues across the organisation to put forward options for the Cabinet to consider in setting the budget at the end of March. This includes private sessions with each Scrutiny Board over the next two weeks and I would encourage all Members to actively engage in this process to ensure the views of the Scrutiny Boards are reflected in the work of the Sustainability Review Board.

Mr David Hodge CBE
Leader of the Council
28 February 2017

Template letter to district and borough council Leaders

January 2017

Dear [*Council Leader*]

Financial arrangements for waste management in 2017/18

Following extensive discussions at the Surrey Waste Partnership, Surrey Leaders and at SCC's Cabinet, the county council has made a number of amendments to its proposal regarding waste financial arrangements in 2017/18. I am writing to you to confirm our position on this and set out a proposed way forward.

Firstly, and most importantly, SCC reaffirms its strong commitment to delivering a single waste approach in order to reduce the cost base of managing waste, whilst improving services. Whilst we recognise that the starting point of each organisation will mean that levels of savings will vary, the £2.5m per year saving for four district and borough councils from jointly procuring a collection service provides early evidence of the potential of a joint approach.

The cost of waste disposal has increased significantly over the past five years due to the increase in energy from waste prices, the plateauing of recycling rates and demographic changes. To offset this, SCC is making savings from its waste budget in the short term from our disposal contract, changes at Community Recycling Centres and changes to the financial transfers between the county council and district and borough councils in 2017/18.

The need to make changes to the current financial transfer arrangements has been discussed within the Surrey Waste Partnership and by Surrey Chief Executives since the beginning of 2015 as the current system is no longer working to improve recycling and has led to a net cost transfer to the county council. In order to move this work forward, SCC will be writing to each of you to give formal notice of our intention to take on the management of kerbside collected recyclables via an arrangement we have made with our contractor Suez. This removes the statutory requirement to pay recycling credits for material collected for recycling, and will enable us to collectively develop new financial arrangements from 2018/19 onwards that consider the full cost of waste management, share these costs more equitably across all authorities and effectively incentivise performance improvement.

In order to provide a reasonable period of notice, SCC's intention is to take over the management of kerbside collected recyclables from 8 January 2018 or as current contracts come to an end, whichever is sooner. We recognise that there are existing contractual commitments and are happy to discuss any concerns you may have about the length of this notice period.

In light of these upcoming changes, the proposed financial transfers for 2017/18 represent a bridging arrangement prior to more fundamental change in subsequent years.

The proposal considered by Surrey Leaders included changes to four financial mechanisms; food waste, green waste, recycling credits and performance reward. SCC acknowledges the concern about making changes to the statutory recycling credit arrangement prior to agreeing a longer term replacement, therefore the recycling credit value will remain at its current level. The changes to the other discretionary and non-statutory financial mechanisms will be as set out in the proposal and the net financial effect is unchanged.

Payments in 2017/18 from SCC to [*borough name*] will therefore be as follows:

- £16 per tonne of food waste delivered to SCC nominated sites
- £*[price dependent on destination]* per tonne of green waste delivered to an agreed SCC Transfer Station
- £59.46 per tonne of recyclables in the form of a statutory recycling credit. At the point that SCC takes control of reprocessing this material, the payment will equate to the difference between the reprocessing cost and the recycling credit value.
- A reduction in the total monies transferred in the amount of *[£dependent on current payment for recycling]*, which equates to a 10% reduction in the value of a recycling credit.

In addition, SCC will pay £200,000 to reward high recycling performance, which will be shared by authorities who recycle over 54% of their material in 2017/18.

We believe delivering a single waste approach will yield significant savings from our collective waste management cost base and SCC is committed to working with district and borough councils on new longer term financial arrangements to underpin this system. We would welcome the opportunity to meet with you in early 2017 alongside colleagues from the Surrey Waste Partnership to discuss how we move towards this new approach and how we develop new financial mechanisms from 2018/19 onwards. I have arranged for my office to contact you in the coming weeks accordingly.

Yours sincerely

Mike Goodman
Cabinet Member for Environment and Planning

Appendix 2
Item 13 - revised

SURREY COUNTY COUNCIL

CABINET

DATE: 28 FEBRUARY 2017



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

MR RICHARD WALSH, CABINET MEMBER FOR LOCALITIES AND COMMUNITY WELLBEING

LEAD OFFICER: LAURA FORZANI - HEAD OF PROCUREMENT & COMMISSIONING

PETER MILTON – HEAD OF CULTURAL SERVICES

SUBJECT: PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY RESOURCES

SUMMARY OF ISSUE:

To award a call off contract to Askews and Holts Library Services Ltd for the provision of the selection and supply of library resources to commence on 1 April 2017. The report provides details of the procurement process, including the results of the evaluation process, and, in conjunction with the Part 2 report demonstrates why the recommended contract award delivers best value for money.

