

# Cabinet

**Date & time**

Thursday, 27 April  
2017 at 2.00 pm

**Place**

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

**Contact**

Vicky Hibbert or Andrew  
Baird

Room 122, County Hall  
Tel 020 8541 9229 or 020  
8541 7609

**Chief Executive**

David McNulty

vicky.hibbert@surreycc.gov.uk or  
andrew.baird@surreycc.gov.uk



**We're on Twitter:**  
**@SCCdemocracy**

**Cabinet Members:** Mr David Hodge CBE, 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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**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Vicky Hibbert or Andrew Baird on 020 8541 9229 or 020 8541 7609.**

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**1 APOLOGIES FOR ABSENCE**

**2 MINUTES OF PREVIOUS MEETING: 28 MARCH 2017**

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 (*21 April 2017*).

**b Public Questions**

The deadline for public questions is seven days before the meeting (**20 April 2017**).

**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**

None.

**CORPORATE PRIORITIES: 2. ECONOMIC PROSPERITY**

**6 FINANCIAL BUDGET OUT TURN 2016/17**

(Pages 1  
- 4)

The Council takes a multiyear approach to its budget planning and monitoring, recognising the two are inextricably linked. This report presents the Council's year-end financial outturn position for 2016/17 and the impact of carry forward requests on the 2017/18 financial year.

Following the +£22.4m forecast variance reported as at 30 September 2016, Cabinet required officers to take effective measures to bring the 2016/17 budget back into balance. As at 28 February 2017, measures taken by the Chief Executive and the Director of Finance, with directors' support, resulted in a -£29.2m improvement in the Council's forecast outturn position. Over the same period, Cabinet avoided further spending commitments, wherever possible, pending assurances of a balanced 2017/18 budget and a sustainable Medium Term Financial Plan (MTFP). This is the seventh year in succession the Council has maintained its net spending within the annual budget.

The measures to achieve a balanced budget outturn in 2016/17 included one-off measures and spending delays as well as genuine efficiencies such as achieving future years' savings early. One-off measures do not address the fundamental issue of service overspends, particularly in social care. These overspends are driven by: the increased numbers of those who need services, the increased complexity of their needs and the increasing costs of meeting those needs. That mix, plus the savings already achieved and the continuing reduction in central government funding make the Council's longer term financial resilience a serious challenge.

The Section 151 Officer stated in her report of February 2017 to Full Council on the 2017/18 to 2019/20 budget and MTFP that the financial challenges facing the Council have become even more serious in the last year. During 2017/18, the Council must deliver already stretching service reduction plans of £93m, plus it must identify up to £11m of additional service reductions to balance the 2017/18 budget and continue to move towards a sustainable budget for future years.

The annexes to this report give details of the Council's financial position.

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

**7 LEADERSHIP RISK REGISTER**

(Pages 5  
- 16)

The Surrey County Council Leadership Risk Register is presented to

Cabinet each quarter and this report presents the Leadership Risk Register as at 31 March 2017.

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

## **CORPORATE PRIORITIES: 3. RESIDENT EXPERIENCE**

### **8 PROCUREMENT OF (1) INSPECTION AND (2) MAINTENANCE OF TRAFFIC CONTROL SYSTEMS** (Pages 17 - 24)

The County Council is required to manage its road network to ensure safety and to minimise congestion. Traffic control systems are an essential tool in achieving this. They include: traffic signals at junctions, pelican, puffin, toucan, and equestrian crossings, variable message signs, fire station warning lights, car park counting equipment, electronic bridge height warning signs and rising bollards.

Current contractual arrangements for the maintenance and inspection of these systems come to an end in June 2017 and on this basis it is necessary to appoint a new contract in order to be able to continue to maintain these systems in accordance with our obligations/duties under the Traffic Management Act 2004, "TD24/97 All Purpose Trunk Roads Inspection and Maintenance of Traffic Signals and Associated Equipment" (Volume 8, Section 1, Part 2 of the Design Manual for Road and Bridges 1997), and "Management of Electronic Traffic Equipment - A Code of Practice Sept. 2011" (DfT/Roads Liaison Group).

This report provides details of the procurement process to award two separate contracts for the Inspection and Maintenance of our traffic control systems, including the results of the evaluation process, and in conjunction with the Part 2 report, demonstrates why the recommended contracts offer best value for money.

Due to the commercial sensitivity involved in the contracts award process, the financial details of the potential suppliers have been circulated as a Part 2 report for Members.

**N.B. an annex containing exempt information is contained in Part 2 of the agenda – item 11**

*[The decisions on this item may be called in by either the Council Overview Board or the Economic Prosperity, Environment and Highways Scrutiny Board]*

### **9 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING** (Pages 25 - 26)

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

### **10 EXCLUSION OF THE PUBLIC**

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items

of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

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

- 11      PROCUREMENT OF (1) INSPECTION AND (2) MAINTENANCE OF TRAFFIC CONTROL SYSTEMS**      (Pages 27 - 32)

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 Economic Prosperity, Environment and Highways Scrutiny Board]*

- 12      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**  
Wednesday, 19 April

## 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*

**SURREY COUNTY COUNCIL****CABINET****DATE: 27 APRIL 2017****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE****SUBJECT: FINANCIAL BUDGET OUTTURN 2016/17****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 year-end financial outturn position for 2016/17 and the impact of carry forward requests on the 2017/18 financial year.

Following the +£22.4m forecast variance reported as at 30 September 2016, Cabinet required officers to take effective measures to bring the 2016/17 budget back into balance. As at 28 February 2017, measures taken by the Chief Executive and the Director of Finance, with directors' support, resulted in a -£29.2m improvement in the Council's forecast outturn position. Over the same period, Cabinet avoided further spending commitments, wherever possible, pending assurances of a balanced 2017/18 budget and a sustainable Medium Term Financial Plan (MTFP). This is the seventh year in succession the Council has maintained its net spending within the annual budget.

