

CABINET

The following decisions were taken by the Cabinet on Tuesday, 28 November 2017 and will take effect on 07/12/2017 unless the call-in procedure has been triggered. **CALL-IN DEADLINE: 06/12/17.**

The following represents a summary of the decisions taken by the Cabinet. It is not intended to represent the formal record of the meeting but to facilitate the call-in process. The formal minutes will be published in due course to replace this decision sheet.

County Members wishing to request a call-in on any of these matters, should contact the Senior Manager for Scrutiny or relevant Democratic Services Officer.

The Cabinet at its meeting on Tuesday, 28 November 2017 considered the following matters and resolved:

Members' Questions (Item 4a)

There were four questions received from Members. The questions and responses are attached as Appendix 1.

- **PUBLIC QUESTIONS** (Item 4b)

There were three questions received from the public. The questions and responses are attached as Appendix 2.

- **PETITIONS** (Item 4c)

One petition had been received on the following matter:

- 'Surrey Performing Arts Library' (2019 signatures received)

The response to the petition can be found at Appendix 3.

- **REPORTS FROM SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL** (Item 5)

The response to the report from the Environment & Infrastructure Select Committee is attached as Appendix 4.

- **NEW SEND TRAVEL ASSISTANCE POLICY FOR CHILDREN AND YOUNG PEOPLE WITH AN EDUCATION, HEALTH AND CARE PLAN OR STATEMENT OF SPECIAL EDUCATIONAL NEEDS, 0-25 YEARS** (Item 6)

RESOLVED:

1. That the new 'Travel Assistance Policy for Children and Young People with an Education Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), 0-25 years' be approved.
2. That authority be delegated to the Cabinet Member for Education, in consultation with the Assistant Director Schools and Learning, to approve future changes to this policy as required.

3. That the set-up of a Task Group made up of the relevant Members and officers to monitor the progress and outcomes of this policy be approved.

Reason for Decisions

This policy is required for the Council to meet its statutory duties for travel assistance to support eligible children and young people with an EHCP/SEN to access education and training. It also responds to the need for a more flexible and sustainable approach to SEND transport in Surrey, for the reasons outlined in this report.

[The decisions on this item may be called in by the Children and Education Select Committee]

- **FARNHAM HEATH END SECONDARY SCHOOL, FARNHAM** (Item 7)

RESOLVED:

That, subject to the agreement of the detailed financial information for the expansion set out in item 14 in Part 2 of this agenda, the Business Case is approved for the expansion of Farnham Heath End School, providing an additional 30 places per year (150 places in total).

Reason for Decision:

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

[The decisions on this item may be called in by the Children and Education Select Committee]

- **FINANCE AND BUDGET MONITORING REPORT TO 31 OCTOBER 2017** (Item 9)

RESOLVED:

That the following be noted:

1. Forecast revenue budget outturn for 2017/18 is £18m overspend (Annex 1, paragraphs 1 and 8 to 41 of the submitted report). This includes: £9m savings to be identified, £16m savings considered unachievable in 2017/18, £13m service demand pressures less £20m underspends, additional savings and income.
2. Significant risks to the revenue budget (Annex 1, paragraphs 42 to 47) could add £13m to the forecast overspend, including: £9m in Children, Schools & Families and £3m in Adult Social Care.
3. Forecast planned savings for 2017/18 total £79m against £95m agreed savings and £104m target (Annex 1, paragraph 50 of the submitted report).
4. All services continue to take all reasonable action to keep costs down and optimise income (e.g. minimising spending, managing vacancies wherever

possible etc.).

5. The Section 151 Officer's commentary and the Monitoring Officer's Legal Implications commentary in paragraphs 16 to 19 of the report state that the council has a duty to ensure its expenditure does not exceed resources available and move towards a sustainable budget for future years.

