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Agenda and Reports
for the meeting of
THE COUNTY COUNCIL
to be held on
10 JULY 2018

County Hall
Kingston upon Thames
Surrey

Monday, 2 July 2018

TO THE MEMBERS OF SURREY COUNTY COUNCIL

SUMMONS TO MEETING

You are hereby summoned to attend the meeting of the Council to be held in the Council Chamber, County Hall, Kingston upon Thames, Surrey KT1 2DN, on Tuesday, 10 July 2018, beginning at 10.00 am, for the purpose of transacting the business specified in the Agenda set out overleaf.

JOANNA KILLIAN
Chief Executive

Note 1: *For those Members wishing to participate, Prayers will be said at 9.50am. Father Simon Douglas Lane from St Mary's Church, Sunbury has kindly consented to officiate. If any Members wish to take time for reflection, meditation, alternative worship or other such practice prior to the start of the meeting, alternative space can be arranged on request by contacting Democratic Services.*

There will be a very short interval between the conclusion of Prayers and the start of the meeting to enable those Members and Officers who do not wish to take part in Prayers to enter the Council Chamber and join the meeting.

Note 2: *This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.*

Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting.

If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language please either call Democratic Services on 020 8541 9122, or write to Democratic Services, Surrey County Council at Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 9698, fax 020 8541 9009, or email joss.butler@surreycc.gov.uk

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Joss Butler on 020 8541 9938

1 APOLOGIES FOR ABSENCE

The Chairman to report apologies for absence.

2 MINUTES

(Pages 9
- 58)

To confirm the minutes of the meeting of the Council held on 22 May 2018.

(Note: the Minutes, including the appendices, will be laid on the table 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 CHAIRMAN'S ANNOUNCEMENTS

The Chairman to report.

5 LEADER'S STATEMENT

The Leader to make a statement.

There will be an opportunity for Members to ask questions and/or make comments.

6 MEMBERS' QUESTION TIME

1. The Leader of the Council or the appropriate Member of the Cabinet or the Chairman of a Committee to answer any questions on any matter relating to the powers and duties of the County Council, or which affects the county.

(Note: Notice of questions in respect of the above item on the agenda must be given in writing, preferably by e-mail, to Democratic Services by 12 noon on Wednesday 4 July 2018).

2. Cabinet Member Briefings on their portfolios

These will be circulated by email to all Members prior to the County Council meeting, together with the Members' questions and responses.

There will be an opportunity for Members to ask questions.

7 STATEMENTS BY MEMBERS

Any Member may make a statement at the meeting on a local issue of current or future concern.

(Note: Notice of statements must be given in writing, preferably by e-mail, to Democratic Services by 12 noon on Monday 9 July 2018).

8 ORIGINAL MOTIONS

Item 8 (i)

Mr Robert Evans (Stanwell and Stanwell Moor) to move under Standing Order 11 as follows:

Surrey County Council is proud that our new Chief Executive, the most senior officer of the staff, is a woman. However, Council notes that the average female Surrey CC employee is paid 14.7% less than the average male employee.

Similarly, Council notes that the average woman employed by Surrey Police is paid 12.2% less than the average man in the force.

Surrey County Council is committed to equality and recognises that this is an issue that needs to be faced.

This Council hereby resolves to adopt measures that will attempt to address this differential gap in future.

Item 8 (ii)

Mr Chris Botten (Caterham Hill) to move under Standing Order 11 as follows:

Council recognises that it has failed to anticipate demand for a number of services, including CAMHS and for Special Needs such as Autism Spectrum Disorder, where demand is growing at a considerable rate and which no-one foresaw.

Council further recognises that the current CAMHS arrangements are inadequate and notes the current remedial action plan is still failing to meet the needs of many Surrey children, and that an alternative provider may very well need to be found.

Council notes that in order to deliver the sustainable vision for 2030 it is essential that demand for such crucial services is anticipated so that it can be met.

Accordingly, Council resolves to establish a partnership with the University of Surrey to examine and understand the drivers of demand in CAMHS and special needs such as ASD, and aims to create a world-leading source of expertise in predicting and managing demand for these crucial services between now and 2030.

Item 8 (iii)

Cllr Rachael I Lake (Walton) to move under Standing Order 11 as follows:

There is growing evidence to suggest a link between air quality and health, and poor air quality is said to contribute to 40 thousand premature deaths per annum in the UK. Surrey has already assessed its air quality and has established 25 Air Quality Management Areas (AQMAs) in the county. The Government recently published its Clean Air Strategy, which has wide-ranging implications, including for Local Government.

In this context, Council notes that Surrey County Council has:

- Developed clean air and Electric Vehicle (EV) strategies that are currently being consulted on as part of the Local Transport Plan
- Secured funding for investment in EV charge points
- Secured funding to switch Guildford Park & Ride to a fully electric bus fleet
- Procured the UK's first EV fire engine
- Initiated dialogue with the EV sector to develop the county's EV provision.

This Council:

1. Recognises its leading role in tackling air quality, particularly in its public health, highway and transport roles.
2. Will continue to work with the Districts and Boroughs, and other partners to develop a countywide strategy to improve air quality.
3. Commits to work with government to secure funding and to develop and deliver its Clean Air Strategy.

9 FORMATION OF GUILDFORD JOINT COMMITTEE

(Pages
59 - 86)

Building on the strong and enviable track record of partnership working between the County Council and local authorities in Surrey, it is proposed to create a Joint Committee (JC) between Surrey County Council (SCC) and Guildford Borough Council (GBC).

Full Council agreement is required to establish a Guildford JC to replace the current Local Committee (LC) arrangements; to delegate non-executive functions to the newly formed Guildford JC; and to agree the Constitution and Standing Orders under which the newly formed committee will operate.

10 REPORT OF THE AUDIT & GOVERNANCE COMMITTEE

(Pages
87 - 108)

- I. To approve the Risk Management Strategy and Plan, for inclusion in the Constitution (Annex A to the report).
- II. To approve the updated Code of Corporate Governance, for inclusion in the Constitution (Annex B to the report).

11 REPORT OF THE CABINET

Report to follow.

12 MINUTES OF CABINET MEETINGS

(Pages
109 -
118)

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to Democratic Services by 12 noon on Monday, 9 July 2018.

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

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

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

Thank you for your co-operation

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MINUTES OF THE MEETING OF THE COUNTY COUNCIL HELD AT THE COUNCIL CHAMBER, COUNTY HALL, KINGSTON UPON THAMES, KT1 2DN ON 22 MAY 2018 COMMENCING AT 10.00 AM, THE COUNCIL BEING CONSTITUTED AS FOLLOWS:

Peter Martin (Chairman)
Tony Samuels (Vice-Chairman)

	Mary Angell		Julie Iles
	Ayesha Azad	*	Naz Islam
	John Beckett		Colin Kemp
	Mike Bennison		Eber Kington
	Chris Botten		Graham Knight
	Liz Bowes		Rachael I Lake
	Natalie Bramhall		Yvonna Lay
*	Mark Brett-Warburton		David Lee
	Ben Carasco		Mary Lewis
	Bill Chapman		Andy MacLeod
	Helyn Clack		Ernest Mallett MBE
	Stephen Cooksey		David Mansfield
	Clare Curran		Jan Mason
*	Nick Darby	*	Cameron McIntosh
*	Paul Deach		Sinead Mooney
	Graham Ellwood		Charlotte Morley
	Jonathan Essex	*	Marsha Moseley
	Robert Evans		Tina Mountain
	Tim Evans		Bernie Muir
*	Mel Few		Mark Nuti
	Will Forster		John O'Reilly
	John Furey		Tim Oliver
	Matt Furniss		Andrew Povey
*	Bob Gardner		Wyatt Ramsdale
	Mike Goodman		Mrs Penny Rivers
*	Angela Goodwin		Stephen Spence
*	David Goodwin		Lesley Steeds
	Zully Grant-Duff		Peter Szanto
	Alison Griffiths		Keith Taylor
	Ken Gulati		Barbara Thomson
	Tim Hall	*	Rose Thorn
	Kay Hammond		Chris Townsend
	Richard Hampson		Denise Turner-Stewart
	David Harmer		Richard Walsh
	Jeffrey Harris		Hazel Watson
	Nick Harrison		Fiona White
	Edward Hawkins	*	Richard Wilson
*	Marisa Heath		Keith Witham
	David Hodge CBE		Victoria Young
	Saj Hussain		

*absent

25/18 CHAIRMAN [Item 1]

Under the motion of Mrs Morley, seconded by Mr Harrison, it was unanimously:

RESOLVED:

That Mr Peter Martin be elected Chairman of the Council for the council year 2018/19.

26/18 APOLOGIES FOR ABSENCE [Item 2]

Apologies for absence were received from Nick Darby, Paul Deach, Marsha Moseley, David Goodwin, Angela Goodwin, Marisa Heath and Mel Few.

27/18 MINUTES [Item 3]

The minutes of the meeting of the County Council held on 20 March 2018 were submitted, confirmed and signed.

28/18 DECLARATIONS OF INTEREST [Item 4]

There were none.

29/18 CHAIRMAN'S ANNOUNCEMENTS [Item 5]

- The Chairman held a silent tribute in remembrance for Michael Jennings, Sandy Brigstocke, Gerry Caesar and the people who lost their lives one year ago during the Manchester Arena and London Bridge attacks.
- He highlighted that on the 24 April 2018 Dr Jim Glover was sworn in as the new High Sheriff of Surrey.
- Noted that it had been one year since the last AGM and that it was an exciting year ahead with the approach of the 100 year anniversary of the end of World War I, as well as celebrating 100 years of the Royal Air Force. It had also been 60 years since Surrey Hills was officially designation as an Area of Outstanding Natural Beauty.
- Paid tribute to Hazel Watson for reaching 25 years as a Surrey County Councillor and congratulated Chris Botten for succeeding her as Leader of the Liberal Democrats at Surrey.
- Welcomed Bill Biddell, Vice Lord-Lieutenant of Surrey as a guest at the meeting.
- Congratulated Dave Hill, Executive Director of Children's, Families and Learning for receiving his CBE from Buckingham Palace on 18 May 2018.

30/18 VICE-CHAIRMAN [Item 6]

Upon the motion of Mrs Angell, seconded by Mr Townsend, it was unanimously

RESOLVED:

That Mr Tony Samuels be appointed Vice-Chairman of the Council for the council year 2018/19.

31/18 LEADER'S STATEMENT [Item 7]

The Leader made a detailed statement. A copy of the statement is attached as Appendix 1 to these minutes.

Members raised the following topics:

- That the Council must be open to change to meet aspirations.
- Recognition that the Council must do more with less funding.
- Disappointment with the Ofsted result while highlighting the need to explore and consider previous failures to improve.
- That the Council should also prioritise environmental improvement when considering change.
- A petition has been created for consideration by Parliament asking for fairer funding for Surrey's Roads
- The consultation on the vision for Surrey and the importance of enabling all Members to comment.
- The announcement of an additional £20m to improve Surrey's roads.

32/18 CHANGES TO THE COUNTY COUNCIL'S CABINET PORTFOLIOS AND SCRUTINY FUNCTION [Item 8]

It was noted that at paragraph 14 of the report, the Children and Education Select Committee membership should read as 10 plus 4 co-opted Members, rather than 3.

The Leader of the Council introduced the report and Members made the following comments:

- That assurance was needed that the Select Committees would not be changed again for the remainder of the Council term, which the Leader of the Council agreed they would not.
- That some Members did not support the remuneration for Deputy Cabinet Members.

RESOLVED (with 65 Members voting For, 2 voting Against and 1 Abstention):

Council:

1. Noted the changes to the Cabinet portfolios as set out in Annex A of the report.
2. Noted the introduction of a new Deputy Cabinet Member role and the role profile as set out in Annex B of the report.
3. Approved the proposed changes to the structure of the Council's scrutiny function and the revised committee remits as set out in Annex C of the report.
4. Authorised the Head of Legal Services to make the necessary amendments to the Council's Constitution as a result of these changes.

33/18 ANNUAL REVIEW OF POLITICAL PROPORTIONALITY 2018/19 [Item 9]

The annual review of the Scheme of Political Proportionality 2018/19 was introduced by the Leader of the Council. A revised Annex 1 was circulated in a

supplementary agenda on 21 May 2018 and tabled at the meeting. It is attached as Appendix 2 to these minutes.

RESOLVED (with no Member voting Against):

That the committee sizes and scheme of proportionality, as set out in the revised Annex 1 be adopted for 2018/19.

34/18 FORMATION OF RUNNYMEDE JOINT COMMITTEE [Item 10]

The Leader of the Council introduced the report and stated that he looked forward to a joint approach improving outcomes for residents and businesses in Surrey.

A Member of the Council highlighted that since Spelthorne Joint Committee was formed one year ago it had achieved some positive outcomes for residents, and that they wished Runnymede success for the future.

RESOLVED (with 66 Members voting For, 0 Against and 3 Abstentions):

That Council:

1. Agreed to the establishment of the Runnymede Joint Committee.
2. Delegated the non-executive functions to the Runnymede Joint Committee.
3. Approved an addition to the Council's Scheme of Delegation (Annex A of the report).
4. Approved the Constitution for Runnymede Joint Committee (Annex B of the report).

35/18 APPOINTMENT OF COMMITTEES [Item 11]

The proposals for the appointment of Committees were emailed to Members and tabled at the meeting. It is attached as Appendix 3 to this minutes.

The following correction was made at the meeting:

- Corporate Overview Select Committee: Chris Botten to replace Hazel Watson

RESOLVED (with no Member voting Against):

The Council agreed:

- (1) To appoint Members to serve on the Committees of the Council for the Council year 2018/19 in accordance with the wishes of political groups.
- (2) To authorise the Chief Executive to make changes to the membership of any of the Council's Committees as necessary during the Council year in accordance with the wishes of political groups, with the exception of changes to the membership of the Corporate Overview Committee, which would be referred to Council for agreement.

- (3) To appoint the County Councillors representing divisions in the Woking borough area to serve on the Woking Joint Committee for the Council year 2018/19.
- (4) To appoint the County Councillors representing divisions in the Spelthorne borough area to serve on the Spelthorne Joint Committee for the Council year 2018/19.
- (5) To appoint the County Councillors representing divisions in the Runnymede borough area to serve on the Runnymede Joint Committee for the Council year 2018/19.
- (6) To appoint the remaining County Councillors for each district/borough area to serve on the appropriate Local Committee for the Council year 2018/19, and to authorise the Chief Executive to appoint an equal number of district/borough councillors to the Local Committees following nominations by the district and borough councils, which they should be requested to make politically proportional to their Membership.
- (7) To appoint the Council's representative to the Surrey Police and Crime Panel for the Council year 2018/19.
- (8) To appoint four Members (one of whom must be a Cabinet Member and the others County Councillors representing divisions that include the Basingstoke Canal) to the Basingstoke Canal Joint Management Committee.
- (9) To appoint up to two Members to the Buckinghamshire County Council and Surrey County Council Joint Trading Standards Service Committee, one of whom must be a Cabinet Member; the other in an advisory non-voting role.
- (10) To note the Leader's appointments to the Council's Executive Committees as outlined in the report.

36/18 ELECTION OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN 2018/19 [Item 12]

The proposals for the appointment of Committee Chairman and Vice-Chairmen were emailed to Members and tabled at the meeting. It is attached as Appendix 4 to these minutes.

The appointment to the role of Vice-Chairman of the Epsom and Ewell Local Committee was subject to a contested election, with 53 Members voting for Tina Mountain and 16 for Jan Mason.

RESOLVED (with no Members voting Against):

- (1) That the Members listed below are duly elected as Chairmen and Vice-Chairmen respectively of the Committees as shown for 2018/19.
- (2) That the Chief Executive be authorised, in consultation with the Chairman of the Committee, to appoint the Borough's nominated Member as Vice-Chairman of Guildford Local Committee once the co-opted Members are appointed.