The measures to achieve a balanced budget outturn in 2016/17 included one-off measures and spending delays as well as genuine efficiencies such as achieving future years' savings early. One-off measures do not address the fundamental issue of service overspends, particularly in social care. These overspends are driven by: the increased numbers of those who need services, the increased complexity of their needs and the increasing costs of meeting those needs. That mix, plus the savings already achieved and the continuing reduction in central government funding make the Council's longer term financial resilience a serious challenge.

The Section 151 Officer stated in her report of February 2017 to Full Council on the 2017/18 to 2019/20 budget and MTFP that the financial challenges facing the Council have become even more serious in the last year. During 2017/18, the Council must deliver already stretching service reduction plans of £93m, plus it must identify up to £11m of additional service reductions to balance the 2017/18 budget and continue to move towards a sustainable budget for future years.

The annexes to this report give details of the Council's financial position.

**RECOMMENDATIONS:**

Recommendations to follow.

## REASON FOR RECOMMENDATIONS:

This report is presented:

- to review and manage the budget outturn for the 2016/17 financial year in the context of a multi-year approach to financial management; and
- to approve final carry forwards to enable essential on-going projects to continue.

## 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 the MTFP 2016-21 is to increase the Council's overall financial resilience. As part of this, the Council's 2016/17 budget included plans to make efficiencies totalling £83m.

### Capital budget overview

2. 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 its £638m capital programme in MTFP 2016 -21. As at 28 February 2017, services forecast spending £124m against the £141m current 2016/17 capital budget.

### Budget outturn overview

3. The Council's 2016/17 financial year ended on 31 March 2017. The accounts for the financial year closed on 14 April 2017 and include year end adjusting transactions such as accruals and apportionments required for the formal financial statements.
4. Annex 1 to this report sets out the Council's revenue budget outturn as at 31 March 2017. This reports final revenue income and expenditure for 2016/17 and explains material variances from the budget, including on staffing and achievement of efficiency targets. As a guide, an outturn variance of more than £1m is material and requires comment. For some smaller services £1m may be too large a threshold or may not reflect the service's political significance so variances over 2.5% may also be material.
5. Annex 1 also provides the Council's capital budget outturn and outlines the changes in the Council's reserves and balances over the year. Additionally, it summarises the level of debt owed to the Council after the proposed write-off of irrecoverable debts.
6. Appendix 1 provides details of services' efficiencies as well as revenue and capital budget movements, balance sheet, year end reserves and balances, debt analysis and treasury management report.
7. Annex 2 updates and summarises the impact of 2016/17 carry forwards on 2017/18's revenue and capital budgets.



#### **CONSULTATION:**

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

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

9. 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**

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

#### **SECTION 151 OFFICER COMMENTARY**

11. 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.
12. This report confirms that total net spending has been kept within budget for the financial year which had been forecast since February 2017. This is a turnaround from a forecast overspending of +£22.4m for September 2016 and has been achieved through a range of successful measures taken by the Council's Cabinet and officers. However, many of these actions are of a one-off nature and significant underlying pressures remain for future years.
13. Furthermore, the Council must deliver already stretching service reduction plans of £104m to balance the 2017/18 budget and move towards a sustainable budget for future years. This is a materially large target and there are serious risks of this being fully achieved.
14. The Council's reserves are already at minimum safe levels and are being further depleted by £10m to balance the 2017/18 budget. It is therefore appropriate that this 2016/17 budget underspending is being used to replenish these reserves to mitigate the risk of non-delivery of significant savings targets in 2017/18.

#### **LEGAL IMPLICATIONS – MONITORING OFFICER**

15. 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. As a result of the situation reported as at 30 September 2016, Cabinet was made 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. As set out in this report, the steps taken since then have enabled the Council to keep its spending within budget for the financial year.

#### **EQUALITIES AND DIVERSITY**

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

#### **WHAT HAPPENS NEXT:**

17. The relevant adjustments from the recommendations will be made to the Council's accounts.
18. On 27 July 2017 the Audit & Governance Committee will consider the Council's formal financial statements for 2016/17 with Grant Thornton's external audit opinion. Any material changes to the financial statements arising during the audit of the accounts will be reported to Audit & Governance Committee. No material changes to either the revenue or capital outturn position as presented in this report and annexes are anticipated to arise from the audit.
19. The Council continues to seek to improve its corporate external reporting. As in previous years, the Audit & Governance Committee will consider the Council's 2016/17 annual report on 27 July 2016. Subject to the Committee's approval, it will be published shortly afterwards.

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#### **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, balance sheet, year end reserves and balances, debt analysis and treasury management report.
- Appendix 1 – Service financial information (revenue and efficiencies), revenue and capital budget movements.
- Annex 2 –2016/17 revenue and capital carry forward requests.

#### **Sources/background papers:**

- None
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**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 27 APRIL 2017**

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

**LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE**

**SUBJECT: LEADERSHIP RISK REGISTER**



#### **SUMMARY OF ISSUE:**

The Surrey County Council Leadership risk register is presented to Cabinet each quarter and this report presents the Leadership risk register as at 31 March 2017.

#### **RECOMMENDATIONS:**

It is recommended that the Cabinet note the content of the Surrey County Council Leadership risk register (Annex 1) and endorse the control actions put in place by the Statutory Responsibilities Network.

#### **REASON FOR RECOMMENDATIONS:**

To enable the Cabinet to keep Surrey County Council's strategic risks under review and to ensure that appropriate action is being taken to mitigate risks to a tolerable level in the most effective way.