That the following be approved:

6. Transfer £0.9m revenue from the New Homes Bonus budget to the Strategic Transport group to enable major transport scheme development to continue (Annex 1, paragraph 48 of the submitted report).
7. Increase the SEND reform staffing budget by £0.6m and to increase the corresponding grant income budget by £0.6m (Annex 1, paragraph 49 of the submitted report).
8. Reprofile £0.9m of Surrey Fire & Rescue Service's vehicle and equipment replacement programme capital budget from 2017/18 to 2018/19 (Annex 1, paragraph 66 of the submitted report).
9. Draw down £83,000 from amounts carried forward from 2016/17 by Schools & SEND for planned spend on school kitchen schemes in 2017/18 (Annex 1, paragraph 67 of the submitted report).

Reason for Decisions:

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

[The decisions on this item can be called in by the Overview and Budget Scrutiny Committee]

- **SAP ENTERPRISE RESOURCE PLATFORM MAINTENANCE AND SUPPORT 2018-2020** (Item 10)

RESOLVED:

That modifications to the original Supply and Maintenance contract with SAP for 3 years of Support and Maintenance from 1 January 2018 to 31 December 2020 and an immediate SAP refresh / re-instatement to update the software version in use be approved.

Reasons for Decisions:

It is now in the best interests of efficiency for Surrey County Council to update the software. The Council is targeting higher levels of automation, productivity and wants to take greater advantage of its investment in ERP through its Orbis partnership by offering more services to other public bodies to generate revenue.

There are many benefits available to Surrey Council from moving on to the latest software level as set out in section 5.

[The decisions on this item may be called in by the Corporate Services Select Committee]

- **CHANGES TO PAYMENTS TO DISTRICT AND BOROUGH COUNCILS FOR THE RECYCLED WASTE THEY COLLECT (Item 11)**

RESOLVED:

That the proposals for changed financial arrangements for recycled waste with district and borough councils for 2018/19 to 2020/21, as outlined in the submitted report, be approved.

Reasons for Decisions:

The current system of financial transfers from SCC to district and borough councils has become unaffordable and no longer provides an incentive for further performance improvement.

The principles of the new mechanism have been developed in consultation with district and borough councils. They have been designed to give a reasonable degree of budgetary certainty whilst incentivising waste reduction and improved recycling performance.

The new financial mechanisms are projected to deliver a saving of £2 million for SCC in 2018/19, with a further £2 million split across the following two years.

[The decisions on this item may be called in by the Environment and Infrastructure Select Committee]

- **LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS/ INVESTMENT BOARD TAKEN SINCE THE LAST CABINET MEETING (Item 12)**

RESOLVED:

To note the decisions taken by the Leader / Cabinet Members under delegated authority.

Reason for Decision:

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

- **EXCLUSION OF THE PUBLIC (Item 13)**

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.

- **FARNHAM HEATH END SECONDARY SCHOOL, FARNHAM (Item 14)**

RESOLVED:

1. That the business case for the project to expand Farnham Heath End School by 150 additional places, 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 Education, the Cabinet Member for Property and Business Services and the Leader of the Council.

3. That the authority to approve the award of contracts for works be delegated to the Chief Property Officer in consultation with the Leader of the Council, Cabinet Member for Education, Head of Procurement and Section 151 Officer when a competitive tender is procured through the new Orbis Construction Framework.

Reason for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide necessary school places to meet the needs of the population in Waverley Borough.

[The decisions on this item can be called by the Children and Education Select Committee]

- **CHERTSEY HIGH SCHOOL, RUNNYMEDE (Item 15)**

See Minute 198/17.

- **SAP ENTERPRISE RESOURCE PLATFORM MAINTENANCE AND SUPPORT 2018-2020 (Item 16)**

RESOLVED:

See Part 1 decision above.

Reason for Decision:

See Part 1 reasons above.

- **SPECIAL URGENCY ITEM - TOWN CENTRE REGENERATION - NOVEMBER 2017 UPDATE (Item 16a)**

RESOLVED:

It was agreed that the Cabinet:

1. Cabinet's approval for Surrey County Council's acquisition of a long leasehold interest as highlighted in the submitted report in accordance with the details outlined in that report be reaffirmed;
2. Reaffirms its approval that Surrey County Council facilitates the regeneration by payments, as set out in the submitted report;
3. Delegates approval to agree appropriate contractual and financial arrangements to the Chief Property Officer, in consultation with the Leader, Director of Finance and the Director of Legal & Democratic Services, following the completion of all necessary due diligence and upon exchange of agreements to lease with the key pre-committed tenants and

the rental guarantee.