SELECT COMMITTEES		
	Chairman	Vice-Chairman
Corporate Overview	Ken Gulati	Nick Harrison
Children and Education	Kay Hammond	Chris Botten
Adults and Lifelong Learning	Sinead Mooney	Bernie Muir
Highways and Growth	Bob Gardner	John O'Reilly
Environment	Rachael Lake	Saj Hussain
Health Integration and Commissioning	Zully Grant-Duff	Wyatt Ramsdale
PLANNING AND REGULATORY COMMITTEE		
	Tim Hall	Matt Furniss
AUDIT & GOVERNANCE COMMITTEE		
	David Harmer	Keith Witham
PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE		
	David Hodge	John Furey
SURREY PENSION FUND COMMITTEE		
	Tim Evans	Ben Carasco

LOCAL COMMITTEES		
<i>DISTRICT</i>	CHAIRMAN	VICE-CHAIRMAN
Elmbridge	John O'Reilly	Peter Szanto
Epsom & Ewell	John Beckett	Tina Mountain

Guildford	Keith Taylor	Borough to appoint
Mole Valley	Tim Hall	Chris Townsend
Reigate & Banstead	Jeff Harris	Barbara Thomson
Surrey Heath	Bill Chapman	Edward Hawkins
Tandridge	Rose Thorn	Cameron McIntosh
Waverley	Victoria Young	Richard Hampson

JOINT COMMITTEES		
Runnymede Joint Committee	Mary Angell	Borough to appoint
Spelthorne Joint Committee	Richard Walsh	Borough to appoint
Woking Joint Committee	Borough to appoint	Liz Bowes

37/18 MEMBERS' QUESTION TIME [Item 13]

Questions:

Notice of nine questions had been received. The questions and replies were published in a supplementary agenda on 21 May 2018. They are attached as Appendix 5 to these minutes.

A number of supplementary questions were asked and a summary of the main points is set out below:

(Q1) Mr Robert Evans asked if the Cabinet Member for Environment and Transport was aware of the concerns raised by residents over the increase of fly-tipping and their disappointment for having to pay a fee when disposing of DIY waste.

Mr Wyatt Ramsdale asked for more information on Central Government's comments relating to DIY waste.

The Cabinet Member stated that there was no evidence that fly-tipping was increasing and that the figures had shown that it was actually decreasing over the last three years. He also stated that he understood residents were concerned with the charges for DIY waste but said the Council had to make some difficult decisions. In response to Mr Ramsdale he said Central

Government currently did not have any plans to remove the Council's ability to change for DIY waste but he would inform Members if that changed.

(Q2) Mr Will Forster asked the Cabinet Member for Corporate Support when the review and details of the insurance cover be released. The Cabinet Member said that once the insurance company had completed its review the details would be shared with Members.

(Q5) Mr Jonathan Essex asked the Cabinet Member for Environment and Transport if he agreed that there was a need for a review of the budget for bridges carrying public rights of way (ROW) in order to prevent long closures while waiting to be repaired. The Cabinet Member said there were currently issues with the funding for ROW bridges and that they were looking into increasing the funding by allocating funds from inside the Environment & Infrastructure budget. He stated that the service would continue to look into various avenues to acquire the funding but it continued to be a challenge.

(Q6) Mr Robert Evans asked the Cabinet Member for All-Age Learning if she agreed that it was disingenuous for election candidates to suggest to residents in their campaign material that their Libraries were closing. The Cabinet Member assured Mr Evans that Libraries would continue to be an important part of the life-long learning offer and provided details of the innovations of a Library in Surrey.

(Q9) Mr Robert Evans asked the Cabinet Member for Environment and Transport if he felt electronic signs in areas with fewer buses were a good use of funding.

Mr Tim Hall asked if there were any plans to include live-updates at bus stops in Mole Valley or other areas in Surrey as they would be very welcomed.

The Cabinet Member stated that Surrey works very hard to maintain its buses with a difficult budget but he felt the money was put to good use. In response to Mr Hall he stated that he would contact Coast2Capital to inform them of his comments.

38/18 STATEMENTS BY MEMBERS [Item 14]

Two Members made statements:

- (i) Mr Colin Kemp in relation to the fire at Lakers Youth Club were he thanked the community for their support.
- (ii) Mr Robert Evans thanked the Cabinet Member for Environment and Transport for organising a visit to Harper Asprey Wildlife Rescue following the debate at the previous County Council meeting.

39/18 REPORT OF THE INDEPENDENT REMUNERATION PANEL [Item 15]

The Leader of the Council tabled proposed recommendations for this item, as attached as Appendix 6 to these minutes.

The Leader of the Council provided an explanation for the difference between the Independent Remuneration Panel's recommendations and those he was

proposing by stating that there was a need for a Special Responsibility Allowance (SRA) for Deputy Cabinet Members and Vice Chairmen.

Members made the follow comments:

- That it was hard to explain to residents the need for providing remuneration for Deputy Cabinet Members.
- Not giving Members an increase of Basic Allowance devalues the work of Members without a special responsibility.
- That the Council could not and should not be able to afford the number of SRAs proposed.
- That Vice-Chairmen should not receive an SRA.
- That many residents had not received pay rises so Members should not either.
- That it was understandable that Members should be remunerated for taking on additional work.
- That Members did not have to accept the remuneration if they did not like it.

The Leader of the Council informed Members that he felt the SRAs he was proposing were reasonable and fair. He went on to express the need for diversity in Members and suggested that Members needed to be recompensed for their work.

RESOLVED:

1. That there is no increase to the Basic Allowance for 2018-19. (with 64 voting For, 1 voting Against and no Abstentions)
2. That there are no changes to Special Responsibility Allowances for 2018-19. (with no Members voting Against)
3. That the Special Responsibility Allowance for scrutiny of the Police and Crime Commissioner is abolished, and the concept of a 'Lead Member' abandoned and replaced by the designation of an 'SCC Representative'. In addition, the Police and Crime Panel should be invited to use its powers to review any allowances to be paid. (with no Members voting Against)
4. That the Special Responsibility Allowance for sitting on Fostering and Adoption Panels be changed to £100 per session attended plus travelling expenses as recommended by the Independent Remuneration Panel. (with no Members voting Against)
5. That Special Responsibility Allowances for Vice-Chairs be retained. (with 55 voting For, 13 voting Against and 3 Abstentions)
6. That a Special Responsibility Allowance of £10,000 per year is introduced for Deputy Cabinet Members and that the Independent Remuneration Panel be invited to consider this SRA as part of its next review and report back to Council. (with 48 voting For, 15 voting Against and 3 Abstentions)

40/18 APPOINTMENT OF STATUTORY OFFICERS [Item 16]

RESOLVED (with no Members voting Against):

The Council agreed that:

1. The Head of Legal Services be authorised to include within the Council's Constitution the designation of a statutory Data Protection Officer;
2. Joanna Killian, as Chief Executive, be appointed as the Returning Officer for Surrey County Council;
3. The Senior Manager Governance postholder be designated as Surrey County Council's Scrutiny Officer.

41/18 REPORT OF THE CABINET [Item 17]

The Leader presented the report of the Cabinet meetings held on 27 March and 24 April 2018.

Reports for Information/ Discussion

- A) Formation of Runnymede Joint Committee
- B) Medium Term Financial Plan 2018 – 2021
- C) Future Commissioning of School Support Services
- D) Quarterly Report on Decisions Taken Under Special Urgency Arrangements: 1 January – 31 March 2018

Members asked what progress had been made with Parliament on fairer funding for the Council. The Leader of the Council stated that the Council continued to make representations to Parliament on the Business Rates scheme, the revenue support grant, public health and roads funding.

RESOLVED:

That the report of the meetings of the Cabinet held on 27 March and 24 April 2018 be adopted.

42/18 MINUTES OF CABINET MEETINGS [Item 18]

No notification had been received by the deadline from Members wishing to raise a question or make a statement on any matters in the minutes.

A Member highlighted an error on page 1 of the Cabinet minutes from 27 March 2018 and stated that Hazel Watson was the Member for Dorking Hills, not Woking South. The minutes will be corrected accordingly.

43/18 DEVELOPING A VISION FOR SURREY IN 2030 [Item 19]

The Leader of the Council introduced the report and highlighted that it was a draft vision and that the final would be considered by Council at its meeting in October 2018. He explained that there would be an extensive consultation period involving various interested parties from 4 June 2018. The Leader asked that all Members attend a seminar laying out the complete programme on 11 June 2018.

Members made the following comments:

- Asked if the maintenance of highway infrastructure included non-road highways.
- That there needed to be a cultural acceptance of change in Surrey.
- That they felt that all Members should have been consulted during the creation of the draft vision.
- That expectations should not be raised too high and that Members should be reminded of the financial situation in Surrey.
- That the report should have included more specific financial details.
- That it was important that resident's comments be taken into account.

RESOLVED (With 62 For, 0 Against and 5 Abstentions):

That Council:

1. endorse the draft vision and 'Surrey County Council of the future' as the basis for a series of engagement activities to enable residents, staff, members, partners and businesses to shape the draft vision and ambitions for Surrey in 2030, and
2. note the timeline for future work related to this and the associated programme of transformation.

44/18 FLEXIBLE USE OF CAPITAL RECEIPTS TO SUPPORT TRANSFORMATION [Item 20]

The Flexible use of Capital Receipts to Support Transformation report was introduced by the Leader of the Council.

Members made the following comments:

- That it was positive that the Leadership had taken into account the Overview and Budget Scrutiny Committee's comments on pace of change.
- That the progress would be scrutinised in the relevant budget Select Committee

RESOLVED (with no Members voting Against):

The County Council approved:

1. the funding of the Council's new vision and transformation initiatives and programmes, and the capacity to deliver this change outlined in the report from capital receipts received since April 2016. (Paragraphs 6 to 8 of the report)
2. the governance monitoring and reporting arrangements to ensure that the use of capital receipts provides value for money. (Paragraph 9 of the report)

45/18 MEMBERS' COMMUNITY ALLOCATION [Item 21]

The Leader of the Council introduced the report and explained that the Members' Community Allocation would replace the current Members' Community grant.

RESOLVED (with no Members voting Against):

It was agreed that the Council:

1. Approves the new Financial Framework for Members' Community Allocation as detailed at Annex 1 of the report.
2. Approves the proposed amendments to the Council's Scheme of Delegation as detailed at Annex 2 of the report.
3. Approves the transitional arrangements allowing Members' Allocation applications received prior to 22 May 2018, that have not yet been approved, to be assessed under the new Financial Framework for Members' Community Allocation criteria detailed at Annex 1 of the report following this date.

46/18 UPDATES TO THE CONSTITUTION [Item 22]

RESOLVED (With no Members voting Against):

It was agreed that the County Council note the changes to the Scheme of Delegation that have been approved by the Leader and authorises the Head of Legal Services to make the necessary amendments to the Council's Constitution.

47/18 ESTABLISHMENT OF A JOINT HEALTH OVERVIEW & SCRUTINY COMMITTEE FOR SOUTH WEST LONDON AND SURREY [Item 23]

The Chairman introduced the report and highlighted that the Committee had been running informally for the last four years.

The Chairman of the Health Integration and Commissioning Select Committee, who would represent the Council on the Joint Committee, was asked to update the Council regularly on its work.

RESOLVED (with no Members voting Against):

1. The County Council agreed to the establishment of the Joint Health Overview & Scrutiny Committee for South West London and Surrey with effect from 22 May 2018 on a four year term.
2. The County Council be represented by two Members of its health scrutiny committee, including its Chairman on the Joint Committee.
3. The Joint Committee shall, where appropriate, discharge the power of referral to the Secretary of State in cases where it has been the body consulted by the NHS.

4. Any consequential amendments are made to the Council's Constitution as required.

**48/18 REVISIONS TO THE FINANCIAL REGULATIONS IN THE CONSTITUTION
[Item 24]**

The Leader of the Council introduced the report and explained that the financial regulations had been updated to reflect the changes to the Corporate Leadership Team roles and that the regulations would be reviewed again following the implementation of the changes.

RESOLVED (with no Members voting Against):

That the Council approved the changes summarised above and contained in the revised Financial Regulations in Annex 1 of the report.

[Meeting ended at: 12.37 pm]

Chairman

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Mr Chairman and Members, I would like to begin by welcoming the new Leader of the Lib Dem Group, Chris Botten to this meeting, which is the first in his capacity as Group Leader of the Surrey Opposition Forum.

I have known Chris for many years through working on Tandridge District Council, and always found him to be decent, genuine and hard-working, putting his residents first in everything he does.

I would also like to pay tribute to Hazel Watson, the longest serving member in this chamber, who is stepping down after 14 years as Leader.

Moving on, Mr Chairman and Members, I was pleased to see so many of you at yesterday's important seminar that focussed on our recent Ofsted inspection.

There is no doubt that the report made for very difficult reading.

Clare Curran, the Cabinet Member for Children's Services will be providing a statement in a few minutes, however she has made it very clear in recent days that we all take this judgement extremely seriously. We fully accept there is a great deal for us to do to make sure we look after the children of Surrey.

Mr Chairman and Members, as I have spoken about previously in this chamber, I was brought up in care and the wellbeing of our children is something I feel passionately about. And it is something I am absolutely determined to get right.

It is something that every one of us in this chamber must get right as corporate parents. We all have roles to play.

And we have firm plans in place.

I am delighted that Dave Hill – one of the country's most highly regarded children's strategic directors – has joined us to lead this crucial work.

And I would also like to take this opportunity to congratulate Dave on receiving a CBE from Prince Charles last Friday for his services to children's social care and his work as a children's commissioner.

Mr Chairman, our ability to ensure that Surrey's children and young people are safe and secure will go a long way towards determining their future.

We have continually risen to the challenges of doing more for less - but any big organisation requires almost constant improvement. We have seen many large businesses that have

been part of our commercial landscape disappear, whilst others are struggling to adapt and survive in our ever-changing world. We are also operating in an environment where change is not only desirable but essential. We have to meet the growing needs of our residents with significantly reduced funding.

You will all have seen in your papers the item on Surrey's vision for the future. Developed in order to achieve better outcomes for everyone in Surrey.

I couldn't help but be reminded of the story of Sir Christopher Wren walking unrecognised amongst the workers building St. Paul's Cathedral some 350 years ago.

When he asked them what they were doing most replied "cutting some stone".

But one man replied "helping Sir Christopher Wren build a beautiful cathedral".

That man understood the vision, its purpose, and the part he played in it. For great projects to be successful everyone involved should recognise their part is just as crucial as anyone else's.

With that in mind Mr Chairman we are putting together plans for a programme of transformation that will allow us to enhance the

services we provide to residents whilst also ensuring we respond to rising demand.

It is therefore vital that we must look at radical solutions to make our services as efficient and effective as they can possibly be.

To achieve this we will need to deliver services in a more imaginative and innovative way. And it will mean working much more closely with our partners, such as borough and district councils, the health service and the voluntary sector.

It is a vision that must be shared by everyone in Surrey.

That is why I am calling on everyone to help us shape it – residents, members, staff and partners. We are beginning a period of intense engagement so that all those with a stake in the future of our beautiful county can have their say.

We want our children to be safe.

We want our elderly to be cared for.

We want our families to have a home they can call their own.

We want our businesses to be even more successful.

And we want no one to be left behind.

Key to our transformation programme will be shaping services around the places in which our residents live. We must be responsive to the modern needs of our residents and we cannot assume that what is right for Farnham will automatically be right for Merstham.

That is why it will be vital for us to develop this programme with others. And this will not just be about what services we provide, but also where and how we provide them.

Only by shaping these plans with residents and partners will we get this right.

Of course, we are only at the beginning of this work and we will spend the coming months engaging with stakeholders before Council considers the vision formally in October, followed by the Budget and Organisation Strategy in November.

As part of this, I look forward to us engaging with our residents, who pay one of the highest council tax rates in the country. It is vital that they have a say on how this work is shaped.