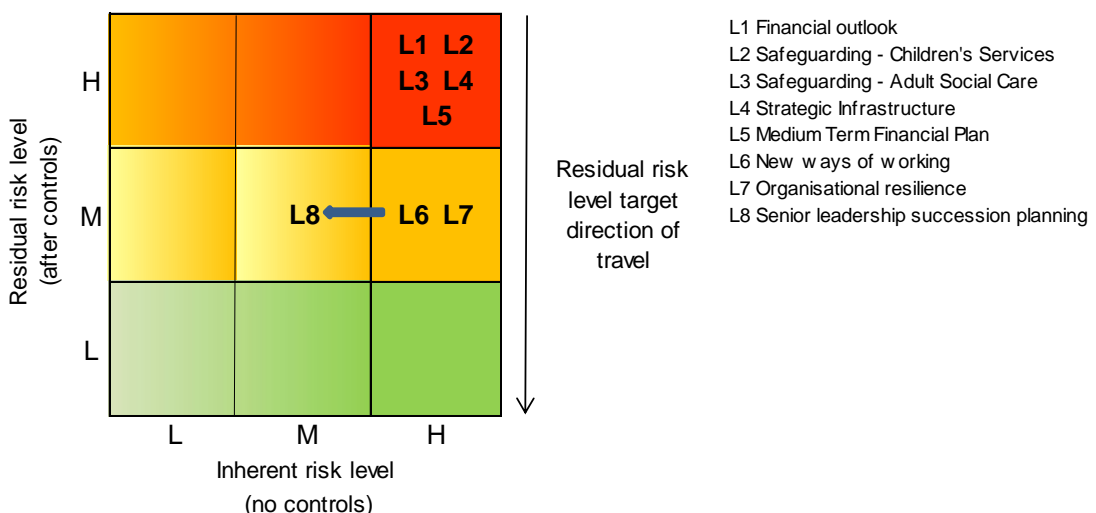
#### **LEADERSHIP RISK REGISTER:**

1. The Surrey County Council Leadership risk register (Annex 1) is owned by the Chief Executive and captures Surrey County Council's key strategic risks. The risk register focuses specifically on the strategic risks that have the potential to significantly destabilise the organisation.
2. The role of the Cabinet is to assure itself that Surrey County Council's strategic risks are captured on the risk register and that appropriate actions are being taken to effectively mitigate the risks to a tolerable level.
3. The Leadership risk register is reviewed monthly by the Statutory Responsibilities Network, bi-monthly by the Strategic Risk Forum and the Audit and Governance Committee at each meeting.
4. Since the Leadership risk register was last presented to Cabinet in January 2017, updates have been made to the following risks:
  - **Financial Outlook (L1)** – risk description, processes and controls updated to further reflect the financial position;
  - **Safeguarding** – Children's Services (L2) and Safeguarding – Adult Social Care (L3) – processes and controls have been updated;

- **Strategic Infrastructure (L4)** – risk has been renamed (previously ‘Devolution’) and the risk description altered to reflect the broader scope of the risk. Processes and controls have also been updated.
  - **Medium Term Financial Plan (L5)** – updates to the processes and controls to reflect changes regarding the financial position.
  - **New Ways of Working (L6)** – risk description has been updated to reflect the broader aspects of the risk. Processes and controls have also been updated.
  - **Organisational Resilience (L7)** – risk description and processes updated.
  - **Senior Leadership Succession Planning (L8)** – the controls and processes have been updated.
5. Risk levels have been decreased for the following risks:
- **Senior Leadership Succession Planning (L8)** – the inherent risk level has been decreased from high to medium.

### Residual risk level

6. The Surrey County Council Leadership risk register includes both the inherent and residual risk levels for each risk. Inherent risk is the level of risk before any control activities are applied. The residual risk level takes into account the controls that are already in place or are being put in place, detailed on the risk register as both ‘processes in place’ and ‘controls.’
7. There are eight risks on the Leadership risk register. Seven risks have high inherent risk levels and one risk (L8) has a medium inherent risk level, as illustrated in the table below. Despite mitigating actions, five of these risks have a high residual risk level (L1,L2,L3,L4,L5) and three risks have a medium residual risk level (L6,L7,L8): showing the significant level of risk that the Council is facing despite the processes and controls being put in place to manage the risks.



### CONSULTATION:

8. The Surrey County Council Leadership risk register has been reviewed by a number of senior officer groups and the Audit and Governance Committee.

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

9. Effective management of risks and financial controls supports the Council to meet its objectives and enable value for money.

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

10. There are no direct financial implications relating to the Surrey County Council Leadership risk register.

### **Section 151 Officer Commentary**

11. The Section 151 Officer is well sighted of current and emerging risks through being chair of the Strategic Risk Forum, a member of the Statutory Responsibilities Network and a direct report to the Chief Executive. Her attendance at key strategic meetings provides further insight and ensures an integrated risk approach.

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

12. There are no direct legal implications relating to the Surrey County Council Leadership risk register.

### **Equalities and Diversity**

13. There are no direct equalities implications but any actions taken need to be consistent with the Council's policies and procedures.

### **WHAT HAPPENS NEXT:**

14. The Surrey County Council Leadership risk register is presented to the Cabinet on a quarterly basis.

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#### **Contact Officer:**

Rawdon Phillips, Risk Manager  
Tel: 01273 481593

#### **Consulted:**

Strategic Risk Forum, Statutory Responsibilities Network, Chief Executive and direct reports, Audit and Governance Committee, Cabinet

#### **Annexes:**

Annex 1 – Leadership risk register

#### **Sources/background papers:**

None

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# Leadership risk register as at 31 March 2017 (covers rolling 12 months)