RECOMMENDATIONS:

It is recommended that a call off contract for the provision and supply of Library resources be awarded to Askews and Holts Library Services Ltd. This call off contract would be under the CBC Framework for the provision of Library Books and Audio Visual Materials.

REASON FOR RECOMMENDATIONS:

The existing contract will expire on 31 March 2017. Access to an existing framework, in compliance with the requirement of Public Contract Regulations and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

DETAILS:**Business Case**

1. This report recommends that a call off contract for the provision of the selection and supply of library resources to commence on 1 April 2017 is awarded to Askews and Holts Library Services Ltd. The detail in Part 2 of this report demonstrates why the recommended contract award delivers best value for money for Surrey County Council.

Background and options considered

2. The library service provides 52 libraries across Surrey, an award winning Performance Arts library and three Community Link libraries. Ten of these libraries are community partnered libraries managed by local volunteer groups. The three community links are also run by volunteers. The library service aims to provide the library needs of everyone who lives, works and studies in Surrey. Surrey libraries have 319,000 current members with book borrowing still the most popular with over five million issues a year and over three million physical visits. There has been an increase in children's borrowing by over 500,000 in ten years and over 1 million children's books issued last year. Customer satisfaction rates across the board are 97%.
3. Books remain the lifeblood of the service and one of the highest valued and most used services. As part of budget reductions in the last three years, along with staffing reductions of over £600,000, the library service has made required resources budget reductions of £577,000 on its book fund. Vigorous tendering for suppliers, driving down prices and driving up discounts has helped maintain as good a stock level as possible for Surrey residents with these reductions.
4. The largest libraries (Group A) hold a wide depth and range of stock covering all subject areas. With high levels of use they receive a very wide range of bestseller and new titles to cope with customer demand. In addition they receive an excellent range of new non-fiction titles each year.
5. The medium sized libraries (Group B) receive a wide range of stock covering all areas of reader interest. 85% of the workload of issues and visits in the library service is delivered by the Group A and B libraries together.
6. The small local libraries (Group C) have a core offer of stock that will appeal to all ages by providing them with a range of popular leisure reading, both fiction and non-fiction, that is in line with current reading interests and trends. This stock is changed on a regular basis.
7. Libraries need an effective procurement system to ensure the regular supply of suitable new resources including books, music CDs & DVD films for both adults and children. This stock is promoted in the libraries and through regular e-newsletters to library members. The stock needs to be kept refreshed on a regular basis in order to attract more people into the libraries. The 1964 Public Libraries and Museums Act require library authorities to *"provide a comprehensive and efficient library service"*. New stock is central to this.
8. The existing contract for the provision of the selection and supply of library resources will expire on 31 March 2017.
9. The previous Contract provided supplier self-selection for junior resources only. Under the new contract, supplier self-selection across all genres will be further utilised, helping the stock team manage the stock more efficiently on already reduced staffing.
10. Should the Council decide to further utilise supplier selection of goods, whereby the supplier chooses which titles to provide, rather than the library service placing orders, Surrey will be able to explore savings in employee

time resulting in operational efficiencies within the stock team. Supplier selection is undertaken by dedicated Askews & Holts librarians, working to a detailed specification provided by the library service. They monitor the use of our stock to ensure they buy the books our users want to read. Titles are ordered three months ahead of publication to ensure libraries have stock in the library on the actual day of publication, satisfying demand.

11. The library service has also taken a number of steps, with the reduction in purchasing budget and the number of new books available, to encourage people to manage their book borrowing in a way that returns books promptly. The number of times books can be renewed has been reduced to improve the stock turn of all books so that the resident experience is not adversely affected by the reduction in volume of new books coming into the service. The book fund reduction is part of a number of changes which will be introduced to reduce the cost of the library service and make it more sustainable in the future
12. The total library resources budget for 2016/17 is £1,594,313. The total resources budget has a proposed reduction of £246,000 in 2017/18 and a further £100,000 in 2018/19, which will reduce the total resources budget to £1,248,313 (excluding any small inflationary increases). These budget figures are provisional and could still significantly change. Future library resources spend will be in line with budgetary reductions.

Procurement Strategy

13. Several options were considered when completing the Strategic Sourcing Plan (SSP) prior to commencing the procurement activity. These options included carrying out an EU tender process or utilising an existing framework.
14. After a full and detailed options analysis it was decided to award a call-off contract under the Central Buying Consortium (CBC) Framework as this demonstrated that average discounts are comparable with those that we are currently receiving, meaning minimal cost increase to SCC and surety of cost which would not be certain if a tender process was carried out.
15. This was demonstrated through analysis which showed the library supply market is now limited to just three book suppliers & two audio visual suppliers. Two library book stock suppliers have extended their offering to include Audio visual material and e-books. Although Surrey would incur management fees, engagement with incumbent suppliers suggests that Surrey is unlikely to realise the same level of discounting as achieved when last procured through a tender process four years ago. Not carrying out a full tender process also saves officer time and has reduced the overall procurement timetable.
16. A joint Procurement and project team was set up including representatives from Library Service, SCC Legal and SCC Finance.