Reasons for decisions

The proposed acquisition of the leasehold supports economic prosperity, one of Surrey County Council's corporate priorities.

[In accordance with Standing Order 56.1 (Special Urgency), the Chairman of the Overview and Budget Scrutiny Committee has agreed that the decisions on this item cannot be reasonably deferred so this item is not subject to call in]

CABINET – 28 November 2017

PROCEDURAL MATTERS

Members Questions

Question (1) Hazel Watson (Dorking Hills):

The Budget Monitoring Report published at Cabinet on Tuesday 31st October 2017 refers to £45,714 of non-care related debt being written off in the quarter to 30th September 2017. Please provide a breakdown of this figure and also the total amount of non-care related debt written off in the current financial year 2017/18 and in the previous financial year 2016/17.

Reply:

The council has a robust process for ensuring all income due is collected, as this contributes to the provision of services to residents and vulnerable people. There comes a point when the cost of this will outweigh the value of the debt, or is just irrecoverable. The council's financial regulations allow for the write off of debt in the following circumstances;

- a) the debtor has gone into liquidation;
- b) the debtor is deceased and there are no funds and the debt has been registered as a liability to the executor;
- c) the evidence against a debtor is inconclusive, and the Director of Legal and Democratic Services recommends write-off;
- d) the debtor has absconded and all enquiries have failed; or
- e) the debtor is in prison and has no means to pay.

At the end of September the council had total non-care debt of £12.2m, and of this just over £45,000 was written off. Over half of this - £34,000 was in circumstances where the debtors had gone into administration or liquidation. The remainder was for the non-payment of rent, or overpayments where the conditions above applied.

The equivalent amounts in the first quarter were £36,600, and for 2017/18 the total amount was £170,600. The council regularly reviews its debt provision and makes prudent provision

**Mr David Hodge CBE
Leader of the Council
28 November 2017**

Question (2) Hazel Watson (Dorking Hills):

Please provide the income and expenditure figures (broken down into the usual budget heads) for the Performing Arts Library for the last three financial years (2014/5, 2015/6, 2016/7 and the expected 2017/8 Outturn Budget) so I can look at options on the way forward for this library with sound financial information. Furthermore, can this information please be split between direct running costs of the library and any overhead recharges that are charged to the PAL from central budgets.

Reply:

As Mrs Watson sat in at the Communities Select meeting on 7 November she will be well aware that the Select Committee is overseeing the ongoing work of the Library Service to work on two possible solutions to delivering a sustainable performing art library: one is to keep the music collection and drama collections intact but to host them in two of our major libraries. Option 2 is to work with key stakeholders and interested parties to develop and deliver an independent future for PAL while retaining access for Surrey users and others wishing to use the service,

Both proposals are intended to protect the functionality of the Performing Arts Library service and ensure there is continued availability to hirers while still achieving the council's required savings target.

Mrs Watson will also recall that the Select Committee recommended that we establish a forum to investigate the viability of the second option and this group - comprising a number of key stakeholders – has already met with the library service twice since the Select Committee meeting. The ambition is to find a secure long-term solution for SPAL and we are open to giving emerging propositions the fullest consideration.

Mrs Watson should therefore be very well aware that a considerable amount of work is underway to “look at options on the way forward for this library with sound financial information” and members and stakeholders are already fully engaged in this task. Whilst any contribution she has would be most welcome could I suggest that she discusses her thoughts with David Goodwin who is the Liberal Democrat's nominated member of the committee and so can feed her contribution into the ongoing work? Her current approach risks adding to the pressure on our already stretched resources. I have set out the information she has asked for below but it is not clear why she seems to want to set up her own parallel process and expects officers to provide detailed information for her, with little or no acknowledgement of the ongoing focused work elsewhere.