Owner: David McNulty

**Strategic risks** – have the potential to significantly disrupt or destroy the organisation

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
L1	CSF7 EAI1 FN1 ORB10	<b>Financial outlook</b> Further reductions in funding, due to constraints in the ability to raise local funding and/or distribution of funding, results in significant adverse long term consequences for sustainability and service reductions leading to significant implications for residents.	<b>High</b>	<ul style="list-style-type: none"> <li>Structured approach to ensuring Government understands the council's Council Tax strategy and unsustainable impact of current funding mechanism.</li> <li>Targeted focus with Government to secure a greater share of funding for specific demand led pressures (in particular Adult Social Care).</li> <li>Proactive engagement with Government departments to influence Government policy changes (especially relative needs assessment, 100% business rate retention strategy, learning disabilities and Better Care Fund).</li> <li>Continued horizon scanning of the financial implications of existing and future Government policy changes.</li> <li>Development of alternative / new sources of funding (e.g. bidding for grants).</li> </ul> <p>Notwithstanding actions above, there is a significant risk of Central Government policy changes /austerity measures due to changes in ministerial responsibilities impacting on the council's long term financial sustainability.</p>	<ul style="list-style-type: none"> <li>Members make decisions to stop new spending, reduce spending and or generate alternative sources of funding, where necessary, in a timely manner.</li> <li>Officers unable to recommend MTFP unless a credible sustainable budget is proposed.</li> <li>Members proactively take the opportunities to influence central Government.</li> <li>Officers continue to analyse events and create budget scenarios.</li> <li>The organisation uses external expertise to confirm the facts relating to its sustainability.</li> <li>Applying to be a pilot authority from April 2018 for 100% Business Rates Retention Scheme leading to the ability to retain a greater proportion of business rates growth</li> </ul>	Director of Finance	<b>High</b>
L2	CSF3,4,9	<b>Safeguarding – Children's Services</b> Avoidable failure in Children's Services, through action or inaction, including child sexual exploitation, leads	<b>High</b>	<ul style="list-style-type: none"> <li>Working within the frameworks established by the Children's Safeguarding Board and the Social Care Services Board ensures the council's policies and procedures are up to date and based on good practice.</li> <li>The Adult Social Care and Children, Schools</li> </ul>	<ul style="list-style-type: none"> <li>Timely interventions by well recruited, trained, supervised and managed professionals ensures appropriate actions are taken to safeguard and promote the wellbeing of children in Surrey.</li> </ul>	Deputy Chief Executive and Strategic Director of	<b>High</b>

Key to references:

ASC = Adult Social Care risk  
CSF = Children, Schools and Families risk

C&C = Customers and Communities risk  
EAI = Environment and Infrastructure risk

FN = Finance Service risk  
ORB = Orbis risk

## Leadership risk register as at 31 March 2017 (covers rolling 12 months)

Owner: David McNulty

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
		to serious harm, death or a major impact on well being.		<p>and Families Multi-Agency Safeguarding Hub went live on 5 October 2016 facilitating the sharing of good practice.</p> <ul style="list-style-type: none"> <li>The Children's Services Improvement Plan was refreshed in October 2016 and is being delivered to address the improvement notice dated 26 January 2016 and strengthen service and whole system capability and capacity. Ofsted visit on a quarterly basis to monitor progress.</li> <li>Assistant Director roles and responsibilities have been reshaped to strengthen leadership and governance. Appointees are now all in place.</li> </ul>	<ul style="list-style-type: none"> <li>Actively respond to feedback from regulators.</li> <li>Robust quality assurance and management systems in place to identify and implement any key areas of learning so safeguarding practice can be improved.</li> <li>The Children's Safeguarding board (chaired by an independent person) comprises senior managers from the County Council and other agencies facilitating prompt decision making and ensuring best practice.</li> <li>An Improvement Board (chaired by the Deputy Leader) oversees progress on the Improvement Plan and agrees areas of action as required.</li> </ul>	Children's Schools and Families	
L3	ASC6,7,13,14	<p><b>Safeguarding – Adult Social Care</b> Avoidable failure in Adult Social Care, through action or inaction, leads to serious harm, death or a major impact on wellbeing.</p>	<b>High</b>	<ul style="list-style-type: none"> <li>Working within the framework established by the Surrey Safeguarding Adults Board ensures that the council's policies and procedures are up to date and based on good practice.</li> <li>The Adult Social Care and Children, Schools and Families Multi Agency Safeguarding Hub went live on 5 October 2016 facilitating the sharing of good practice.</li> <li>Established a locality safeguarding advisor to assure quality control.</li> <li>Strong leadership, including close involvement by Associate Cabinet Member for Adult Social Care in safeguarding functions.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work with the Independent Chair of the Surrey Safeguarding Adults Board to ensure feedback and recommendations from case reviews are used to inform learning and social work practice.</li> <li>Actively respond to feedback from regulators.</li> <li>One year on from the implementation of the Care Act, a new strategic plan for safeguarding within ASC will be implemented.</li> </ul>	Strategic Director of Adult Social Care & Public Health	<b>High</b>

Key to references:

ASC = Adult Social Care risk  
CSF = Children, Schools and Families risk

C&C = Customers and Communities risk  
EAI = Environment and Infrastructure risk

FN = Finance Service risk  
ORB = Orbis risk



## Leadership risk register as at 31 March 2017 (covers rolling 12 months)

Owner: David McNulty

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
L4		<b>Strategic Infrastructure</b> Failure to achieve a coherent response to the strategic infrastructure challenges facing the county leaves the council at risk of infrastructure failing to be adequately provided.	<b>High</b>	<ul style="list-style-type: none"> <li>The Council is fully involved in the establishment of a shadow Sub National Transport Body to support the delivery of major strategic transport infrastructure.</li> <li>3SC internal governance arrangements agreed - including a Strategic Oversight Group which manages 3SC risks (and 3SC risk register developed/approved).</li> <li>Programme office and workstream sponsors and leads agreed with roles and responsibilities defined.</li> <li>Regular meetings of local authority Leaders and Chief Executives.</li> <li>Regular engagement with 3SC partners.</li> <li>Regular engagement with central government at both political and official level. Negotiation with Government underway – Heads of Terms sent to officials as basis for negotiations.</li> </ul>	<ul style="list-style-type: none"> <li>Keep all processes under active review.</li> <li>Strategic Oversight Group reviewing risk register quarterly.</li> <li>Next 3SC Leaders' Board in July 2017.</li> </ul>	Chief Executive	<b>High</b>