Surrey's businesses are the life-blood of the county and make a significant contribution to the success of the country as a whole. I would like to hear from as many of them as possible.

Furthermore, Mr Chairman, I have said all along that we are **not** the dominant council in Surrey. We are simply one of twelve councils that work as one team to deliver outcomes to our residents.

So, of course, we will be consulting our district and borough colleagues to hear their visions, ideas and solutions.

In addition, I look forward to consulting with our hard-working staff and I am currently visiting our various offices around the county with the Chief Executive to hear their views on the county council.

And of course our other partners such as the NHS, the voluntary sector and the faith communities.

All have a role to help set the vision.

Only by pulling together the thoughts and ambitions of these different groups will we be able to develop a programme of work worthy of success and worthy of the people of Surrey.

Mr Chairman, the people of Surrey understand.

They understand the pressures of demand.

They understand the lack of funding from government.

They understand that we must be realistic and live within our means.

And they understand that will most certainly involve having to continue to make some really tough decisions. There will be things that we will simply not be able to do - no matter how much we might want to.

And Members... I have challenged you in this chamber in the past to be game changers. I know that many of you have already seized that opportunity, but this gives you the chance to **be** that community leader... **work** together as one team... and sow the seeds of change to make a difference to your residents' lives.

I urge you to speak to your local residents, your businesses, your community groups. ANYONE you have the chance to speak to. Make sure they are given a voice and their thoughts and ideas are heard.

Mr Chairman, over the past eight years Members and staff have worked tirelessly to achieve a balanced budget or manage a small surplus but the challenge will not get any easier – in fact it will get harder. Much harder.

However, I firmly believe that this process will help us make choices and set priorities, for the benefit of Surrey residents.

Some will no doubt say this is about us avoiding having to make those important decisions.

They are wrong.

This process will provide us with the evidence and insight to make the best decisions to make effective use of our resources and generate the income we need to provide quality services to our residents.

In order to make this happen Mr Chairman, I have refreshed the Cabinet portfolios to reflect the changes in the senior leadership team and our new approach.

And central to this work will be a focus on people and place. The focus on People will be responsible for ensuring services are joined up, easy to access and efficient. The focus on Place will be responsible for harnessing the work we do alongside our partners to make the best use of our combined resources, knowledge and assets.

As a result I am delighted to announce Tim Oliver as the Cabinet Lead for People, Colin Kemp as the Cabinet Lead for Place and Helyn Clack as the Cabinet Lead for Corporate Support Services.

In addition, to ensure we have the capacity to make it a success, I am very pleased to announce the appointment of Alison Griffiths, Charlotte Morley, Cameron McIntosh and Jeff Harris as Deputy Cabinet Members.

As well as providing extra capacity and knowhow, this will also ensure they have the necessary knowledge and experience of Cabinet to continue its work in years to come.

Furthermore, Mr Chairman, much of our transformation work will be led and driven by a refreshed senior officer team.

In addition to Dave Hill we also welcome Michael Coughlin as Interim Director of Customers, Digital and Transformation.

Both have made a positive start in their roles and my Cabinet and I are greatly looking forward to working with them.

As you know Mr Chairman, we have delivered over £540m of savings over the past eight years in the face of £200m being cut from our government funding.

We have worked hard, and achieved a lot.

But there is still a great deal more to do.

Nonetheless I have complete confidence in our Leadership Team, our staff, our partners and the Members in this chamber to transform outcomes for our residents.

Finally, Mr Chairman, I want to talk about something so many of our residents ask us about on the doorstep. Something that fills our postbags and email inboxes on a daily basis.

The frustration for all of us with potholes on our roads. I share this frustration. And I know Members share it too.

Earlier this year I announced that we would invest an extra £5m in tackling the damage to our roads following the recent severe winter weather. Members already know we received a huge increase in reported potholes during February and March. I can tell you now that the figure for April is even worse – an increase of one hundred and thirty seven per cent on the same month last year.

That is why we are determined to do even more to tackle this problem for our residents.

Over the next two years we will invest a further £15m in improving our roads. That's a total of £20m of new money. We will look again at the roads identified by Members and make extensive repairs to extend their life.

Mr Chairman, despite repeated efforts to get Government ministers to recognise that they severely underfund our roads they have refused to act. Ministers will not recognise that the sheer volume of traffic on our roads is causing them to deteriorate more quickly.

So that is why we will act.

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Appendix 2

SCHEME OF PROPORTIONALITY 2018/19

	CON	Surrey Opp Forum	RA & IND	Other	Total	Figs last year^
SELECT COMMITTEES						
Corporate Overview	8	1	1	0	10	10
Adults & Lifelong Learning	8	1	1	0	10	12
Children & Education	7	1	1	1	10*	12
Environment	8	1	1	0	10	15
Health Integration & Commissioning	8	1	1	0	10*	12
Highways & Growth	8	1	1	0	10	12
PLANNING & REGULATORY COMMITTEE	8	2	1	0	11	12
AUDIT & GOVERNANCE COMMITTEE	4	1	1	0	6	6
PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE	4	1	1	0	6	6
SURREY PENSION FUND COMMITTEE	4	1	1	0	6*	6
	67	11	10	1	89	103
<u>NON-PROPORTIONAL BODIES</u>						
MEMBER CONDUCT PANEL	7	1	2	0	10	10
TOTAL	74	12	12	1	99	113

* additional co-opted members are appointed to this committee

^ figures given for similar committee, where possible

Note: Local Committees comprise the County Councillors for the electoral divisions within each Borough/District area and are not therefore required to be politically proportional.

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ANNUAL MEETING OF THE COUNCIL: 22 MAY 2018

APPOINTMENT OF BOARDS AND COMMITTEES

CORPORATE OVERVIEW SELECT COMMITTEE (10)

<i>Conservative (8)</i> Ken Gulati Ayesha Azad Tim Evans Tim Hall David Harmer Richard Walsh Mark Brett Warburton Keith Witham	<i>Surrey Opposition Forum (1)</i> Chris Botten
	<i>Residents' Association & Independent (1)</i> Nick Harrison

ADULTS AND LIFELONG LEARNING SELECT COMMITTEE (10)

<i>Conservative (8)</i> Sinead Mooney Bernie Muir Bill Chapman Marsha Moseley David Mansfield Mark Nuti Rose Thorn Andrew Povey	<i>Surrey Opposition Forum (1)</i> Angela Goodwin
	<i>Residents' Association & Independent (1)</i> Ernest Mallett

CHILDREN AND EDUCATION SELECT COMMITTEE (10)

<i>Conservative (7)</i> Kay Hammond Liz Bowes Tim Evans Julie Iles Yvonna Lay Lesley Steeds Victoria Young	<i>Surrey Opposition Forum (1)</i> Chris Botten
<i>Residents' Association & Independent (1)</i> Chris Townsend	<i>Other (1)</i> Robert Evans

ENVIRONMENT SELECT COMMITTEE (10)

<i>Conservative (8)</i> Rachael Lake Saj Hussain Tina Mountain Richard Hampson Marisa Heath Keith Witham Richard Wilson Mike Bennison	<i>Surrey Opposition Forum (1)</i> Jonathan Essex
	<i>Residents' Association & Independent (1)</i> Jan Mason

HIGHWAYS AND GROWTH SELECT COMMITTEE (10)

Conservative (8) Bob Gardner John O'Reilly Paul Deach Richard Walsh Peter Szanto Matt Furniss Barbara Thomson Tina Mountain	Surrey Opposition Forum (1) Stephen Cooksey
	Residents' Association & Independent (1) Andy MacLeod

HEALTH INTEGRATION AND COMMISSIONING SELECT COMMITTEE (10)

Conservative (8) Zully Grant Duff Wyatt Ramsdale Graham Knight Naz Islam Mary Angell Bill Chapman Graham Ellwood John O'Reilly	Surrey Opposition Forum (1) Fiona White
	Residents' Association & Independent (1) Nick Darby

PLANNING & REGULATORY COMMITTEE

<p>Conservative (8)</p> <p>Tim Hall Matt Furniss Keith Taylor Natalie Bramhall Andrew Povey Rose Thorn Edward Hawkins Mary Angell</p> <p>Substitutes (up to 7):-</p> <p>Mike Bennison Richard Wilson Yvonna Lay Richard Hampson Julie Iles</p>	<p>Surrey Opposition Forum (2)</p> <p>Stephen Cooksey Penny Rivers</p> <p>Substitutes (up to 7):-</p> <p>Jonathan Essex Will Forster David Goodwin</p>
	<p>Residents' Association & Independent (1)</p> <p>Ernest Mallett</p> <p>Substitutes (up to 7):-</p> <p>Nick Darby Nick Harrison Chris Townsend</p>

AUDIT & GOVERNANCE COMMITTEE

<p>Conservative (4)</p> <p>David Harmer Keith Witham Edward Hawkins Peter Szanto</p>	<p>Surrey Opposition Forum (1)</p> <p>Will Forster</p>
	<p>Residents' Association & Independent (1)</p> <p>Stephen Spence</p>

PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE

<p>Conservative (4)</p> <p>David Hodge Ken Gulati Tim Oliver John Furey</p> <p>Substitutes (up to 7 Cabinet Members):-</p> <p>Helyn Clack Clare Curran Mike Goodman Mel Few Mary Lewis Denise Turner Stewart</p>	<p>Surrey Opposition Forum (1)</p> <p>Fiona White</p> <p>Substitutes (up to 7):-</p> <p>Chris Botten</p>
	<p>Residents' Association & Independent (1)</p> <p>Eber Kington</p> <p>Substitutes (up to 7):-</p> <p>Nick Harrison Ernest Mallett Chris Townsend</p>

SURREY PENSION FUND COMMITTEE

<p>Conservative (4)</p> <p>Tim Evans Ben Carasco Ayesha Azad David Mansfield</p>	<p>Surrey Opposition Forum (1)</p> <p>Hazel Watson</p>
	<p>Residents' Association & Independent (1)</p> <p>John Beckett</p>
<p>Co-opted Members (4)*</p> <ul style="list-style-type: none"> – One representative (trade union) from employee members of the Fund – Two representatives from Districts and Boroughs of the Fund; – One representative from all other employers in the Fund. 	

* Authorise the Chief Executive to appoint the co-opted Members of the Surrey Pension Fund Committee following nominations from each stakeholder group listed above.

MEMBER CONDUCT PANEL*

Conservative (7) Mary Angell Mark Brett Warburton Zully Grant Duff Tim Hall David Harmer Peter Martin Tony Samuels	Surrey Opposition Forum (1) Hazel Watson
Residents' Association & Independent (2) Eber Kington Chris Townsend	

**Must include Chairman and Vice-Chairman of the Council*

POLICE AND CRIME PANEL (1)

Nominations received:	Charlotte Morley
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**BUCKINGHAMSHIRE COUNTY COUNCIL AND SURREY COUNTY COUNCIL
JOINT TRADING STANDARDS SERVICE COMMITTEE (2)***

Nominations received:	Denise Turner-Stewart Richard Walsh
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**One County Councillor, who must be a Cabinet Member. In addition, the County Council can appoint one county councillor to undertake a non-voting advisory role.*

BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE (4)*

Nominations received:	Mike Goodman Colin Kemp Paul Deach Ben Carasco
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**Must include a Cabinet Member and three Members representing divisions which include the Basingstoke Canal in their area.*

The County Council is asked to note the following Committee Appointments made by the Leader of the Council:

INVESTMENT BOARD (6)*

<i>Appointment:</i>	David Hodge (Leader of the Council) John Furey (Deputy Leader of the Council) Mel Few Tim Oliver Colin Kemp Nick Darby (non-voting role)
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**Five Cabinet Members including the Leader and Deputy Leader. In addition, the Leader may appoint one county councillor to undertake a non-voting role.*

SHAREHOLDER BOARD (3)*

<i>Appointment:</i>	David Hodge (Leader of the Council) John Furey (Deputy Leader of the Council) Helyn Clack
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**Three Cabinet Members including the Leader, Deputy Leader and Cabinet Member with the business portfolio.*

ORBIS JOINT COMMITTEE (2)*

<i>Appointment:</i>	Helyn Clack Denise Turner-Stewart
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**Two Cabinet Members.*

ORBIS PUBLIC LAW JOINT COMMITTEE (1)*

<i>Appointment:</i>	Helyn Clack
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**One County Councillor, who must be a Cabinet Member.*

Recommendations:

- (1) To appoint Members to serve on the Committees of the Council for the Council year 2018/19 in accordance with the wishes of political groups.**
- (2) To authorise the Chief Executive to make changes to the membership of any of the Council's Committees as necessary during the Council year in accordance with the wishes of political groups, with the exception of changes to the membership of the Corporate Overview Committee, which would be referred to Council for agreement.**
- (3) To appoint the County Councillors representing divisions in the Woking borough area to serve on the Woking Joint Committee for the Council year 2018/19.**
- (4) To appoint the County Councillors representing divisions in the Spelthorne borough area to serve on the Spelthorne Joint Committee for the Council year 2018/19.**
- (5) To appoint the County Councillors representing divisions in the Runnymede borough area to serve on the Runnymede Joint Committee for the Council year 2018/19.**
- (6) To appoint the remaining County Councillors for each district/borough area to serve on the appropriate Local Committee for the Council year 2018/19, and to authorise the Chief Executive to appoint an equal number of district/borough councillors to the Local Committees following nominations by the district and borough councils, which they should be requested to make politically proportional to their Membership.**
- (7) To appoint the Council's representative to the Surrey Police and Crime Panel for the Council year 2018/19.**
- (8) To appoint four Members (one of whom must be a Cabinet Member and the others County Councillors representing divisions that include the Basingstoke Canal) to the Basingstoke Canal Joint Management Committee.**
- (9) To appoint up to two Members to the Buckinghamshire County Council and Surrey County Council Joint Trading Standards Service Committee, one of whom must be a Cabinet Member; the other in an advisory non-voting role.**
- (10) To note the Leader's appointments to the Council's Executive Committees as outlined above.**

Appendix 4

ANNUAL MEETING OF THE COUNCIL: 22 MAY 2018		
ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES 2018/19		

SELECT COMMITTEES		
	Chairman	Vice-Chairman
Corporate Overview	Ken Gulati	Nick Harrison
Children and Education	Kay Hammond	Chris Botten
Adults and Lifelong Learning	Sinead Mooney	Bernie Muir
Highways and Growth	Bob Gardner	John O'Reilly
Environment	Rachael Lake	Saj Hussain
Health Integration and Commissioning	Zully Grant-Duff	Wyatt Ramsdale
PLANNING AND REGULATORY COMMITTEE		
	Tim Hall	Matt Furniss
AUDIT & GOVERNANCE COMMITTEE		
	David Harmer	Keith Witham
PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE		
	David Hodge	John Furey
SURREY PENSION FUND COMMITTEE		
	Tim Evans	Ben Carasco

LOCAL COMMITTEES		
DISTRICT	CHAIRMAN	VICE-CHAIRMAN
Elmbridge	John O'Reilly	Peter Szanto
Epsom & Ewell	John Beckett	Tina Mountain
Guildford	Keith Taylor	Borough to appoint
Mole Valley	Tim Hall	Chris Townsend
Reigate & Banstead	Jeff Harris	Barbara Thomson
Surrey Heath	Bill Chapman	Edward Hawkins
Tandridge	Rose Thorn	Cameron McIntosh
Waverley	Victoria Young	Richard Hampson

JOINT COMMITTEES		
Runnymede Joint Committee	Mary Angell	Borough to appoint
Spelthorne Joint Committee	Richard Walsh	Borough to appoint
Woking Joint Committee	Borough to appoint	Liz Bowes

Recommendations:

- (1) That the Members listed are duly elected as Chairmen and Vice-Chairmen respectively of the Committees as shown for 2018/19.
- (2) That the Chief Executive be authorised, in consultation with the Chairman of the Committee, to appoint the Borough's nominated Member as Vice-Chairman of Guildford Local Committee once the co-opted Members are appointed.