Key Implications

17. By awarding a contract to the supplier recommended for the provision of selection and supply of library resources to commence on 1 April 2017, the Council will be meeting its duties and ensuring Cultural Services is able to fulfil its aims outlined in the Background section to this report above.

18. The management responsibility for the contract lies with the library service and will be managed in line with the Contract Management Strategy and plan as laid out in the contract documentation which also provides for review of performance and costs.
19. The contract is performance managed through a series of Key Quarterly Performance Indicators. Where the supplier fails to meet targets the contract provides differing levels of response. This ranges from a requirement to put in place approved correction plans, up to termination of some or all orders placed, including possible supplier suspension from the Framework Agreement. Coupled with the contracts non-exclusivity and termination clauses, this provides a comprehensive set of tools to remedy any poor performance.

CONSULTATION:

20. Members of the Library Service, SCC Legal and Finance have been consulted with at all stages of the commissioning and procurement process, including the chosen procurement strategy and agreeing the contract award.

RISK MANAGEMENT AND IMPLICATIONS:

21. The following key risks associated with the contract and contract award have been identified, along with mitigation activities:

Category	Risk Description	Mitigation Activity
Financial	Available budget is reduced or withdrawn	The Framework Agreement includes a 'No Guarantee' clause which states no guarantee that any Request (or resulting Order) will be issued to the Contractor. This clause also states non-exclusivity. This means there is no contractually committed minimum level of expenditure.
	A significant change in service provision is required	The contract can be terminated with notice of 30 days.
	The supplier ceases business	Ongoing monitoring of supplier performance and continued market awareness. The framework supplier has passed comprehensive financial checks.
Reputational	Failure to purchase the correct items leads to a reduction in the number of items borrowed.	Monitoring of supplier management information and issues figures will ensure that items suitable for loan in Surrey's libraries are purchased.

Financial and Value for Money Implications

22. Full details of the contract value and financial implications are set out in the Part 2 report.
23. The procurement activity has delivered a solution within budget.
24. Accessing the CBC Framework will provide better discount rates than an individual tender for these goods, due to economies of scale. Although Surrey's previous tender provided better discount rates than the CBC Framework, engagement with incumbent suppliers suggests that Surrey is unlikely to realise the same level of discounting. This is due to a reduction in the number of suppliers in the market and reduced levels of funding for libraries across the Public Sector.
25. Benchmarking information regionally and nationally indicates that the discounts under the CBC Framework are better than those of alternative available frameworks.

Section 151 Officer Commentary

26. This contract enables the library service to meet its requirements for the efficient, economic and effective acquisition of Library resources, whilst providing the flexibility to control future provision and costs should service or budgetary changes require.

Legal Implications – Monitoring Officer

27. As set out in this report access to the CBC Framework Agreement is in compliance with the EU compliant procedures and has also complied with the Council's Procurement Standing Orders.
28. Responsibility for the provision of the goods is in line with the statutory requirements. The provision of a "*comprehensive and efficient library service*" is a legal requirement under the 1964 Public Libraries and Museums Act.

Equalities and Diversity

29. An equalities impact assessment has been written and is available as a background paper. This is attached in Annex 1. Resource provision is well placed to improve the service to equality groups with a number of reviews and projects being proposed. We will ensure that we work closely with other library service teams, County Council departments and our customers, or potential customers, to enable delivery of these (see "Recommendations" section of the EIA).

Other Implications:

30. 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:
Carbon emissions	Direct delivery of library stock from the supplier to the library, reducing the carbon emissions footprint.

WHAT HAPPENS NEXT:

31. The timetable for implementation is as follows:

Action	Date
Cabinet decision to award (including 'call in' period)	28 February 2017
'Alcatel' Standstill Period	10 March 2017
Contract Signature	11 March 2017
Contract Commencement Date	1 April 2017

32. 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 Officer:

Jo Stone, Procurement Officer 01273 481512 / 07701 394479
Dan Smith, Senior Category Specialist 020 8541 7768 / 07966 807782
John Case, Senior Manager - Stock Development & Design 07837 113140

Consulted:

Andy Tink – Senior Principal Accountant
Naz Fox – Senior Solicitor
Laura Forzani – Head of Procurement

Annexes:

Part 2 Annex
Annex 1 EIA Library Resources, updated 2016

Sources/background papers:

Strategic Sourcing Plan