**Cross cutting risks** – high level risks that can be mitigated more effectively through cross working.

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
L5	ASC1,2,12,16,17 C&C4 CSF1,2,7 EAI1,3	<b>Medium Term Financial Plan (MFTP) 2017-20</b> Failure to achieve the MFTP, which could be a result of:	<b>High</b>	<ul style="list-style-type: none"> <li>Monthly reporting to Continuous Improvement and Productivity Network and Cabinet on the forecast outturn position is clear about the impacts on future years and enables prompt management action (that will be discussed informally with Cabinet).</li> </ul>	<ul style="list-style-type: none"> <li>Prompt management action taken by Directors / Leadership Teams to identify correcting actions for any in year overspends or failure to deliver service reductions (evidenced</li> </ul>	Director of Finance	<b>High</b>

Key to references:

ASC = Adult Social Care risk  
CSF = Children, Schools and Families risk

C&C = Customers and Communities risk  
EAI = Environment and Infrastructure risk

FN = Finance Service risk  
ORB = Orbis risk

**Leadership risk register as at 31 March 2017 (covers rolling 12 months)**

**Owner: David McNulty**

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
	FN2 ORB01, 10	<ul style="list-style-type: none"> <li>Not achieving savings</li> <li>Additional service demand and/or</li> <li>Over optimistic funding levels.</li> </ul> <p>As a consequence, lowers the council's financial resilience and could lead to adverse long term consequences for services if Members fail to take necessary decisions.</p>		<ul style="list-style-type: none"> <li>Weekly review of the in year financial position at Chief Executives Direct Reports meeting and strong focus on development of plans for delivery of the 2017/18 service efficiencies and reductions – to enable early management action as relevant.</li> <li>Budget planning discussions held with Cabinet and Scrutiny Boards.</li> <li>Early conversations are undertaken with all relevant stakeholders to ensure consultations about service changes are effective and completed in a timely manner (savings tracker developed for use during 2017/18 to identify necessary consultations, milestones, Equality Impact Assessments).</li> <li>Cross service networking and timely escalation of issues to ensure lawfulness and good governance.</li> <li>Increased challenge and rigour on cost control.</li> <li>Chief Executive's Direct Reports meeting agreement to focus capacity on three key priorities – information management in CSF, health and social care integration and assets.</li> <li>Member led Sustainability Review Board established from February 2017 to focus on ensuring options for further service reductions are clearly identified, planned and achievable during 2017/18.</li> </ul>	<p>by robust action plans).</p> <ul style="list-style-type: none"> <li>Members (Council, Cabinet, Scrutiny Boards) make the necessary decisions to implement action plans in a timely manner.</li> <li>Members have all the relevant information to make necessary decisions.</li> </ul>		
L6	ASC2, 16 CSF1,2, 5,6,8	<b>New ways of working</b> Failure to work effectively as part of a multi-agency system	<b>High</b>	<ul style="list-style-type: none"> <li>Shared and aligned strategies to ensure no unintended consequences.</li> <li>Robust governance arrangements (eg. Inter Authority Agreements, Health and Social</li> </ul>	<ul style="list-style-type: none"> <li>Leadership and managers recognise the importance of building and sustaining good working relationships with key</li> </ul>	Chief Executive	<b>Medium</b>

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# Leadership risk register as at 31 March 2017 (covers rolling 12 months)

Owner: David McNulty

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
	ORB01, 02,07, EMT3, 12, EA13	leads to severe service disruption and reputational damage.		<p>Care Integration Board, Health and Wellbeing Board, financial governance framework) in place with early warning mechanisms.</p> <ul style="list-style-type: none"> <li>Regular monitoring of progress and risks against transformation programmes within each transformation board.</li> <li>Effective transition arrangements with continuous stakeholder engagement.</li> <li>Continuous focus on building and maintaining strong relationships with partners through regular formal and informal dialogue.</li> <li>Close liaison and communication with customers.</li> </ul>	<p>stakeholders and having early discussions if these falter.</p> <ul style="list-style-type: none"> <li>Work with Clinical Commissioning Groups on models of integrated care.</li> <li>Members continue to endorse approaches to integration across the council.</li> </ul>		
L7	ASC4, 5,8 CSF5 EAI2, 3,4 ORB 02,03, 08 LD6 EMT1, 10,11	<p><b>Organisational resilience</b></p> <p>Failure to plan for and/or respond effectively to a significant event and or strains on workforce capacity or resilience, results in severe and prolonged service disruption and loss of trust in the organisation.</p>	<b>High</b>	<ul style="list-style-type: none"> <li>Developing an employment framework that supports flexibility in service delivery and organisational resilience.</li> <li>Robust governance framework (including codes of conduct, IT security policies, health and safety policies, complaints tracking).</li> <li>Information Governance Board monitors information governance requirements and changes and reviews information governance risks.</li> <li>Review of third party information governance risks.</li> <li>External risks are regularly assessed through the Local Resilience Forum and reviewed by the Statutory Responsibilities Network.</li> <li>Active learning by senior leaders from external experiences / incidents informs continual improvement within the council.</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring of effectiveness of processes is in place and improvements continually made and communicated as a result of learning.</li> <li>Robust change management processes.</li> <li>Business continuity plans to be regularly reviewed, updated and tested to ensure the council maintains a robust response to any emergency situation, even where the impact of the event continues for a prolonged period of time.</li> </ul>	Chief Executive	<b>Medium</b>