Appendix 5**SURREY COUNTY COUNCIL****TUESDAY 22 MAY 2018 2018****QUESTIONS TO BE ASKED UNDER THE PROVISIONS
OF STANDING ORDER 10.1****MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT****1. MR ROBERT EVANS (STANWELL AND STANWELL MOOR) TO ASK:**

Has the Council had any further discussions with DEFRA now that the government has stated clearly, in their litter strategy that 'disposing of household waste, including waste from DIY home improvement projects, should be free of charge'.

Reply:

I would thank Cllr Evans for his continuing interest in this subject. My officers and I met with Robert Vaughan, Head of Recycling at Defra, on 17 April 2018 and discussed the subject of charging for construction waste at household waste recycling centres.

I circulated a note of my meeting with Robert Vaughan to all Members on 10 May 2018 and I would refer Cllr Evans to the contents of this note, which I have reproduced below.

'Dear Members,

I wanted to update you following a meeting that I and officers had with Robert Vaughan, Head of Recycling at Defra on 17th April. The discussion was wide-ranging and we covered a number of areas as set out below.

Fly-tipping

We raised concerns in particular about the quality of the data that was being collected by local authorities in respect of fly tipping incident numbers. We expressed our view that a more consistent definition of what constitutes fly tipping would certainly help to address this and that it would be helpful if this could be fed back to Robert's colleagues in Defra.

We made Robert aware of the Surrey fly tipping prevention strategy, which was developed by all local authorities in Surrey and informed him of the two publicity campaigns that had been undertaken to encourage residents and businesses to dispose of their waste lawfully and cut off the supply of waste to illegal fly-tippers. We pointed out that one of the problems with such localised campaigns is that they do not necessarily reach beyond the boundaries of Surrey. Fly tippers do not respect such boundaries and we believe that much of the fly tipping that we see in Surrey originates from London. We told Robert that we believed that a government led national publicity campaign on fly tipping prevention would be much more effective and asked Robert to find out whether there were any plans for a national communications campaign.

Improving joint working in two-tier areas

We told Robert that, In Surrey, we believe that the most effective way to work together on waste issues is to develop arrangements between Surrey County Council and the eleven district and borough councils which, as far as possible, resemble those of a unitary authority. We said that we felt that the government could further encourage joint working by considering incentives that would drive best practice in this area. For example through national performance indicators, financial incentives and sharing of best practice.

We said that we considered that the current recycling credit system has been a barrier to better joint working arrangements and that a change in the law to encourage a mechanism that shares the savings gained through increased recycling, such as the one we have developed in Surrey, would be beneficial. In this respect our Partnership Manage is going to investigate whether a task group to investigate this can be set up with the National Association of Waste Disposal Officers (NAWDO).

Producer responsibility

We said that we were encouraged by the work being done at a national level to develop an improved producer responsibility system. We believe that good progress is being made in this area and we are looking forward to some exciting developments coming forward.

Charging for construction waste at community recycling centres

We spoke at great length with Robert about the government's stated view that local authorities should accept reasonable amounts of 'DIY' waste generated by householders, free of charge at community recycling centres.

I told Robert that this is a significant matter for Surrey County Council and that if the council were no longer able to recover the cost of disposing of construction waste from our residents then the additional cost of disposing of this waste would be between £0.5 million and £1 million per year. I said that, in view of the council's difficult financial position, compensating savings would need to be found to balance our budget, this would mean very difficult decisions for the service to make.

I reiterated the council's view that there was no legal definition of 'DIY' waste but that the law did define 'construction and demolition' waste and allowed local authorities to make a charge for this type of waste even if it originated from a household.

Robert acknowledged that this was not a straightforward issue and agreed that defining what constituted a 'reasonable amount' and identifying whether the waste had in fact arisen from a work undertaken by a householder, would be challenging.

He said that the government had so far sought to deal with the matter through updated guidance from the Waste and Resources Action Programme (WRAP) however he did acknowledge that if the government needed to change the law then they would have to consult all local authorities on the proposed change and consider the cost implications.

Given that there are over 100 authorities operating community recycling centres in England, the cost impact for all English disposal authorities is likely to run into tens of millions of pounds.

Absorbent Hygiene Products

I mentioned that we are currently working with Proctor and Gamble to establish the viability of a process to recycle absorbent hygiene products, including nappies. Robert said that Therese Coffey, Parliamentary under Secretary of State for the Environment, is aware of and interested in this development. We said that we would be interested to hear of any future opportunity for infrastructure/innovation funding that would improve the viability of the process and reduce the risk to pathfinder authorities such as Surrey County Council.'

HELYN CLACK, CABINET MEMBER FOR CORPORATE SUPPORT

2. WILL FORSTER (WOKING SOUTH) TO ASK:

Please could the Cabinet Member provide an update on the County Council's insurance claim following the fire at Lakers Youth Centre?

Reply:

I can advise the Member that two of my Cabinet Colleagues, Clare Curran and Tim Oliver, recently met with representatives from user groups based at Lakers and that the local County Councillor, Cabinet Member Colin Kemp, is aware of ongoing discussions that are happening with regards to future provision of Services. Whilst the Council understands the difficulties the local community are having whilst we go through these options following the damaging fire the building suffered in January, I can confirm that this Council fully recognises the importance these community buildings play in providing and generating positive social engagement opportunities to communities.

At this time there is an ongoing review and establishment of the business case to identify the options for Lakers and that working in conjunction with key providers and partners, such as the local borough and other active community providers including local schools, health providers and the voluntary and third sector, the Council will move forward with a decision around future options and this will factor in the ongoing conversations with the Councils Insurers.

CLARE CURRAN, CABINET MEMBER FOR CHILDREN

3. MR CHRIS BOTTEN (CATERHAM HILL) TO ASK:

Recent statistics obtained by the NSPCC show a sharp rise in the number of children under 11 referred for mental health treatment by schools, with one third of those referred to CAMHS services refused help. Given the recent concerns expressed by councillors, residents and service users over CAMHS services in Surrey, can the Cabinet Member confirm that the current provider will not be offered a contract extension, that there will be a proper procurement process in which she will be fully involved and can she indicate what is being done to remedy the current failures in the service?

Reply:

As Cabinet Member I recognise the concerns raised by the Member and would like to reassure the Council of the high priority being placed on addressing the unacceptable waits and high demand for Children and Adolescent Mental Health Services (CAMHS).

The County Council and Surrey CCGs jointly commissioned the current CAMHS contract for a term of three years from April 2016 until March 2019 with the option to extend for another two years. The contract is now in its third year and the commissioners are working through the options for the future of CAMHS services to extend or re-procure. The decision on the contract will be made by a Committee in Common and based on key information which will include performance data, risk analysis and future operating models. I will be a member of the Committee in Common alongside the Assistant Director for Commissioning and Prevention, Head of Strategic Finance and representatives from our six partner CCGs. I am pressing for an early decision and seeking for this to be made next month subject to the necessary information being available.

To address the current failures and risks within the system, an urgent CAMHS summit was held on 13 April 2018. This was attended by Surrey County Council (SCC), Clinical Commissioning Group (CCG) and Surrey and Borders Partnership (SABP) colleagues. The purpose of the summit was to agree an interim plan to address the immediate concerns around backlog and risks and to agree the specification for an independent review of the service approach.

The interim plan has a renewed focus on using early intervention services and supporting children, families, schools and GPs to use the range of services that are already provided through subcontracted partners. In order to deliver the interim plan and address the waiting list, additional resources are being secured through the Sustainable Transformation Partnership and the CCGs. This work will be supported by a review of case management criteria to reduce caseloads for clinicians to safe and manageable levels. I would like to stress the urgent and crisis referral pathway for children will still be in place during this period.

I reassure Members that whilst there will be concerns and risks during this period, access to CAMHS is being prioritised for those children most at risk and a thorough approach is being taken to decision making on the options of contract extension or procurement.

CLARE CURRAN, CABINET MEMBER FOR CHILDREN

4. MRS FIONA WHITE (GUILDFORD WEST) TO ASK:

What plans does the Cabinet Member have to increase the number of Foster Carers across Surrey and how will the resources for this be identified?

Reply:

It has been a significant challenge for some time to recruit sufficient high quality foster carers for our children in Surrey. In Surrey we are proud of our carers and know they do a fabulous job to support our most vulnerable children and to provide them with a

safe and stable home. But we do need more of them – and we are committed to working collectively to address this and I hope that our approach will have the support of all Members.

Within the Fostering service we have had a dedicated fostering recruitment team in place since January 2017 and we have been able to see the impact and effectiveness of this. The number of carers recruited in 2017-18 more than doubled with 27 households approved in contrast to only 13 the previous year. This team is shortly to be strengthened by an additional worker focusing on the assessment of carers for our unaccompanied asylum seeking children. Funding for this post is directly from the Department for Education (DfE) Migration Fund.

As you are aware, Dave Hill has recently joined us as our Executive Director for Children, Families and Schools and has already recognised that recruiting more foster carers in the County is a priority. Building on what has been successful elsewhere, we will be developing a more community based approach for recruitment, with our carers at the very heart of this. They are best placed to know what motivated them to become foster carers, and to use their passion and insight and experience to speak with family, friends, colleagues and others within their communities to identify other potential carers. Alongside this we fully recognise the level of support they need to be able to provide the best care possible to our children so we will be ensuring all our carers have strong support available from our Child & Adolescent Mental Health services.

It is currently Foster Carers Fortnight. I know many members are already supporting Surrey Fostering Service through talking with residents and sharing our fostering publicity material including car stickers and through invitations for our recruitment team to attend community events in their divisions. I hope you will all be willing to continue this support.

MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT

5. MR JONATHAN ESSEX (REDHILL EAST) TO ASK:

At the recent meeting of the E&I Select Committee, it was confirmed that there are at least 10 footbridges, and other rights-of-way bridges in Surrey, that are currently closed, which means that some of our rights-of-way network is also currently closed. Please could you provide details of where they are, how long they have been closed, and the cost of replacement of each of these bridges? Which bridges have a budget and plan in place for repairs/replacement and when will they re-open?

Reply:

Out of approximately 1,500 bridge/structures carrying public rights of way in the county, there are currently nine closed awaiting repairs. Seven of these are the responsibility of the County Council and two are private bridges.

We have an estimate of the cost to repair most of the bridges but do not have set dates for their repair because the budget available is very small. The total budget to cover bridges, surface repairs and other capital items is £175,000 over a network of 3,400 kilometres of publically maintainable rights of way. £71,000 of this is allocated in 2018/19 towards bridges.

Right of way	Closed since	Estimated cost	Budget in place	Opening	Comment
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FP 228a Chiddingfold	May 2018	£8,000	No. 2018/19 Budget already allocated	No date set. Possibly 2019/20	Standard footbridge with rotten timbers, needs replacement
FP6 Staines	May 2018	£6,000	No. 2018/19 budget already allocated	No date set. Possibly 2019/20	Standard footbridge with rotten timbers, replacement
FP 61 Send	Sept 2017	£25,000	No	No date set	Repairs to riverbank to protect bridge abutments. Negotiations with landowner have been protracted and yet to be finalised as a Public Path Diversion Order is also needed
FP 5 Ockham/FP82 Woking	Feb 2014	£350,000	No, due to scale of likely cost. Additional capital funding will need to be secured.	No date set. Feasibility work is being undertaken	This was a large footbridge (25m spanning River Wey) with no vehicular access. The old bridge has been removed for safety reasons. Discussions have taken place with adjoining landowners about possibility of moving the location/access, but no agreement has been reached.
FP 32 Egham	May 2018	£10,000	No. 2018/19 budget already allocated	No date set	Standard footbridge and boardwalk with rotten timbers
BW 163 Busbridge	June 2015	£5,000	Working with volunteers	Dec 2018	Complex legal situation. Protracted negotiations with adjoining landowners

					recently completed. Volunteer input is being used to progress 'simple' repairs one stage at a time, with contributions from interested parties/landowners
FP81 Farnham	Mar 2017	£15,000	Yes	Dec 2018	Standard footbridge with rotten timbers. Tendering process commencing June 2018
FP 34 Ripley & FP 123 Woking	Apr 2018	£0	Yes	Oct 2018	Privately owned bridge/structure
FP 19 Chertsey & FP 19 Walton and Weybridge	Mar 2018	£0	Yes	Aug 2018	Privately owned bridge/structure

MARY LEWIS, CABINET MEMBER FOR ALL-AGE LEARNING

6. MR ROBERT EVANS (STANWELL AND STANWELL MOOR) TO ASK: (2nd question)

Does the Council have any plans to close libraries in the north of the County (Elmbridge, Runnymede and Spelthorne)?

Reply:

There are no plans to close any libraries in Surrey but I cannot rule out that some libraries might at some stage be considered for relocation to alternative local premises where, as part of a review of our property holdings, this might be cost-effective. Like all local authorities, SCC are looking for creative solutions to deliver the breadth and quality of services that residents expect.

CLARE CURRAN, CABINET MEMBER FOR CHILDREN

7. MR WILL FORSTER (WOKING SOUTH) TO ASK: (2nd question)

The decision to set up a Charter for care leavers was passed unanimously at Council in March 2018. Please could the Cabinet Member set out what progress has been made in setting up the Charter since then and what the timescale is for its full implementation?

Reply:

We are all committed to develop a charter of entitlements with Care Leavers. We have recognised this as part of a range of Corporate Parenting improvements. Over the last month our energy has been focused on reviewing our corporate parenting in order to have more impact and to be more responsive to our Looked After Children and Care Leavers. This was agreed at the Corporate Parenting Board meeting this week. The next stage of this work is to update our Looked After Children and Care Leavers Strategy and Pledge and to see how well we are delivering against a charter. In order to ensure this work is meaningful we will include young people, practitioners, carers and partners in carrying out this work over the summer with a view to finalising it in September 2018.

CLARE CURRAN, CABINET MEMBER FOR CHILDREN

8. MR JONATHAN ESSEX (REDHILL EAST) TO ASK: (2nd question)

The Surrey Placement Strategy for Looked After Children (2016 – 2019) commits that by 2018 Surrey will *“reduce the reliance on out of county placements, particularly for those children and young people placed more than 20-miles from their originating home”*. In light of this please can Surrey confirm how the number of looked after children placed out of county has changed since 2016, where geographically they are placed, how far from their originating home they are placed and what affect this has on the quality of care and outcomes of these Looked After Children?

Reply:

Since 2016 the overall number of looked after children has increased from 876 to 930 as of 31 March 2018. A number of factors has led to the increase and this includes a greater number of younger children coming into care within Court proceedings due to concerns regarding the harm, or risk to harm, they have experienced. In addition more teenagers have become looked after because of concerns about them being exploited and going missing, as well as due to challenging behaviour. In line with this increase in overall numbers there has also been an increase in the number of children who are placed more than twenty miles from their home.

	As at 31 March 2016	As at 31 March 2017	As at 31 March 2018
Children Placed out of County (% of Looked After Children)	438 (50%)	422 (48%)	466 (50%)
Of which also > 20 miles from home (% of Looked After Children)	200 (23%)	219 (25%)	267 (28%)

Placements for children placed out of county will cover a wide range of needs – from those with severe disabilities or high educational needs who are placed in specialist residential schools, secure units, specialist intervention placements and parent and child residential assessments to those who are placed with foster carers as local foster carers could not be found. In the last three years children have been placed in 119 different local authority areas around the United Kingdom as well as abroad. The top 10 local authorities where children are placed outside of Surrey as at 31 March 2018 are:

Children	% of all children
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		placed outside Surrey
Kent County	56	21%
West Sussex County	52	19%
Croydon London Borough	49	18%
Hampshire County	49	18%
East Sussex County	24	9%
Medway (B)	14	5%
Sutton London Borough	12	4%
Bromley London Borough	12	4%
Hounslow London Borough	11	4%
Merton London Borough	10	4%

In terms of quality and impact on outcomes for their care, all children are supported and monitored through the same regulatory frameworks as those placed within Surrey and we have the same responsibilities. Their placements are subject to inspections, their care plans and care is scrutinised by Independent Reviewing Officers and they have allocated social workers who visit in line with our procedures. However we know that we are best able to care for our children when they are placed in Surrey, and that most children are best placed within their community. Where children are placed further away purely because of placement availability we recognise the impact this can have in terms of being able to keep contact with their family and friends, needing to change schools and also being able to access services such as CAMHS.