Performing Arts Library Expenditure and Income 2014-15 to 2017-18 (£)

Financial Year	Staffing Costs	Property Costs	Other Costs	Resources	Income	Direct cost to SCC	Centr: Corpo Recha
Estimated 2017/18	138,896	93,173	9,741	5,000	(66,485)	180,325	38,120
Outturn(Actual) 2016/17	160,301	93,173	8,797	30,243	(66,485)	226,028	38,120
Outturn(Actual) 2015/16	153,903	84,904	9,148	33,473	(71,567)	209,860	74,265
Outturn(Actual) 2014/15	148,994	42,000	11,278	40,841	(76,027)	167,085	81,637

Notes

The table above shows the expenditure incurred and income received by the Performing Arts library plus their direct property of service provision. Corporate recharges have been excluded as these are an allocation and not directly attributable to the 2017/18 estimate staffing costs - staff budget, other costs, income and direct property costs based on 2016/17.

2015/16 rent increase from £6k to £46k

Denise Turner-Stewart
Cabinet Member for
28 November 2017

Question (3) Jonathan Essex (Redhill East):

Please confirm for the Adult Social Care and Children, Schools & Families budgets the following:

- a) How much of the in-year overspend for 16/17 and 17/18 has been due to cost increase and how much due to demand pressures. Please provide a breakdown.
- b) Please provide figures for staffing increases in both of these budget lines (both in-house and for agency/contract/temporary staff) for 16/17 and 17/18, and also the spend on contracts/services purchased outside of SCC to deal with this increased demand.

Reply: Adult Social Care response**Question a)**

The table below provides a breakdown of the actual overspend in 2016/17 and 2017/18 against the Adult Social Care budget.

Budget variance	2016/17 Outturn £m	2017/18 October 17 Forecast £m
Budget variance directly related to demand pressures	+4.7	+5.2
Underachievement against savings plans not directly related to demand	+13.0	+6.1
Increased contractual commitments above budgeted price increases	+1.3	0.0
Underspend against increased Deprivation of Liberty Safeguards budget	-2.3	0.0
Additional fees & charges income	-1.4	-3.9
Staffing budget variance	+0.7	-1.8
Other budget variances	+0.1	-0.1
Total budget overspend	+14.7	+5.5

As outlined in this table, total additional demand pressures above what was budgeted amounted to £4.7m in 2016/17 and are forecast to be £5.2m in 2017/18. Increased contractual commitments of £1.3m occurred above budgeted price increases in 2016/17. At present increased contractual commitments are within what was budgeted for 2017/18, although there is a risk that costs may be higher than budgeted when the current cost of care project underway with Learning Disability providers is concluded.

Question b)

The Adult Social Care staffing budget for the last 3 years has been set as follows:

2015/16 - £62.8m

2016/17 - £60.9m

2017/18 - £61.9m

The total staffing budget for Adult Social Care has therefore changed very little (£0.3m reduction) in the last two years. There have been reductions due to the closure of the Older People homes previously operated in-house by the council and an increase to the vacancy factor built into the budget to more reflect staff vacancies. These reductions have been offset by increased national insurance contributions in line with government legislative changes and the pay awards for ASC staff as part of the council's pay and reward offer, in particular the establishment of the career pay model for social workers and occupational therapists.

The amounts spent by Adult Social Care on agency/contracted staff over the last three years are listed below.

2015/16 April to March - £3.1m

2016/17 April to March - £3.2m

2017/18 April to September - £1.0m

ASC has not employed any temporary staff beyond this. The service does rely on a number of bank staff to fulfil front line functions, but these staff do regular work on an ongoing basis and so are not temporary.