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**Leadership risk register as at 31 March 2017 (covers rolling 12 months)**

**Owner: David McNulty**

Ref	Risk ref.	Description of the risk	Inherent risk level (no controls)	Processes in place (ie the 'how' risks are being mitigated)	Controls (i.e. decisions needed)	Lead risk owner	Residual risk level (after existing controls)
				<ul style="list-style-type: none"> <li>• Close working between key services and the Emergency Management Team to proactively update and communicate business continuity plans and share learning.</li> <li>• High Performance Development Programme in place to increase skills, resilience and effectiveness of leaders.</li> <li>• Career conversations built into appraisal process looking forward five years</li> <li>• Shaping leaders programme.</li> <li>• Ensure a clear Induction Programme is developed and delivered in a timely manner for new Members following local elections in May 2017 (to recognise that new members will have to learn quickly about the challenges facing the county and be in a position to make key decisions).</li> </ul>			
L8		<p><b>Senior Leadership Succession Planning</b> A significant number of senior leaders leave the organisation within a short space of time and cannot be replaced effectively resulting in a reduction in the ability to deliver services to the level required.</p>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Enhance distributed leadership by focus on organisational goals and scorecard for organisational performance.</li> <li>• Workforce planning linked to business continuity plans.</li> <li>• Senior leadership appraisal process incorporates feedback (shaping leaders) and succession planning into appraisal process.</li> </ul>	- Transparent and effective succession plans.	Chief Executive	<b>Medium</b>

Key to references:

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FN = Finance Service risk  
ORB = Orbis risk

## Movement of risks

Ref	Risk	Date added	Inherent risk level when added	Movement in residual risk level		Current residual risk level
L1	Financial outlook	Aug 12	High	Jan 16	↑	High
L2	Safeguarding – Children's Services	May 10	High	Jan 15	↑	High
L3	Safeguarding – Adult Social Care	May 10	High	Jan 15	↑	High
L4	Devolution	Jan 16	High	Nov 16	↑	High
L5	Medium Term Financial Plan	Aug 12	High	-	-	High
L6	New ways of working	Jan 16	High	-	-	Medium
L7	Organisational resilience	May 10	High	Aug 12	↓	Medium
L8	Senior Leadership Succession Planning	Mar 15	High	Nov 16	↑	Medium

## Risks removed from the register in the last 12 months

Risk	Date added	Date removed
<i>National policy development</i>	<i>Feb 13</i>	<i>Jan 16</i>
<i>Waste</i>	<i>May 10</i>	<i>Jan 16</i>
<i>Comprehensive Spending Review 2015</i>	<i>Sept 14</i>	<i>Jan 16</i>
<i>Reputation</i>	<i>Oct 14</i>	<i>Jan 16</i>
<i>Staff resilience</i>	<i>May 10</i>	<i>Jan 16</i>
<i>Information governance</i>	<i>Dec 10</i>	<i>Jan 16</i>
<i>Supply chain / contractor resilience</i>	<i>Jan 14</i>	<i>Jan 16</i>

### Leadership level risk assessment criteria

Due to their significance, the risks on the Leadership risk register are assessed on their inherent risk level (no controls) and their residual risk level (after existing controls have been taken into account) by high, medium or low.

Risk level	Financial impact	Reputational impact	Performance impact	Likelihood
	<i>(% of council budget)</i>	<i>(Stakeholder interest)</i>	<i>(Impact on priorities)</i>	
Low	< 1%	Loss of confidence and trust in the council felt by a small group or within a small geographical area	Minor impact or disruption to the achievement of one or more strategic / directorate priorities	Remote / low probability
Medium	1 – 10%	A sustained general loss of confidence and trust in the council within the local community	Moderate impact or disruption to the achievement of one or more strategic / directorate priorities	Possible / medium probability
High	10 – 20%	A major loss of confidence and trust in the council within the local community and wider with national interest	Major impact or disruption to the achievement of one or more strategic / directorate priorities	Almost certain / highly probable

**SURREY COUNTY COUNCIL****CABINET****DATE: 27 APRIL 2017****REPORT OF: JOHN FUREY, CABINET MEMBER FOR TRANSPORT,  
HIGHWAYS AND ENVIRONMENT.****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR ENVIRONMENT AND  
INFRASTRUCTURE****SUBJECT: PROCUREMENT OF (1) INSPECTION AND (2) MAINTENANCE  
OF TRAFFIC CONTROL SYSTEMS.****SUMMARY OF ISSUE:**

The County Council is required to manage its road network to ensure safety and to minimise congestion.

Traffic control systems are an essential tool in achieving this. They include: traffic signals at junctions, pelican, puffin, toucan, and equestrian crossings, variable message signs, fire station warning lights, car park counting equipment, electronic bridge height warning signs and rising bollards.

Current contractual arrangements for the maintenance and inspection of these systems come to an end in June 2017 and on this basis it is necessary to appoint a new contract in order to be able to continue to maintain these systems in accordance with our obligations/duties under the Traffic Management Act 2004, "TD24/97 All Purpose Trunk Roads Inspection and Maintenance of Traffic Signals and Associated Equipment" (Volume 8, Section 1, Part 2 of the Design Manual for Road and Bridges 1997), and "Management of Electronic Traffic Equipment - A Code of Practice Sept. 2011" (DfT/Roads Liaison Group).

This report provides details of the procurement process to award two separate contracts for the Inspection and Maintenance of our traffic control systems, including the results of the evaluation process, and in conjunction with the Part 2 report, demonstrates why the recommended contracts offer best value for money.

Due to the commercial sensitivity involved in the contracts award process, the financial details of the potential suppliers have been circulated as a Part 2 report for Members.

**RECOMMENDATIONS:**

It is recommended that contracts are awarded to Siemens PLC as agreed on the basis set out in the Part 2 report.