We take steps to mitigate these factors but we know that we need to work creatively to identify more placements within Surrey, as well as developing our services to support more adolescents to remain in the care of their family as this is where most children achieve the best outcome.

MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT

9. MR ROBERT EVANS (STANWELL AND STANWELL MOOR) TO ASK: (3rd question)

Surrey County Council has recently installed some more electronic real time information signs at bus stops. How much do these each cost to install and maintain? How many have been installed and how many more are planned? Does the County consider it a sensible use of limited resources when, for example, one bus stop in Stanwell has just six buses a day on weekdays, 10 on Saturdays and no service on Sundays or Bank Holidays?

Reply:

The Enterprise M3 Local Enterprise Partnership provided funding for the County Council to deliver the Wider Staines Sustainable Transport Package (STP). This programme includes improvements to passenger transport, cycling and walking with the aim of encouraging more people to use sustainable travel modes. The overall package value is £4.95M, with scheme delivery between April 2017 to March 2020.

The passenger transport elements of the package have been designed to encourage increased passenger use. These measures include accessibility improvements to bus stops, new bus shelters and Real Time Passenger Information (RTPI) displays. Overall up to 30 bus stops will be enhanced and this will include new bus shelters and real time displays at twenty bus stops. To date six real time displays have been installed. A

RTPI display costs approximately £6,000 for the supply, installation and maintenance. It is expected these RTPI displays will have a life span in excess of 15 years. This is based upon our experiences elsewhere in the county.

We have undertaken extensive consultation across the county as part of the Local Transport Review, and through our work with the Knowledge Transfer Partnership. This has identified that existing passengers place a high importance on the availability of up to date real time passenger information, providing them with confidence of their bus arrival times. This is as equally important for high frequency routes as it is for bus services that may operate less often. Our residents who do not currently use Surrey bus services have also told us that bus punctuality and the availability of this up to date real time bus arrival information are the most important factors that will encourage them to use our bus services. The Wider Staines STP programme is consistent with this and with our ambition to increase passenger numbers across the bus network.

Item 15

REVIEW OF MEMBERS' ALLOWANCES FOR 2018-19 – REPORT OF THE INDEPENDENT REMUNERATION PANEL

Recommendations from the Leader:

1. Basic Allowance

That there is no increase to the Basic Allowance for 2018-19 (Paragraph 3.3).

2. Special Responsibility Allowances

That there are no changes to Special Responsibility Allowances for 2018-19. (Paragraph 3.5).

3. Scrutiny of Police and Crime Commissioner

That the Special Responsibility Allowance for scrutiny of the Police and Crime Commissioner is abolished, and the concept of a 'Lead Member' abandoned and replaced by the designation of an 'SCC Representative'. In addition, the Police and Crime Panel should be invited to use its powers to review any allowances to be paid (Paragraph 4.19).

4. Fostering and Adoption Panels

That the Special Responsibility Allowance for sitting on Fostering and Adoption Panels be changed to £100 per session attended plus travelling expenses as recommended by the Independent Remuneration Panel. (Paragraph 5.16).

5. Vice-Chairmen

That Special Responsibility Allowances for Vice-Chairs be retained (Paragraph 6.6).

6. Deputy Cabinet Members

That a Special Responsibility Allowance of £10,000 per year is introduced for Deputy Cabinet Members and that the Independent Remuneration Panel be invited to consider this SRA as part of its next review and report back to Council.

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OFFICER REPORT TO COUNCIL

FORMATION OF GUILDFORD JOINT COMMITTEE

KEY ISSUE/DECISION:

Building on the strong and enviable track record of partnership working between the County Council and local authorities in Surrey, it is proposed to create a Joint Committee (JC) between Surrey County Council (SCC) and Guildford Borough Council (GBC).

Full Council agreement is required to establish a Guildford JC to replace the current Local Committee (LC) arrangements; to delegate non-executive functions to the newly formed Guildford JC; and to agree the Constitution and Standing Orders under which the newly formed committee will operate.

RECOMMENDATIONS:

It is recommended that Council:

1. Agrees to the establishment of the Guildford Joint Committee.
2. Delegates the non-executive functions to the Guildford Joint Committee.
3. Approves an addition to the Council's Scheme of Delegation (Annex A).
4. Approves the Constitution for Guildford Joint Committee (Annex B).
5. Appoints the County Councillors representing divisions in the Guildford borough area to serve on the Guildford Joint Committee for the Council year 2018/19
6. Appoints Mike Goodman, Cabinet Member for Environment and Transport, as the SCC Cabinet Member to serve on the Guildford Joint Committee for the 2018/19 municipal year.

BACKGROUND:

The creation of JCs is part of SCC's wider ambition for local authorities to work better together for our local communities and address issues of importance for residents.

JCs enable a more integrated approach to service delivery and planning. They provide a powerful demonstration of SCC's vision for services shaped around places and communities.

The creation of the Guildford JC builds on a strong track record of joint and collaborative working between the two authorities and provides a platform on which future joint arrangements can be co-ordinated.

The Guildford JC will operate in place of the current LC. It will be the fourth JC in the county, this approach having already proved successful in Woking and Spelthorne, and recently established in Runnymede. To enable the

establishment of the Guildford JC an addition will be made to the SCC Scheme of Delegation, as set out in Annex A.

The regulations under which the Joint Committee is established require representation on the Committee of at least one Cabinet Member given that it will be dealing with executive functions. As there is no current SCC Cabinet Member with an electoral division in Guildford. Council authorisation is sought under recommendation 5, for the Chief Executive to appoint Mike Goodman, Cabinet Member for Environment and Transport, as the SCC Cabinet Member to serve on the Guildford Joint Committee for the 2018/19 municipal year.

The new JC will simplify and speed-up local decision making processes. An important distinction from the current arrangements is that the JC will be able to make decisions on both SCC and GBC delegated functions. For the first time all functions and budgets delegated to the JC will be decided upon jointly and all members will have full voting rights.

The JC will put the needs of residents first and seek to increase resident engagement. Residents may not always be able differentiate between the services provided by SCC and GBC. The JC will streamline the ability of both councils to respond jointly to local issues thereby increasing accountability, improving outcomes for residents and strengthening local democracy. Both GBC and SCC will be proactive in bringing issues to the JC.

The Guildford JC will have a wide remit. In addition to taking on the decision making functions of the existing Guildford LC, the JC will support the close working of the two councils over a range of key policy areas including Family Support, Adult Services, Early Help, Educational Standards, Strategic Infrastructure and the Place agenda. The Joint Committee will also feature a number of Guildford Borough Council functions that have synergies with the current Guildford Local Committee functions such as Air Quality and agreeing a joint statement of priority for the delivery of infrastructure. This is detailed in the Constitution attached under Annex A. The full functions of the Guildford JC are set out in the Guildford JC Constitution in Annex B.

Guildford Borough Executive has endorsed the Joint Committee model and recommended to the Council the approval of the formation of the Guildford JC. SCC Cabinet on the 26 June 2018 approved the establishment of the JC and delegated executive functions to it. Council approval is required to delegate the non-executive functions relating to public rights of way to the Guildford JC as set out in Section 7.20 in Annex A. If Council approve the recommendations in this report, the Guildford JC will be in place from the 19 September 2018 when it will hold its first meeting.

The Guildford JC will be kept under review by both councils during the first 12 months of operation to ensure that it meets its stated aims. The JC could then be used as a platform to extend joint work across a wider range of services in the borough.

The Guildford JC will help ensure services are delivered in the most efficient manner and make best use of public funds. The establishment of the JC will have no additional financial implications on SCC. The JC will work within SCCs established budget setting and financial processes, all funds will be held and administered by the originating authorities.

The establishment of the Guildford JC is complementary to the work and remit of the cross party Local / Joint Committee Review Group and the Chairman of the Group, Cllr Mary Angell, is supportive of this approach.

Lead/Contact Officers:

Jane Last, Head of Service Community Partnerships and Safety,
E mail janel@surreycc.gov.uk

Sources/background papers:

- Cabinet Report on the formation of Guildford Joint Committee 24 April 2018
- Review of Woking Joint Committee, within the Community Engagement in the Local Decision Making Process report to the Resident Experience Board on 19 May 2016.

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7D GUILDFORD JOINT COMMITTEE

7.18 MEMBERSHIP

Membership of the Guildford Joint Committee shall be all county councillors with electoral divisions in Guildford, one SCC Cabinet Member (who may also be a county councillor with an electoral division in Guildford), and an equivalent number of borough councillors who should be politically proportionate to the Borough Council. At least one borough councillor shall be a member of that Council's Executive. If there is no SCC Cabinet Member with an electoral division in Guildford the County Council shall appoint a specific Cabinet member to the Guildford Joint Committee at the Council AGM ("the relevant Cabinet Member"), and GBC would be entitled to appoint an additional borough councillor representative on the Joint Committee to ensure equity. No substitutes will be permitted for the members on the Joint Committee. Members will be appointed to the committee at the first business meeting of the respective Councils, at the start of each municipal year. All borough and county councillors (including the relevant Cabinet Member) on the Joint Committee will have equal voting rights on all issues being considered.

7.19 Executive Functions (delegated by SCC and GBC)

In relation to the Borough of Guildford the Joint Committee will take decisions delegated to it by the SCC Leader and/or Cabinet and/or the GBC Leader and/or Executive on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective councils within a framework of agreed performance and resources:

The Joint Committee will be responsible for the following decisions on local services and budgets:

- (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by SCC or under a community partnership agreement.) (SCC)
- (ii) Community safety funding that is delegated to the Joint Committee. (SCC/GBC)
- (iii) Decisions in relation to highways and infrastructure:
 - (a) The allocation of the SCC highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements and highway maintenance within the Committee's area including the scope to use a proportion of either budget to facilitate local highways initiatives. (SCC)
 - (b) To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls. (SCC)

- (c) To agree local speed limits on County Council roads within its area, and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy. (SCC)
 - (d) To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC).
 - (e) Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Highways Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the Committee will make that decision (SCC).
 - (f) To consider applications for stopping up a highway under section 116 of the Highways Act 1980 when, following the consent of GBC and any relevant Parish Council, unresolved objections have been received during the period of statutory public advertisement, and to decide whether the application should proceed to the Magistrates' Court (SCC).
- (iv) Jointly agreeing a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list, to meet the need and mitigate the effect of development in the GBC local authority area and to discuss and propose strategies for securing any additional funding necessary for that delivery. (GBC)
 - (v) Approval of an overarching Air Quality Policy/Strategy and individual Air Quality Management/Action Plans relating to the borough of Guildford (GBC)
 - (vi) Apportion any resources for Early Help services in accordance with the approved local Early Help priorities that may be delegated to the Joint Committee from SCC/GBC, in relation to services for young people with the aim of achieving an integrated approach from both authorities (SCC/GBC)
 - (vii) Decisions on any funding when a budget is allocated to the Joint Committee by either of the Councils (SCC/GBC).

7.20 Non-Executive Functions (delegated by SCC)

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those expressly reserved by SCC.

7.21 Non-Executive Functions (delegated by GBC)

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the Borough Council's Scheme of Delegation (or within the terms of reference of other Committees) which shall be exercised concurrently.

In addition, the Joint Committee will deal with those relevant non-executive functions, relating to joint working that may be delegated to it by GBC or SCC from time to time.

7.22 Service Monitoring and Community Leadership - advisory functions

The Joint Committee may:

- (i) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners, and oversee local initiatives agreed and funded by the Joint Committee. *(SCC/GBC)*
- (ii) Engage in issues of concern to local people and seek to influence the respective councils in the light of local needs. Monitoring the quality of services provided locally, and recommending action as appropriate. *(SCC/GBC)*
- (iii) Consider the most effective use of existing public sector property assets in the borough and the potential opportunities that may exist for development where this could be in the mutual interest of both authorities where expediency allows. *(SCC/GBC)*
- (iv) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes or developer funded highway improvements within Guildford. *(SCC/GBC)*
- (v) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Guildford. *(SCC)*
- (vi) Review and influence the parking strategy (via the Parking Business Plan) and any new proposals for on and off street parking and enforcement. *(SCC/GBC)*
- (vii) Receive reports from and provide political oversight and advice to the Safer Guildford Partnership on the Community Safety functions of the Borough. *(SCC/GBC)*
- (viii) Provide political oversight and influence emergency planning and event management and/or event safety oversight that relate to the borough of Guildford. *(SCC/GBC)*
- (ix) Oversee and provide feedback on priorities relating to gypsy and traveller site provision and site management within the borough of Guildford. *(SCC/GBC)*

- (x) Receive reports from and provide political oversight and advice to the Health and Wellbeing Board for Guildford on its functions. (SCC/GBC)
- (xi) Influence priorities for the provision of integrated Health and Social Care and Older People's Services locally. (SCC/GBC)
- (xii) Oversee and influence priorities for the Family Support Programme in Guildford (noting the shared nature of this service with other boroughs) and monitor its performance. (SCC/GBC)
- (xiii) Facilitate partnership work with schools, Multi-Academy Trusts, governors and other partners to promote high educational standards and the fulfilment of potential for all children locally. (SCC)
- (xiv) Be consulted on any issues referred to it by either council and produce responses as appropriate. (SCC/GBC)
- (xv) Monitor formal decisions taken by officers under delegated powers in respect of functions delegated to the Joint Committee and provide feedback to improve service standards. (SCC/GBC)

(Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).

Guildford Joint Committee

Constitution

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Section 1 – Context and Purpose

Guildford Joint Committee is a Joint Committee of Surrey County Council (SCC) and Guildford Borough Council (GBC) and is set up under the provisions of Section 102 of the Local Government Act 1972. The Joint Committee aims to improve outcomes and value for money for residents in the borough of Guildford by strengthening local democracy and improving partnership working within the borough.

The Joint Committee will carry out SCC functions previously performed by the Guildford Local Committee plus some additional SCC functions, and functions delegated to it by GBC. There is also a range of advisory functions relating to both councils. These functions are set out within Section 2 of this document.

The Joint Committee provides a single place for residents to engage with both authorities and a forum to debate cross cutting issues, and jointly engage and communicate with residents about the work of both councils. By working together, the Joint Committee will provide the opportunity to identify local solutions and seek to jointly deliver local government service improvements for the residents, businesses and visitors to the borough of Guildford.

Both councils will be proactive in bringing issues to the Joint Committee and seeking to deliver local priorities together. Meetings of the Guildford Joint Committee will be held in accordance with the Local Government Act 1972. Meetings will be held in public and will normally be held in the Council Chamber at GBC and webcast. Local people are able to participate during parts of the meeting as set out in Section 3 of this document.

This Constitution includes the standing orders that will apply to the Joint Committee. These are subject to the Constitutions of each of the two councils which shall apply in relation to decision making on matters reserved to those councils.

Whilst the Joint Committee will be responsible for making decisions relating to the delegated functions as set out below, the day-to-day operational arrangements relating to any particular function will continue to be managed by the local authority having responsibility for that function.

There will be a review by both authorities towards the end of the first 12 months of operation of the Joint Committee in order to determine if any changes should be made.

Section 2 – Functions and Funding

The scope and overall purpose of the Joint Committee is as set out in Section 1. The general remit of the Joint Committee is set out below and the more specific delegated functions are outlined in later sections.