Adult Social Care spent £390m in 2016/17 on contracts and services provided by external organisations to support Surrey residents outside of expenditure on services provided in-house by the local authority and ASC's workforce. This was the total gross expenditure excluding income. Adult Social Care is forecasting to spend £408m on these contracts and services in 2017/18, an increase of £18m from 2016/17. Price increases essential to maintain social care market sustainability and enable the council to continue to purchase sufficient capacity and quality of care services are expected to cost £9.5m in 2017/18 (although there is a risk this could be higher when the current cost of care project underway with Learning Disability providers is concluded). Demand pressures account for the majority of the remaining increase of £8.5m.

Reply: Children's Social Care response

Question a)

I have answered these questions in relation to Children's Social Care and not across the whole CSF Directorate.

The overspends in 2016/17 and 2017/18 in independent sector placements for children looked after, as per my previous note are due to complexity of need and a corresponding change in the placement profile, rather than an overall increase in demand. More placements are being made in independent residential and fostering placements, which are more expensive. This change in placement profile across the two years has seen an increase in spend and therefore the budget and there is still an overspend in 2017/18.

	£'000
2016/17 Independent placement budget	17,096
Increase in 2017/18 budget	8,225

2017/18 independent placement budget	25,321
Current overspend on 2017/18 budget	3,499
2017/18 current spend on independent placements	28,820

The increase in spend relates to around 100 additional independent placements across the two years.

The number of Unaccompanied Asylum Seeking Children significantly increased between 2015/16 and 2016/17, but there hasn't been a significant increase in 2017/18. The overall subsidy that the local authority is having to fund is around £4m. Not all of this is funded hence the overspend of £2.5m.

Question b)

There hasn't been any significant change in frontline staffing in Children's Services between 2016/17 and 2017/18. The breakdown between permanent and locum staff is outlined below:

	fte's
Permanent front line staff	361
Vacancies covered by locums	44
<hr/>	
Budgeted fte's	405
Posts over establishment covered by locums	30
<hr/>	
Actual fte's	435

Mel Few
Cabinet Member for Adults
Clare Curran
Cabinet Member for Children
28 November 2017

Question (4) Jonathan Essex (Redhill East):

Please can you confirm how much has the County Council spent on Social Worker recruitment campaigns since 2015?

Reply:

In total the County Council has spent £122,163.00 on both Adult and Children's Services Social Worker recruitment campaigns since 2015 through a mix of advertising campaigns social media and personal references.

Mel Few
Cabinet Member for Adults
28 November 2017

CABINET – 28 November 2017

PROCEDURAL MATTERS

Public Questions

Question 1: David Beaman, Town Councillor

"Whilst there is greater public awareness of mental health issues what procedures have SCC in place to ensure that all primary and secondary care staff assigned to deal with the needs of citizens with mental issues have the necessary qualifications and receive the training required to safeguard the needs of their clients and that these procedures and good practices will not be affected by reductions in public expenditure".

Reply:

SCC (ASC&PH, CSF) have procedures in place to ensure that all our staff are qualified and trained to the appropriate level for their role to safeguard the needs of people with MH. The independent safeguarding Boards for Children and Adults (SSAB and SSCB) have a statutory requirement to ensure all partners, including NHS service providers (GPs, Hospitals, Community Healthcare providers) have access to safeguarding training appropriate to staff roles and responsibilities.

Mrs Helyn Clack
Cabinet Member for Health
28 November 2017

Question 2: Andrea Collings, Family Voice

As the new policy aims to create a more collaborative approach to working with parents to arrange support with SEND transport, will Cabinet agree to include parent representatives in the Task Group monitoring programmes and outcomes of the policy?

Reply:

Thank you for these questions. Family Voice Surrey have been working closely with officers in developing this policy, and I would like to thank them for their input and support.

Due to the importance of this policy for children, young people and families, the Leader of the Council has asked Members to take on a monitoring role for the new policy and travel assistance options. The Task Group will provide the necessary oversight and scrutiny, in keeping with Members' statutory duty to champion and challenge for children and young people. In this role, Members will want to ensure they have a good understanding of families' experience of the service, and will therefore actively seek feedback from Family Voice and other partners in evaluating the impact of the Council's new travel assistance offer. Officers will also ensure that there are regular opportunities for Family Voice Surrey to participate in implementing the new policy, and will continue to work together with families and other partners to ensure that children and young people who are in need of assistance are effectively supported to access education and training.