**REASON FOR RECOMMENDATIONS:**

The revised contractual proposals enable Surrey County Council (SCC) to continue to inspect and maintain traffic control systems on its highway network across the county.

Surrey County Council has a general 'Network Management Duty' under the Traffic Management Act 2004 and the County's Traffic Systems Assets play a key role in delivering this Duty,

The Council Manages its Traffic Control Systems assets to the technical specifications set out "*TD24/97 All Purpose Trunk Roads Inspection and Maintenance of Traffic Signals and Associated Equipment*" (Volume 8, Section 1, Part 2 of the Design Manual for Road and Bridges 1997), and in accordance with "*Management of Electronic Traffic Equipment - A Code of Practice Sept. 2011*" (DfT/Roads Liaison Group)

A full tender process for the inspection and maintenance of traffic control systems, 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.

## **DETAILS:**

### **Background and Procurement Strategy**

1. The procurement objectives are to ensure traffic control systems are safe for use by all road users including vehicles, cyclists, equestrians and pedestrians; are fit for purpose, efficient (to keep congestion to a minimum) and provide value for money with due consideration to the wider highway network and local environment.
2. This is a niche service, provided by specialist contractors, of which there are a finite number in the UK. Historically, within Surrey the contracts have been secured directly with these specialist contractors, apart from a short time within the Highways Partnership Contract when services were procured via Carillion. Substantial financial savings were made when withdrawing from the Carillion contract and returning to contracts secured directly with the specialist contractors.
3. To accommodate the two separate required terms of contract the preferred option was to let two separate contracts which also allows better facilitation of Small to Medium Enterprise participation as recommended by the Crown Commercial Service 'Guide to EU Public Procurement Directives' 1: the annual and electrical inspections of traffic control systems and 2: the day to day fault response, maintenance, repairs and refurbishments, bulk lamp changing and maintenance inspections of traffic control systems. This allows the Council to best meet the periodic inspection regime required by Department for Transport standards.
4. The Inspections contract will be for five years to accommodate the inspection frequency specified in the legislation and standards referred to above. All installations must be subject to full electrical inspections at intervals of no more than five years, hence the contract period for Lot 1 Inspections, allowing each incumbent contractor to hold the responsibility for ensuring that each inspection cycle frequency is maintained.
5. The Maintenance Contract will be for 3+2 years as opposed a combined five years contract in order to incentivise contractor performance across both the day-to-day maintenance activities and also in the delivery of any capital refurbishment programmes.



6. As part of the market and procurement analysis, SCC reviewed the opportunity to collaborate with neighbouring local authorities in the SE7 Region. SCC officers spoke with officers from West Sussex and Brighton & Hove Councils directly around the potential to procure new contracts together. This did not however present a beneficial opportunity e.g. joint procurement was not progressed with Brighton & Hove as asset size/type did not lend themselves to the same contractual arrangements and it was felt that such variance would not likely to deliver best value.
7. The contract(s) has been let as a competitive tendering exercise, using the OJEU Open Procedure.
8. Social Value considerations were incorporated within this procurement activity. Bidders were asked to commit to the delivery of additional social, economic and environmental benefits over and above the core service outcomes outlined in the specification. The '*Social Value Measurement Charter*' was then used to evaluate the social value commitments proposed by each bidder.
9. Given the finite number of legitimate suppliers able to tender for these contracts it was felt that there was no need for any pre-qualification stage and, as such, an Open procedure was used to procure the contracts. An invitation to tender was sent to all interested suppliers. These tenders were then evaluated against the criteria and weightings as outlined in the Part 2 report.
10. The results of this process was that three companies tendered for both the Inspections and Maintenance contracts.

### Key Implications

11. By awarding a contract to Siemens PLC in the Part 2 report for the provision of 1: Inspection and 2: Maintenance of traffic control systems to commence in July 2017, the Council will be meeting its duties and ensuring value for money.
12. Performance will be monitored through a series of Key Performance Indicators (KPIs) as detailed in the contract, recorded on the Fault Management System and reviewed at monthly operations meetings:

Lot 1 KPIs	Type	Detail
KPI 1	Annual Inspections	Timely completion and administration
KPI 2	Electrical Inspections	Programme submission
KPI 3	Electrical Inspections	Programme completion
KPI 4	Street Works	Permit compliance
KPI 5	Street Works	On site compliance
KPI 6*	Annual Inspections	Non duplication of Staffing
KPI 7	Social Value Charter	To be agreed at Contract award

\*Only applicable if both Lots awarded to one supplier.

Lot 2 KPIs	Type	Detail
KPI 1	Routine Maintenance	Response Times
KPI 2	Routine Maintenance	Open Jobs
KPI 3	Chargeable Works	Response Times
KPI 4	Chargeable Works	Open Jobs
KPI 5	Maintenance Inspections	Timely completion and administration
KPI 6	Scheduled Optical Maintenance	Timely completion and administration
KPI 7	Street Works	Permit compliance
KPI 8	Street Works	On site compliance
KPI 9	Scheme Works	Programme Submission
KPI 10	Scheme Works	Resolve times
KPI 11*	Maintenance Inspections	Non duplication of Staffing
KPI 12	Servicing Programme	Timely submission and adherence
KPI 13	Social Value Charter	To be agreed at Contract award

\*Only applicable if both Lots awarded to one supplier.

13. In the event of KPI shortfalls the contract provides for financial penalties.

#### **CONSULTATION:**

14. Stakeholders consulted at all stages of the commissioning and procurement process included Surrey Highways, Surrey Procurement and Commissioning and Legal Services.

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

15. 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.

16. All interested contractors successfully completed satisfactory financial checks as well as checks on competency in delivery of similar contracts.