(A) General Remit

The general remit of the Guildford Joint Committee is:

1. To identify and agree opportunities for the closer alignment of SCC and GBC services in Guildford.
2. To make decisions on local services and budgets delegated to it by either SCC or GBC.
3. To make comments on policy, strategy, services, priority community work, or other matters specifically referred to it by SCC or GBC.
4. To champion joint working and provide oversight of key county and borough partnership initiatives and strategies.
5. To seek solutions to local concerns relating to council services under the remit of the Joint Committee.
6. To identify and set local priorities through an annual priority setting meeting.
7. To build community leadership and local engagement, and encourage local community resilience plans.
8. To ensure that local authority services within Guildford Borough are carried out in accordance with both SCC and GBC's core values, policies, strategies and within approved budgets.

(B) Delegated Powers

The services identified below are delegated by SCC or GBC as indicated, for decision making or consideration by the Guildford Joint Committee, in accordance with the relevant legislation.

In discharging the delegated powers, the Joint Committee must have due regard at all times to the approved policies, budgets and financial regulations/ procedure rules of the council delegating the functions, and act in accordance with Standing Orders at Section 3 of this Constitution.

Set out below is a list of the functions that are currently delegated to the Joint Committee. Additional functions and matters for determination may be delegated to the Committee in the future by SCC or GBC, from time to time. SCC's Community Partnerships Team will maintain a record of all additional delegated functions and

will ensure that any such additions are reported to the Joint Committee at the next meeting after the delegation takes place.

Executive Functions (delegated by SCC and GBC)

In relation to the Borough of Guildford the Joint Committee will take decisions delegated to it by the SCC Leader and/or Cabinet and/or the GBC Leader and/or Executive on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective councils within a framework of agreed performance and resources:

The Joint Committee will be responsible for the following decisions on local services and budgets:

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- (ii) Community safety funding that is delegated to the Joint Committee. (SCC/GBC)
- (iii) Decisions in relation to highways and infrastructure:
 - (a) The allocation of the SCC highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements and highway maintenance within the Committee's area including the scope to use a proportion of either budget to facilitate local highways initiatives. (SCC)
 - (b) To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls. (SCC)
 - (c) To agree local speed limits on County Council roads within its area, and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy. (SCC)
 - (d) To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC).
 - (e) Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Highways Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the Committee will make that decision (SCC).

- (f) To consider applications for stopping up a highway under section 116 of the Highways Act 1980 when, following the consent of GBC and any relevant Parish Council, unresolved objections have been received during the period of statutory public advertisement, and to decide whether the application should proceed to the Magistrates' Court (SCC).
- (iv) Jointly agreeing a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list, to meet the need and mitigate the effect of development in the GBC local authority area and to discuss and propose strategies for securing any additional funding necessary for that delivery. (GBC)
- (v) Approval of an overarching Air Quality Policy/Strategy and individual Air Quality Management/Action Plans relating to the borough of Guildford (GBC)
- (vi) Apportion any resources for Early Help services in accordance with the approved local Early Help priorities that may be delegated to the Joint Committee from SCC/GBC, in relation to services for young people with the aim of achieving an integrated approach from both authorities (SCC/GBC)
- (vii) Decisions on any funding when a budget is allocated to the Joint Committee by either of the Councils (SCC/GBC).

Non-Executive Functions (delegated by SCC)

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those expressly reserved by SCC.

Non-Executive Functions (delegated by GBC)

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the Borough Council's Scheme of Delegation (or within the terms of reference of other Committees) which shall be exercised concurrently.

In addition, the Joint Committee will deal with those relevant non-executive functions, relating to joint working that may be delegated to it by GBC or SCC from time to time.

Service Monitoring and Community Leadership - advisory functions

The Joint Committee may:

- (i) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners, and oversee local initiatives agreed and funded by the Joint Committee. (SCC/GBC)

- (ii) Engage in issues of concern to local people and seek to influence the respective councils in the light of local needs. Monitoring the quality of services provided locally, and recommending action as appropriate. (SCC/GBC)
- (iii) Consider the most effective use of existing public sector property assets in the borough and the potential opportunities that may exist for development where this could be in the mutual interest of both authorities where expediency allows. (SCC/GBC)
- (iv) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes or developer funded highway improvements within Guildford. (SCC/GBC)
- (v) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Guildford. (SCC)
- (vi) Review and influence the parking strategy (via the Parking Business Plan) and any new proposals for on and off street parking and enforcement. (SCC/GBC)
- (vii) Receive reports from and provide political oversight and advice to the Safer Guildford Partnership on the Community Safety functions of the Borough. (SCC/GBC)
- (viii) Provide political oversight and influence emergency planning and event management and/or event safety oversight that relate to the borough of Guildford. (SCC/GBC)
- (ix) Oversee and provide feedback on priorities relating to gypsy and traveller site provision and site management within the borough of Guildford. (SCC/GBC)
- (x) Receive reports from and provide political oversight and advice to the Health and Wellbeing Board for Guildford on its functions. (SCC/GBC)
- (xi) Influence priorities for the provision of integrated Health and Social Care and Older People's Services locally. (SCC/GBC)
- (xii) Oversee and influence priorities for the Family Support Programme in Guildford (noting the shared nature of this service with other boroughs) and monitor its performance. (SCC/GBC)
- (xiii) Facilitate partnership work with schools, Multi-Academy Trusts, governors and other partners to promote high educational standards and the fulfilment of potential for all children locally. (SCC)
- (xiv) Be consulted on any issues referred to it by either council and produce responses as appropriate. (SCC/GBC)

- (xv) Monitor formal decisions taken by officers under delegated powers in respect of functions delegated to the Joint Committee and provide feedback to improve service standards. (SCC/GBC)

(Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).

(C) Funding

- (i) With regard to budget setting and planning, SCC and GBC will agree each year the amount of funding available to the Joint Committee to carry out its delegated decisions. All funds will be held and administered by the originating authorities and spent in accordance with their respective financial regulations/procedure rules and policies.
- (ii) Provision of venue: The meeting's venue and associated costs will normally be provided by GBC, unless alternative arrangements are agreed by SCC.
- (iii) Committee management: Committee management and associated costs for the Joint Committee will be provided by SCC.
- (iv) Any members' costs and expenses resulting from the Joint Committee (including those in relation to Chairman and Vice Chairman roles) will be funded and administered by their respective authorities.

(D) Withdrawal from the Joint Committee

At any time either Council may give 6 months' notice in writing to the other Council of its intention to withdraw from the Joint Committee. Once the Joint Committee ceases to exist, the functions delegated to it would each revert back to the relevant delegating authority.

Section 3 - Standing Orders

1. MEMBERSHIP AND ATTENDANCE OF MEMBERS AT MEETINGS

- 1.1. Membership of the Guildford Joint Committee shall be all county councillors with electoral divisions in Guildford, one SCC Cabinet Member (who may also be a county councillor with an electoral division in Guildford), and an equivalent number of borough councillors who should be politically proportionate to the Borough Council. At least one borough councillor shall be a member of that Council's Executive.
- 1.2. If there is no SCC Cabinet Member with an electoral division in Guildford the County Council shall appoint a specific Cabinet member to the Guildford Joint Committee at the Council AGM ("the relevant Cabinet Member"), and GBC would be entitled to appoint an additional borough councillor representative on the Joint Committee to ensure equity.
- 1.3. No substitutes will be permitted for the members on the Joint Committee. Members will be appointed to the committee at the first business meeting of the respective Councils, at the start of each municipal year. All borough and county councillors (including the relevant Cabinet Member) on the Joint Committee will have equal voting rights on all issues being considered.
- 1.4. A person shall cease to be a member if he/she resigns from the Guildford Joint Committee or ceases to be a member of SCC representing an electoral division in Guildford or the relevant Cabinet Member, or in the case of a member of GBC, ceases to be a member of that Council, or the relevant Executive Member.
- 1.5. SCC or GBC may, through their respective councils, co-opt representatives from the voluntary sector, public authorities or businesses in Guildford onto the Joint Committee. These representatives will be able to take part in discussions on agenda items, but will not be able to vote on any item for decision.
- 1.6. Where they are not members of the Joint Committee, the Leader of either SCC or GBC, or appropriate SCC Cabinet Member or GBC Executive Member with portfolio responsibilities for a matter on the agenda of the Joint Committee meeting may attend the meeting of the Joint Committee and, with the Chairman's consent, speak on the matter or provide written representation.

2. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

- 2.1. For the 2018-19 Municipal Year only, the Chairman (who will be a County Councillor) and Vice-Chairman (who shall be a member of the Borough Council's Executive) shall be appointed by SCC or GBC (as appropriate) with the appointments made by each authority's usual procedure.

- 2.2. From the 2019-20 Municipal Year, the offices of Chairman and Vice-Chairman shall then alternate between the two councils every year, with the Borough Council providing the Chairman and the County Council providing the Vice-Chairman in 2019-20. If the appointed Chairman is representing SCC, the Vice-Chairman must be a GBC representative and vice-versa with the appointments made by through the relevant authority's usual procedures.
- 2.3. The Chairman and Vice-Chairman shall, unless he or she resigns the office or ceases to be a member of the Guildford Joint Committee, continue in office until a successor is appointed. If a Chairman or Vice-Chairman does not complete a full term of office, a further member from the same council shall be appointed through the relevant authority's usual procedures for the remainder of that term.
- 2.4. In the absence of the Chairman and the Vice-Chairman at a meeting, the members of the Joint Committee shall elect a chairman for that meeting.

3. MANAGEMENT OF THE COMMITTEE

- 3.1. The County Council's Community Partnership's Team shall act as the Committee Manager for the Guildford Joint Committee and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the decisions and minutes.

4. FORMAL MEETINGS

- 4.1. There shall be between 4 and 8 formal meetings of the Guildford Joint Committee each year as determined by the Chairman and Vice-Chairman and as set out in the calendar of meetings published on both councils' websites.
- 4.2. The Chairman or in his/her absence the Vice-Chairman, may call a special meeting of the Guildford Joint Committee to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least five clear working days' notice in writing is given to the Committee Manager.
- 4.3. Formal meetings of the Joint Committee and its sub-committees shall be held in public except when exempt or confidential information is being considered and the press and public can be excluded in accordance with the Local Government Act 1972 (as amended).
- 4.4. Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

5. DELEGATED POWERS

- 5.1. The delegated powers mean those powers to be discharged by the Guildford Joint Committee as set out in Section 2(B) of this Constitution.

- 5.2. The Guildford Joint Committee shall discharge the delegated powers, within the respective budgetary and policy frameworks set by SCC in the case of county functions and by GBC in the case of borough functions.
- 5.3. When discharging the delegated powers the Guildford Joint Committee shall take decisions only after taking into account advice given in writing or orally from relevant officers of SCC or of GBC as appropriate, including legal, financial and policy advice.
- 5.4. If the Joint Committee is to make a Key Executive decision delegated to it by either SCC or GBC, then the Joint Committee must follow the constitution of the authority delegating the decision, including publishing it in the monthly forward plan of that authority.

6. OVERVIEW AND SCRUTINY

- 6.1. Executive decisions made by the Guildford Joint Committee are subject to scrutiny by SCC's or GBC's relevant Overview and Scrutiny Committee (depending on which authority delegated the particular function), including an Overview and Scrutiny Committee's right under the Local Government Act 2000 to request that an Executive Decision made but not implemented be reconsidered by the decision-taker (often referred to as 'call-in').
- 6.2. The processes and procedures for the exercise by the relevant Overview and Scrutiny Committee of their 'call-in' function shall be in accordance with the Constitutions of SCC or GBC depending on which authority delegated the executive decision in question.

Call-In of Joint Committee Decisions

- 6.3.1. The SCC Cabinet/GBC Executive may require referral, for review and final determination, of any executive decision taken by the Joint Committee which has significant policy or budgetary implications or is outside of the authority delegated to the Joint Committee, subject to notice of requirement for referral being given within 5 working days of publication of the decision.
- 6.3.2. Notice of referral may be given by the Leader or Deputy Leader of the relevant authority, or any three or more members of the SCC Cabinet/GBC Executive as appropriate.
- 6.3.3. All members of the Joint Committee will be notified that an executive decision taken by the Joint Committee has been required for referral by SCC Cabinet/GBC Executive.
- 6.3.4. The decision will be considered by the SCC Cabinet /GBC Executive at its next appropriate meeting in discussion with the Joint Committee Chairman and Vice-Chairman and no action will be taken to implement it in the meantime.

- 6.3.5. The Joint Committee Chairman or Vice-Chairman may attend the SCC Cabinet /GBC Executive meeting, as appropriate, for the consideration of the matter and speak on the item.
- 6.3.6. The SCC Cabinet /GBC Executive may accept, reject or amend the decision taken by the Joint Committee. A report on the decision taken by the Cabinet will be made to the next appropriate meeting of the Joint Committee, and to all the Members of either SCC or GBC, as appropriate, for information.

The following general provisions apply to the consideration of all matters within Guildford Joint Committee's remit.

7. NOTICE OF MEETING

- 7.1. The date, time and place of the fixed meetings of the Joint Committee will be accessed through both the SCC and GBC websites. The notice, agenda, reports and other documents prepared for the Joint Committee will be posted on the SCC website (with links from the GBC website) and sent to Members of the Committee not less than five clear working days before the date of the meeting.
- 7.2. Only the business on the agenda will be discussed at a meeting of the Joint Committee except for urgent matters raised in accordance with the provisions in Section 100B(4)(b) of the Local Government Act 1972.

8. SPECIAL MEETINGS

- 8.1. A special meeting of the Joint Committee will be convened to consider specific matters within its terms of reference at the discretion of the Chairman, or the Vice-Chairman in his/her absence. At least five clear working days' notice of a special meeting must be given.

9. AGENDAS

- 9.1. The Joint Committee will comply with the Access to Information rules in Part VA of the Local Government Act 1972 (as amended).
- 9.2. Agendas for meetings of the Joint Committee shall be published by the Committee Manager five clear working days in advance of a meeting and copies will be made available for public inspection via the SCC and GBC websites.
- 9.3. Members of the Joint Committee may suggest items for inclusion in the agenda within its remit. These will be added to the forward programme in consultation with the Chairman and Vice-Chairman of the Joint Committee.

10. DECISIONS AND MINUTES

- 10.1. The decisions from the meeting shall be published on SCC's website, with links from the GBC website, within three clear working days of the date on which the Joint Committee met.
- 10.2. The draft minutes of a meeting shall be published on SCC's website, with relevant links from the GBC website, as soon as is reasonably practicable.
- 10.3. At the meeting, the Chairman will move the formal motion "That the minutes of the last meeting be confirmed and signed by the chairman" and there may only be discussion if there is disagreement about their accuracy which will be resolved by a vote in the normal way.
- 10.4. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a Special Meeting called under the provisions of paragraph 8 above, then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of signing of minutes.

11. CONFIDENTIALITY OF PAPERS

- 11.1. All Members must respect the confidentiality of any papers made available to them for the purpose of meetings of the Guildford Joint Committee or otherwise for so long as those papers remain confidential.

12. QUORUM

- 12.1. The quorum will be one quarter of the total number of voting members of the Joint Committee. A quorum may not be fewer than three voting members
- 12.2. The Chairman will adjourn the meeting if there is not a quorum present.

13. MEMBER QUESTIONS TO THE GUILDFORD JOINT COMMITTEE

- 13.1. Any Member of either Council may, with the Chairman's consent, ask one or more questions on matters within the terms of reference of the Joint Committee.
- 13.2. Notice of questions must be given in writing to the Community Partnerships Team by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions should be received by 12 noon on the previous working day.
- 13.3. Questions may be asked without notice if the Chairman decides that the matter is urgent.
- 13.4. Where a Member has given notice of a question and is absent from the meeting another Member may ask it on his/her behalf.

- 13.5. Every question will be put and answered.
- 13.6. Copies of all questions will be circulated to Members of the Joint Committee before the start of the meeting.
- 13.7. Questions may be answered orally or in writing.
- 13.8. If the Chairman is unable to answer any question at the meeting he/she may send a written answer to the Member asking the question.
- 13.9. At the discretion of the Chairman at the meeting, a Member who has given notice of a question may ask one supplementary question relevant to the subject of the original or the given response.
- 13.10. A record of all questions, supplementary questions and relevant answers will be included in the minutes of the meeting.