Mrs Mary Lewis
Cabinet Member for Education
28 November 2017

Question 3: Lucy Young/Andrea Collings, Family Voice

Will cabinet members agree to revise the wording of the new policy to remove any remaining ambiguity about the council's duty to make suitable arrangements to support eligible children and young people with SEND to travel to their education setting, enabling them to reach school without such stress, strain or difficulty that they would be prevented from benefiting from the education provided (for example, changing "may" to "will" when describing the actions that the council proposes to make; making it clear that the council can only delegate responsibility for the necessary arrangements to parents or young people with their express consent)?

Reply:

The Council is committed to working closely together with families, schools and colleges in ensuring that all eligible children and young people are safe and supported to access education and training, and that they arrive on time and ready learn. This new policy aims to introduce a new way of working with families, encouraging and enabling collaboration where this is possible. This is in response to feedback from families that they would like to work with the Council more flexibly in making home to school transport arrangements. This new policy is designed to support this, and provides the framework to make such arrangements, where this is agreed between parents/carers and the Council.

Mrs Mary Lewis
Cabinet Member for Education
28 November 2017

CABINET

Tuesday 28 November

RESPONSE TO PETITION

Petition concerning 'Surrey's Performing Arts Library'

It states: "We the undersigned value the unique service provided by Surrey's Performing Arts Library and call upon Surrey County Council to retain the service, with staff, on one site and in its current format for the benefit of all Surrey residents."

Submitted by Mr Ges Ray

Signatures: 2019

The Cabinet's response

The County Council fully values and appreciates the contribution that the Performing Art Library (PAL) makes to resident wellbeing and wants to ensure a service that has a sustainable future. The growing demand for our services to vulnerable residents and the budget pressures on the Council mean that we must constantly re-think and look at ways to provide our services differently. We recognise that, given the importance of PAL to the wellbeing and community agendas of the county, it is crucial that access to the PAL collections continues to exist and be available to the arts community in Surrey. Officers have already identified solutions that would protect the functionality of the Performing Arts Library service and ensure there is continued availability to hirers.

The Communities Select Committee is fully engaged in developing a future business model for this specialist library and has developed further lines of enquiry for officers to pursue. Work is already underway on the following:

- Further evaluation work to cost a new IT system, better suited to the specific needs of a performing arts library;
- Further analysis of the current inter library loan systems and developing proposals to improve the financial viability of the performing arts aspect of the inter library loan service and evaluate the impact of withdrawing from the system;
- A range of revised pricing for PAL services which can be implemented in shorter and longer timescale;
- Officers are reviewing staffing costs to secure immediate savings and to investigate the use of volunteers.
- The creation of a wider forum to contribute to the way forward.

Officers will report back on progress to the Communities Select Committee at its meeting on 8 February 2018.

The ambition is to find a secure long-term solution for Surrey's PAL. The forum has already met on several occasions and if other partnerships arise that can ensure a sustainable operation for PAL, based on the current format and business

model then we are open to giving such propositions the fullest consideration

Ms Denise Turner-Stewart
Cabinet Member for Communities
28 November 2017

DEMOCRATIC SERVICES – CONTACT LIST

Cabinet, Committees and Appeals

Bryan Searle x419019

Bryans@surreycc.gov.uk

Cabinet Business Manager

Vicky Hibbert – x419229

Vicky.hibbert@surreycc.gov.uk

Democratic Services Officer

Andy Baird – x417609

Andrew.baird@surreycc.gov.uk

Democratic Services Officer

Angela Guest – x419075

Angela.guest@surreycc.gov.uk

Scrutiny Manager

Ross Pike – x417368

ross.pike@surreycc.gov.uk

Democratic Services Officer

Huma Younis - x132725

huma.younis@surreycc.gov.uk

Democratic Services Officer

Andy Spragg – x132673

Andrew.spragg@surreycc.gov.uk