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

Category	Risk Description	Mitigation Activity
Reputational/ Operational	Failure to have a contract in place from 1 July 2017 leads to non-response to traffic signal faults and failures, failure of Traffic Control systems, unresolved defects/repairs, leading to increased traffic congestion and a failure to fulfil our 'Network Management Duty' under the Traffic Management Act 2004.	Ensure Tender Process and Final Cabinet approval are secured to appropriate timelines in order for final contract award to be completed, allowing for sufficient Contract Mobilisation period.
Financial	Failure to adhere to adequate inspection schedule and capital replacement/revenue maintenance programmes could result in litigation claims against the County Council should systems performance be seen as a contributory factor in personal injury, fatality, loss of trade.	Quality, specialist contractor appointed through robust contract procurement exercise. Regular monthly contract performance meetings to ensure adherence to works programmes and agree recovery actions if required. KPIs linked to contract payments to incentivise performance.
Financial	Required works volumes exceed approved annual budget, limiting work volumes allocated to contractor, leading to a deteriorating on-street asset.	Robust monthly financial reporting/forecasting ongoing. Implementation of agreed Highway Asset Strategy to ensure correct allocation of all available funds, with officers constantly seeking best practise opportunities to save money, such as recycling spare component parts from decommissioned traffic signal heads.
Reputational	Successful supplier does not have necessary skills, experience and technical knowledge to satisfactorily complete the elements of the contract(s).	Tender process to include 40% quality element towards overall contract(s) award, including clarification meetings if any officer concerns remain post tender process.
Reputational	Poorly maintained traffic systems could increase delays and congestion, therefore discouraging businesses moving to Surrey, discouraging visitors, affecting tourism and retail, and reducing the county's ability to meet the requirements of the Traffic Management Act 2004.	Quality, specialist contractor appointed through procurement exercise. Regular monthly contract performance meetings to ensure adherence to works programmes and agree recovery actions if required. KPIs linked to contract payments to incentivise performance. Sound asset management programme in place to ensure correct allocation of spend.

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

18. Full details of the contract value and financial implications are set out in the Part 2 report.
19. Whilst this procurement activity has not delivered any further financial savings, it does include a new 'Social Value' commitment, to the benefit of Surrey. The previous two tendering exercises (2009 and 2014 Contract awards) had

already achieved significant financial savings and officers had anticipated an increase in the prices of tenders received, bringing rates more in line with current market conditions. Any further savings being achievable through this tendering exercise. The winning tenders for both contracts are more expensive than the current contracts but this can be managed within existing operational budgets.

20. Benchmarking information will be shared with Orbis and other SE7 authorities.

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

21. The detailed financial implications of awarding the proposed contracts for inspection and maintenance of traffic control systems are set out in Part 2 to this report. The winning tenders, which are the result of a competitive process, represent an increase on current costs. The Part 2 report sets out how these costs will be met within the existing approved Highways & Transport budget.

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

22. Following approval for route to market at the Sourcing Governance Meeting, a full competitive tendering process has been undertaken by the Council using the open procedure in accordance with the Public Contracts Regulations 2015 and the Council's Procurement Standing Orders. Legal Services have provided support and advised upon the terms of the contract.

#### **Equalities and Diversity**

23. All equipment used includes the appropriate additional facilities and design standards, as nationally specified, to accommodate those with sight and other physical impairments.
24. The tender process continues the current service provision. There is no requirement for a Equality Impact Assessment (EIA)

#### **Other Implications:**

25. 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:
26. The successful contractor(s) will have access to and will provide maintenance for all items listed in the Site Inventory (and any new installations) as part of the operation of the contract.
27. At the end of the contractual term, ownership of the contract will remain with: SCC.

#### **WHAT HAPPENS NEXT**

28. The timetable for implementation is as follows:

<b>Action</b>	<b>Date</b>
Cabinet decision to award	27 April 2017
'Alcatel' Standstill Period	6-15 May 2017
Contract Signature	Circa 18 May 2017
Contract Commencement Date	1 July 2017

29. 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:**

Peter Simmonds Tel: 020 8541 9936

Matthew Jezzard Tel: 01483 517453

**Consulted:**

Surrey Highways

Surrey Procurement and Commissioning

Legal Services

**Sources/background papers:**

TD24/97 All Purpose Trunk Roads Inspection and Maintenance of Traffic Signals and Associated Equipment.

Management of Electronic Traffic Equipment – A Code of Practice Sept 2011

BS7671:2008 Requirements for Electrical Installations  
IET Wiring Regulations Seventeenth Edition.

NEC 3 Term Service Contract April 2013

The Crown Commercial Service 'Guide to EU Public Procurement Directives'

TD 07/07 Type Approval of Traffic Control Equipment

TA 12/07 Traffic Signals on High-Speed Roads

TA 16/07 General Principles of Control by Traffic Signals

TA 82/99 Installation of Traffic Signals and Associated Equipment

TA 84/06 Code of Practice for Traffic Control and Information Systems for All-Purpose Roads

TD 35/06 All Purpose Trunk Roads MOVA System of Traffic Control at Signals

TA 15/07 Pedestrian Facilities at Traffic Signal Installations

Safety at Street works and Road works Code of Practice

The Health & Safety at Work Act 1974

New Roads and Street works Act 1991 (NRSWA)

Traffic Signs Manual Chapter 8

Traffic Management Act 2004 (TMA)

The Management of Health and Safety at Work Regulations 1999

COSHH Regulations 2002

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Working at Height Regulations 2005

The Health and Safety (Safety Signs and Signals) Regulations 1996

The Workplace (Health, Safety and Welfare) at Work regulations 1992

The Electricity at Work regulations 1989

The Waste (England and Wales) Regulations 2011, Environmental Protection Act 1990, Control of Pollution Act 1990

The Construction (Design and Management) Regulations 2015 (CDM)

**SURREY COUNTY COUNCIL****CABINET****DATE:** 27 APRIL 2017**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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