14. PUBLIC PARTICIPATION IN GUILDFORD JOINT COMMITTEE

14.1. Petitions

- 14.1.1. Any member of the public who lives, works or studies in the Guildford Borough area may present a petition, containing 30 or more signatures or at the Chairman's discretion, relating to a matter within the terms of reference of the Joint Committee. The presentation of a petition on the following business will not be allowed:
 - (a) matters which are "confidential" or "exempt" under Part VA of the Local Government Act 1972;
 - (b) planning applications; and
 - (c) matters in relation to a public rights of way under consideration by the Joint Committee.
- 14.1.2. A spokesperson for the petitioners may address the Joint Committee on the petition for up to 3 minutes or longer if agreed by the Chairman. Discussion on a petition at the meeting is at the Chairman's discretion. The petition may be referred to the next appropriate meeting of the Joint Committee or to the SCC Cabinet, Cabinet Member, GBC Executive or relevant committee of either SCC or GBC at the discretion of the Chairman.
- 14.1.3. Notice must be given in writing to the Community Partnerships Team at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through SCC's or GBC's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.
- 14.1.4. No more than three petitions may be presented at any one meeting of the Joint Committee unless agreed otherwise by the Chairman.

- 14.1.5. The Community Partnerships Team may amalgamate within the first received petition other petitions of like effect on the same subject.
- 14.1.6. The presentation of a petition on the same or similar topic as one presented in the last six months may only be permitted at the Chairman's discretion.

14.2. Public Questions and Statements

- 14.2.1. At the start of any ordinary meeting of the Joint Committee, any member of the public who lives, works or studies in the Guildford borough area may ask one question or make a statement relating to a matter within the Committee's terms of reference. The Chairman may alternatively permit the question to be asked or the statement to be made at the start of an item on the agenda if it relates to that item.
- 14.2.2. Questions or statements will not be allowed on matters which are "confidential" or "exempt" under Part VA of the Local Government Act 1972; or on planning applications or on rights of way matters under consideration.
- 14.2.3. Notice of questions or statements must be given in writing to the Community Partnerships Team with details of the question or statement, by 12 noon four working days before the meeting. If the day in question is a Bank Holiday then notice of questions or statement should be received by 12 noon on the previous working day.
- 14.2.4. The Community Partnerships Team may, having consulted a questioner, reword any question or statement received to bring it into proper form and to secure reasonable brevity. Copies will be made available for members of the Joint Committee and any member of the public in attendance.
- 14.2.5. Questions and statements will be taken in the order in which they are received by the Community Partnerships Team. The provision of answers to questions being asked, any response to statements, and any discussion of the question or statement will be at the discretion of the Chairman.
- 14.2.6. Following any initial reply to a question, one or more supplementary question/s in relation to the response provided may be asked by the questioner at the discretion of the Chairman. The provision of answers to supplementary questions being asked and any discussion of these questions will be at the discretion of the Chairman.
- 14.2.7. The total number of questions which may be asked or statements made at any one meeting will be at the discretion of the Chairman. The Chairman may decide that questions or statements can be held over to the following meeting, or dealt with in writing and may disallow questions or statements which are repetitious.
- 14.2.8. When dealing with any item in which public participation has occurred, the Chairman shall clarify the point at which such public participation has

concluded and the Joint Committee's formal discussion and decision making of the item is taking place.

14.3. Public Speaking in relation to Rights of Way

Rights of Way application decisions are quasi-judicial decisions. They are therefore subject to specific rules. The reason for the rules about public speaking reflect the right of all individuals to a fair hearing.

- 14.3.1. Members of the public and their representatives may address the Guildford Joint Committee on any applications relating to public Rights of Way being considered by the Joint Committee.
- 14.3.2. Speakers must first register their wish to speak by telephone or in writing to the Community Partnerships Team by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 14.3.3. Only those people who have previously made written representations in response to a Rights of Way application will be entitled to speak.
- 14.3.4. Speakers must declare any financial or personal interest they may have in the application.
- 14.3.5. Registration of speakers will be on a first come first served basis and speakers will be taken in the order in which they are registered, with the first five registered being entitled to speak. Where more than one person has registered an interest to speak, the subsequent speakers will be entitled to speak first if the first named speaker is not in attendance five minutes before the start of the meeting. Representations can be combined if necessary. A reserve list will also be maintained if necessary.
- 14.3.6. The time allowed for public speaking will be limited to 15 minutes for objectors and 15 minutes for supporters per item, and to 3 minutes per speaker.
- 14.3.7. Only if a member of the public or their representative speaks objecting will the applicant/agent be allowed to speak and then only to respond to the points raised by the objectors, and will be limited to 3 minutes for each objector who has spoken.
- 14.3.8. No additional information may be circulated by speakers at the meeting and they will have no right to speak or question Members or officers once they have made their submission.
- 14.3.9. Speeches will precede the Joint Committee's formal discussion on each application requiring the Joint Committee's attention.
- 14.3.10. The right to speak will only be exercised at the first meeting at which the application is considered and will not normally be the subject of further presentations at any subsequent meeting unless significant changes have taken place after a deferral by the Joint Committee.

15. RIGHT TO SPEAK AT THE JOINT COMMITTEE

- 15.1. A Member of the Joint Committee may speak on any business on the published agenda of the committee. Matters not relevant to the business on the agenda will not be permitted.
- 15.2 A Member may only speak once on a motion and amendment except:
- (a) the mover may reply to the debate but, in doing so, may only answer statements and arguments made in the course of the debate. He/she may not introduce any new matter;
 - (b) the mover of a motion may speak during the debate on any amendment to the motion;
 - (c) a Member who has already spoken may speak on a point of order or may, at the Chairman's discretion, explain any statement made by him/her which he/she believes has been misunderstood;
 - (d) the Chairman may speak before the mover of the motion or amendment replies to the debate.
 - (e) A Member seconding any motion or amendment will be deemed to have spoken on it unless he/she speaks immediately and reserves his/her right to speak later.

16. RELEVANCE

- 16.1. Every Member who speaks must direct his/her speech strictly to the motion or matter under discussion, or to a motion or amendment which he/she moves, or to a point of order.

17. POINTS OF ORDER

- 17.1. Any Member wishing to raise a point of order must say at the outset the Standing Order or rule of debate which he/she believes has been infringed. Every point of order will be decided immediately by the Chairman whose decision will be final.

18. LENGTH OF SPEECHES

- 18.1. Except with the consent of the Chairman, the following time limits will apply to speeches:
- (a) The mover of a motion or an amendment (5 minutes)
- (A Member may not speak for more than five minutes unless he/she has a seconder).

- (b) The mover of a motion either speaking to an amendment or replying to the debate (3 minutes)
- (c) The mover of an amendment replying to the debate on the amendment. (3 minutes)
- (d) The seconder of a motion or an amendment (3 minutes)
- (e) A Member speaking on a report or in a debate (3 minutes)

19. AFTER REPLY DEBATE IS CLOSED

- 19.1. After the reply is made, the motion or amendment under discussion will be put from the Chair.

20. PROCEDURE FOR MOTIONS AND AMENDMENTS

- 20.1. Every motion or amendment must be moved and seconded and, if the Chairman requires, must be submitted in writing to the Community Partnerships Team and read aloud before it is put to the meeting.
- 20.2. A Member may not move or second more than one amendment on any motion.
- 20.3. Once moved and seconded, a motion or amendment may not be withdrawn without the consent of the Joint Committee.
- 20.4. With the consent of the Joint Committee, a Member may:
 - (a) alter a motion of which he/she has given notice; or
 - (b) with the consent of his/her seconder, alter a motion which he/she has moved.

(In either case, the alteration must be one which could be made as an amendment under the following Standing Order).

21. AMENDMENTS

- 21.1. Every amendment must be relevant to the motion under discussion and will either:
 - (a) move the reference back
 - (b) leave out words
 - (c) add words, or
 - (d) leave out words and add others.

- 21.2. An amendment which forms the negative of the motion will not be allowed.
- 21.3. Whenever an amendment has been moved and seconded, no subsequent amendment may be moved until the first has been dealt with, unless the Chairman decides otherwise.
- 21.4. If an amendment is lost, other amendments may be moved on the motion.
- 21.5. If an amendment is carried, the motion as amended will become the substantive motion on which further amendments may be moved.

22. PROCEDURAL MOTION

“That the question be now put”

- 22.1. Any Member may, at the close of the speech of another Member, move “That the question be now put”.
- 22.2. If he/she considers that there has been adequate debate, the Chairman may put the motion “That the question be now put” without debate. If the motion is carried:
 - (a) the Chairman may speak to the motion or amendment under debate, if he/she has not already spoken; and
 - (b) the mover of the motion or amendment may reply.
- 22.3. The motion or amendment will then be put.

23. INTERRUPTIONS AND DISORDERLY CONDUCT

- 23.1. If a member of the public interrupts the proceedings at a meeting, the Chairman may ask him/her not to interrupt.
- 23.2. If the interruption continues, the Chairman may order his/her removal from the room.
- 23.3. If there is general disturbance in all or part of the public gallery, the Chairman may order that part to be cleared.
- 23.4. If a Member behaves in a disorderly or disruptive manner, any Member may move, with the consent of the Chairman, “That the named Member be not further heard”. If this motion is seconded it will be put to the vote and determined without discussion.
- 23.5. If the motion is carried and the misconduct continues the Chairman may adjourn or suspend the sitting of the Joint Committee for as long as he/she considers appropriate.

24. VOTING

- 24.1. Voting will be by show of hands unless a Member demands a recorded vote. Where a recorded vote is called, the names of those voting for, against, or abstaining in respect of the motion or amendment will be recorded and entered in the minutes.
- 24.2. Where a demand for a recorded vote is not supported, any Member may require his/her vote for or against the motion to be recorded in the minutes.
- 24.3. On a formal motion put from the Chairman (e.g. "That the report be received"), the question may be decided by the voice of the Members, unless any Member demands a show of hands.
- 24.4. If immediately after a vote is taken any Member so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting.
- 24.5. The person presiding at the meeting may in the event of a tie exercise a second or casting vote.

25. MEMBERS' CODE OF CONDUCT

- 25.1. Members are bound by the Code of Conduct of the authority which appointed them to the Guildford Joint Committee and should particularly observe the provisions of their respective Codes concerning the declaration of interests when attending meetings of the Guildford Joint Committee.

26. INTERESTS OF MEMBERS

- 26.1. At any meeting where a Member becomes aware that a matter under consideration relates to:
 - (a) one of their interests that they must disclose in accordance with their respective Council's Codes not already entered on the relevant Council's register and/or
 - (b) the donor of any gift and/or hospitality they have accepted and not yet entered on the relevant Council's register

The Member must disclose the interest to the meeting and, within 28 days, notify this to either SCC's Monitoring Officer in the case of County Councillors or GBC's Monitoring Officer in the case of Borough Councillors for inclusion in the register.

27. PARTICIPATION IN RELATION TO DISCLOSABLE PECUNIARY INTERESTS

- 27.1. A Member with a disclosable pecuniary interest in any matter must:
 - (a) not participate in any discussion or vote relating to the matter;

- (b) withdraw from the room or chamber when it becomes apparent that the matter is being considered at that meeting;
- (c) not exercise functions in relation to that matter; and
- (d) not take any steps in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by them) unless he/she has obtained a dispensation from SCC's Audit and Governance Committee for County Councillors or GBC's Council Solicitor and Monitoring Officer, or Corporate Governance and Standards Committee (as the GBC Constitution so specifies).

28. ATTENDANCE OF MEMBERS

- 28.1. All Members present will sign a register of attendance.

29. EXCLUSION OF THE PRESS AND PUBLIC

- 29.1. The Guildford Joint Committee may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and/or the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

30. SUB-COMMITTEES AND TASK GROUPS

- 30.1. The Guildford Joint Committee may appoint:
 - (a) Sub-Committees with power to act to discharge any of its functions as agreed by the Joint Committee.
 - (b) Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Guildford Joint Committee.

31. CONDUCT AT MEETINGS

- 31.1. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chairman, or person presiding at the meeting, whose ruling is final.

County Council Meeting – 10 July 2018

REPORT OF THE AUDIT & GOVERNANCE COMMITTEE

- * Mr David Harmer (Chairman)
- * Mr Keith Witham (Vice-Chairman)
- * Mr Edward Hawkins
- * Mr Stephen Spence
- A Mr Peter Szanto
- A Mr Will Forster

* = Present
A = Apologies

A. RISK MANAGEMENT STRATEGY AND PLAN

1. On 24 May 2018, the Audit & Governance Committee considered the Annual Risk Management Report for 2018/21 and, following a robust discussion, confirmed that it was satisfied with the risk management arrangements.
2. The Committee **COMMEND** the Risk Management Strategy and Plan (Annex A) for inclusion in the Constitution.

C. CODE OF CORPORATE GOVERNANCE

1. The Local Government Act 2000 places a reliance on local authorities to review their governance arrangements and operate through a local governance framework which brings together requirements, governance principles and processes.
2. On 24 May 2018, the Audit & Governance Committee considered and approved updates to Surrey County Council's Code of Corporate Governance. The Committee **COMMEND** the updated Code of Corporate Governance (Annex B) for inclusion in the Constitution.

David Harmer
Chairman of the Audit and Governance Committee
May 2018

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PURPOSE

To realise opportunities and manage exposures to ensure Surrey residents remain healthy, safe and confident about their future.

VISION

A risk culture that supports
ONE place
ONE budget
ONE team for Surrey

VALUES



Listen



Responsibility



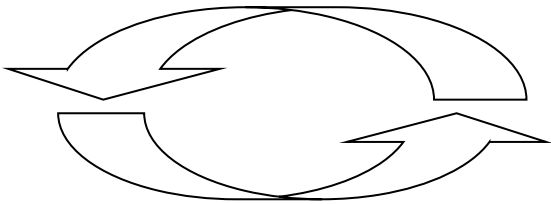
Trust



Respect

Context

The demand for council services continues to grow while financial resources are decreasing. Effective risk management is an integral part of ensuring the continued delivery of our services and providing organisational resilience during major change and transformation. This Risk Management Strategy supports the achievement of our key priorities, goals and service delivery to residents. It is supplemented by our risk management plan that sets out our key risk actions for the coming year.



INTEGRATED APPROACH:

Risks are continually discussed and considered in the context of financial and performance management.

RISK PROCESS:

We have a consistent, iterative process of risk identification, risk assessment, risk monitoring and reporting.

GOVERNANCE:

Risk management roles and responsibilities are clearly defined and regularly reviewed.

ANNEX A

Our strategic approach to risk management

1. Principles

Our approach to risk management is built on the following principles:

- It is dynamic, iterative and reacts to change
- It is open, transparent and consistently applied
- It provides risk information that objectively informs decision making and creates value
- It is integrated into our processes and aligns with our objectives
- It ensures lessons are learnt and actions for improvement are identified and implemented

2. Benefits

Through our risk management approach, the following benefits are realised:

- Enhanced organisational resilience through facilitating continuous improvement and innovation
- Stakeholder confidence and trust
- Flexibility to positively respond to new and continued pressures and challenges
- Strengthened governance to enable informed decision making
- Proactive management of risk and opportunities

3. Realisation

Realisation of the principles and benefits will be achieved through:

- Strong risk leadership that ensures the effective operation of the council's risk approach and arrangements
- Consistent compliance with the risk strategy and framework
- Staff and members being equipped to work with and support the risk culture
- Clear communication of the council's risk approach to our stakeholders
- Strong and transparent risk governance arrangements, including reporting and escalation of risk

To realise opportunities and manage exposures to ensure Surrey residents remain healthy, safe and confident about their future.

Challenges and opportunities

The ongoing climate of funding reductions, demand increases and changing responsibilities for Local Government continues to bring significant risk as well as opportunities. Sustaining the council's strong organisational resilience will require working differently, effectively managing our risks and realising the opportunities identified by new ways of working.

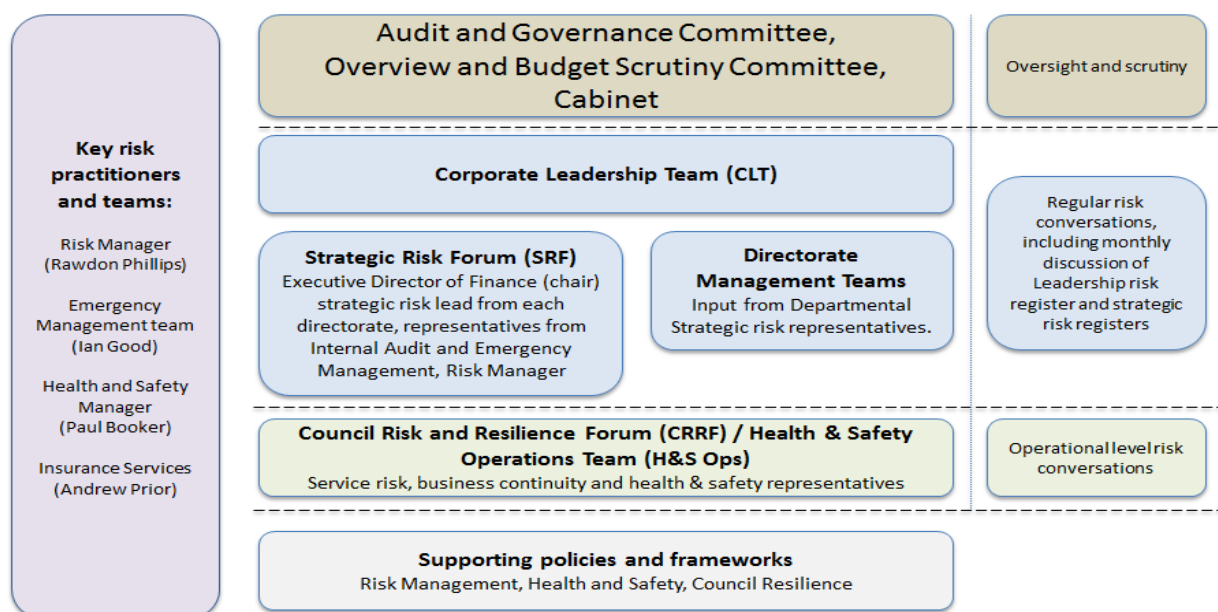
Risk management is a continuous and evolving process that runs through everything we do. Continually identifying and managing risks and opportunities increases the probability of success and supports the achievement of our goals and priorities.

Key actions

During 2018/19 three risk management actions will be prioritised to support the achievement of the council's corporate strategy:

1. Continue to ensure the risk management arrangements are fit for purpose and support new ways of working.
2. Continue to moderate, challenge and present risk information in a clear and transparent way across the organisation and to ensure that sound risk management practice is further embedded.
3. Continue to review the risk management arrangements in line with best practice.

Risk governance



The strategic lead officer for the corporate risk management arrangements is Sheila Little, Director of Finance and she is supported by Rawdon Phillips, Risk Manager.

The Audit and Governance Committee is responsible for monitoring the effectiveness of the risk management arrangements.

Roles and responsibilities

ROLE	RESPONSIBILITIES
The Cabinet	Oversee effective risk management across the council and ensure that key risks are identified, managed and monitored.
Portfolio Holders	Ensure that key risks within their portfolio are effectively managed through discussions with senior officers. Contribute to the Cabinet review of risk and be proactive in raising risks from the wider Surrey area and community if appropriate.
Select Committees	Monitor and challenge key risk controls and actions.
Audit and Governance Committee	Provide independent assurance to the council on the effectiveness of the risk management arrangements. Annually approve the risk management strategy and plan.
Corporate Leadership Team	Ensure effective implementation, monitoring and review of the council's risk management arrangements. Identify, own and manage key risks facing the council.
Executive Directors	Own their risk register and regularly identify, prioritise and control risks as part of wider council performance. Ensure that risk management is consistently implemented in line with the council's Risk Management Strategy and proactively discuss risk with senior officers and members.
Heads of Service	Own their risk register and regularly identify, prioritise and control risks as part of wider council performance. Challenge risk owners and review actions to ensure controls are in place and monitored. Support and have a regular dialogue with risk representatives and ensure that risk management is consistently implemented in line with the council's Risk Management Strategy.
Managers	Take ownership for actions and report progress to management. Co-operate and liaise with risk representatives and report any new or emerging risks.
Staff	Assess and manage risks effectively and report risks to management.
Risk Manager	Lead on the implementation of the risk management arrangements, including moderating and challenging risk across the organisation and providing training and communication. Centrally hold and publish all council risk registers and facilitate the review and challenge of the Leadership risk register.
Strategic Risk Forum	Review strategic risk through challenge and moderation and make recommendations to senior management on changes to the corporate risk arrangements and strategic risks. Identify and escalate common themes and issues through sharing learning and best practice.
Risk representatives	Embed and aid understanding of risk across the council and support management with the review of risk, including the risk register, as part of performance monitoring.
Internal Audit team	Annually audit the council's risk management arrangements and use risk information to inform the annual internal audit plan to ensure that internal controls are robust.

Review

The Risk Management Strategy and plan is reviewed annually. For any queries or comments on this document please contact Rawdon Phillips, Risk Manager.

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Code of Corporate Governance

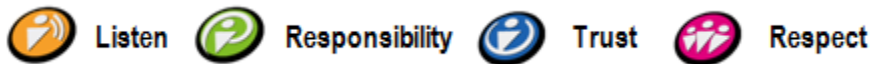
May 2018

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COMMITMENT TO GOOD GOVERNANCE

Good corporate governance underpins confidence in public services and should be transparent to all stakeholders. We are committed to demonstrating that the council has sound corporate governance and the Governance Strategy and this Code of Corporate Governance sets out the way we meet that commitment. This in turn promotes adherence to our values that guide the behaviour of all officers and Members:



Corporate governance is the way in which the council directs and controls its arrangements to ensure that the intended outcomes for stakeholders are defined and achieved. A robust governance code provides assurance that Surrey is meeting best practice in protecting its assets and serving the community.

The council annually reviews the effectiveness of its governance arrangements and produces an Annual Governance Statement (AGS), which summarises the governance framework and environment in place during the year. The AGS is signed by the Chief Executive and the Leader of the Council and is included within the Statement of Accounts, as required by statute. A summary of the AGS is also included within our Annual Report.

This Code of Corporate Governance supplements the Governance Strategy and sets out the mechanisms for monitoring and reviewing the corporate governance arrangements, which enables the council to identify good governance practice and also areas for improvement.



Our Corporate Strategy: Ensuring Surrey residents remain healthy, safe and confident about their future

GOOD GOVERNANCE PRINCIPLES

Principles of Public Life

The council is committed to ensuring that good governance is in place and that we are serving the local community in accordance with the seven principles of public life as defined by the Nolan Committee¹. These principles apply to everyone working in the public services and should be incorporated into all codes of conduct and behaviour to ensure residents and service users receive a high quality service.

The principles are as follows:

Selflessness

Officers and members should act solely in terms of the public interest. They should not act in such a way in which to gain financial or other benefits for themselves, their family or their friends.

Integrity

Officers and members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, officers and members should make choices on merit.

Accountability

Officers and members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role.

Openness

Officers and members should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Officers and members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the people of Surrey.

Leadership

Officers and members should promote and support the principles by leadership and example.

¹ The Nolan Committee was established in 1994 by the Prime Minister in response to concerns that conduct by some politicians was unethical.

Core Governance Principles

The council has adopted six core governance principles, which ensure good governance, compliance with the principles of public life and support the achievement of our Corporate Strategy and Governance Strategy.

We will focus on our purpose to optimise the achievement of intended outcomes for Surrey and its local communities.

We will meet this by:

- Making the best use of our resources available to ensure best value is achieved; and
- Promoting decision making that is rigorous and transparent.

Members and officers will behave with integrity and demonstrate a strong commitment to ethical values.

We will meet this by:

- Demonstrating and communicating our values; and
- Understanding, monitoring and maintaining our ethical standards.

We will ensure openness and effectively engage with our stakeholders.

We will meet this by:

- Demonstrating, documenting and communicating our commitment to openness; and
- Engaging with residents, partners, businesses and other stakeholders in the development of services.

We will develop the capacity and capability of members and officers to continue to be effective.

We will meet this by:

- Clarifying roles and responsibilities; and
- Ensuring members and officers have the appropriate skills, knowledge, resources and support to perform well in their roles.

We will manage risks and performance through robust internal control and strong public financial management.

We will meet this by:

- Ensuring integrated and effective risk management arrangements are in place; and
- Monitoring service delivery.

We will implement good practice in transparency and reporting to deliver effective accountability.

We will meet this by:

- Reporting to stakeholders in an understandable way; and
- Having good quality information that is easy to access.

SUPPORTING GOVERNANCE DOCUMENTS

There is a robust framework of council policies and processes that are of key importance in maintaining good governance, support the achievement of the Corporate Strategy and Governance Strategy and underpin compliance with the core governance principles. The documents are shown at Annex A.

Responsibility for each governance document ultimately rests with the Chief Executive or one of the strategic directors, aside from statutory functions that fall within the personal responsibility of the Section 151 Officer or the Monitoring Officer. Cabinet Members must also demonstrate ownership within their individual portfolios.

Below those officers and members mentioned above, where appropriate, are officers who have a material input and control over governance documents. These officers are referred to as Governance Custodians and they are shown in Annex B.

Governance Custodians are responsible for keeping documents up to date and therefore making necessary changes. Any significant changes require approval by members or officers as shown at Annex C. It is the decision of the relevant officer and/or member as to what is classed as significant.

GOVERNANCE REVIEW

The annual review of governance assesses the level of compliance with each of the core governance principles. A flowchart showing the process is shown at Annex D. The review consists of a number of parts as follows.

PART 1 – CUSTODIAN ASSURANCE

Governance Custodians are required to complete an annual Custodian Assurance Statement. A summary report is presented to the Governance Panel, which makes recommendations on any specific areas to be reviewed as part of the governance compliance work undertaken by Internal Audit (see below).

PART 2 – GOVERNANCE COMPLIANCE AND REPORT ON INTERNAL CONTROL

Following agreement by the Governance Panel on the areas of focus, a number of methods are used by Internal Audit to test governance compliance as appropriate:

- Relevant audit reviews already undertaken or in progress;
- Compliance testing on specific governance policies; and
- Assurance mapping.

Key findings from the testing above are presented to the Governance Panel and any significant areas will be included in the AGS.

The Chief Internal Auditor uses information gathered from internal audit reviews carried out as part of the annual audit plan, to report on the adequacy of the overall internal control

environment. This report is presented to the Governance Panel and any significant areas will be included in the AGS

PART 3 – ASSESSMENT OF THE CORE GOVERNANCE PRINCIPLES

The Risk and Governance Manager carries out the annual assessment of the core governance principles. The review consists of:

- interviews with key officers,
- reviewing existing procedures,
- assessing existing governance arrangements against best practice, and
- reviewing any assurance mapping undertaken by Internal Audit.

A summary report is then presented to the Governance Panel and any significant findings will be included in the AGS.

PART 4 – ADDITIONAL GOVERNANCE INFORMATION

In order to pull together a full picture of governance across the organisation, the Governance Panel also look at any relevant reports and findings from other inspectorates and groups, along with any self-assessments that the council has completed within the relevant year. Any significant issues are then included in the AGS and the information can include the following:

- External audit reports
- External inspection reports
- Annual review of the effectiveness of the system of internal audit
- Member task group reports and findings

PART 5 - AGS

Taking all the above information into account, the draft AGS is developed and agreed by the Governance Panel. The Chair of the Governance Panel consults with the Corporate Leadership Team before the AGS is presented to the Audit and Governance Committee and the Cabinet for approval. The AGS is then incorporated into the Statement of Accounts and the Annual Report.

PART 6 - MONITORING

The Governance Panel monitors progress on any improvement actions identified and update reports are presented to senior officers and the Audit and Governance Committee as appropriate.

ROLES AND RESPONSIBILITIES

All staff and members have a role in ensuring good governance but specific responsibilities are set out below:

ROLE	RESPONSIBILITIES
The Cabinet	<ul style="list-style-type: none"> • Approve the AGS for publication with the Statement of Accounts and the Annual Report • Monitor any governance improvements required, as appropriate
Portfolio Holders	<ul style="list-style-type: none"> • Demonstrate ownership of individual governance areas • Approve governance policies as appropriate
Audit & Governance Committee	<ul style="list-style-type: none"> • Review the draft AGS and advise the Cabinet as appropriate • Monitor the effectiveness of the governance arrangements • Monitor compliance with the Code of Corporate Governance • Approve governance policies as appropriate
Corporate Leadership Team	<ul style="list-style-type: none"> • Commission remedial action to address issues as appropriate • Review related reports en route to the Cabinet e.g. AGS
Governance Panel	<ul style="list-style-type: none"> • Refer to the Terms of Reference – Annex E
Heads of Service and Assistant Directors	<ul style="list-style-type: none"> • Appoint Governance Custodians as required • Promote the delivery of policies within their service • Participate in the governance review and ensure that officers under their charge cooperate within the given timescales • Ensure governance improvements required within their service are acted upon in a timely manner and reported as necessary
Governance Custodians	<ul style="list-style-type: none"> • Maintain and regularly review governance documents to ensure they reflect legislative changes, best practice and organisational changes • Ensure governance documents are communicated effectively • Operate a standard process of version control on all governance documents • Ensure actions identified through the corporate governance review are acted upon in a timely manner and reported as necessary
Risk and Governance Manager	<ul style="list-style-type: none"> • Coordinate the corporate governance review • Carry out the annual assessment of core principles • Annually review the Code of Corporate Governance • Ensure provision of Corporate Governance training for staff and members as appropriate
Internal Audit Team	<ul style="list-style-type: none"> • Conduct the annual review of governance compliance • Provide information on the internal control environment to inform the AGS

REVIEWING AND REVISING THE CODE

This Code of Corporate Governance will be reviewed annually to reflect any changes. For any queries or comments on this document please contact:

Cath Edwards, Risk and Governance Manager, Business Services

GLOSSARY

Annual Governance Statement (AGS)	A statement required by the Accounts and Audit Regulations (England) 2011 explaining how the council has complied with the code of corporate governance. It is signed by the Chief Executive and Leader of the Council and published as part of the annual Statement of Accounts and the Annual Report.
Chartered Institute of Public Finance and Accountancy (CIPFA)	The leading accountancy body for public services.
Constitution of the Council	Sets out how the Council operates, how decisions are made and the procedures that are followed to ensure efficiency, transparency and accountability.
Corporate Governance	How local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.
Custodian Assurance Statement (CAS)	An annual submission from each Governance Custodian providing assurance that each policy is up to date and detailing any work that has been undertaken throughout the year.
Effectiveness review	An annual review of the effectiveness of the system of internal audit.
External Audit	An external annual review of the Council's accounts.
Governance Custodian	Officers who have responsibility for ensuring that governance documents are up to date and promoted across the authority.
Governance Panel	Chaired by the Director of Legal, Democratic and Cultural Services, the panel ensures that the council has a robust appraisal of governance. It advises Statutory Responsibilities Network, Audit & Governance Committee and Cabinet on the adequacy of the governance arrangements.
Internal Audit Team	An independent appraisal function that objectively examines, evaluates and reports on the adequacy of internal control.
Monitoring Officer (Head of Legal)	The statutory officer in accordance with section 5 of the Local Government and Housing Act 1989 ensuring lawfulness and fairness of decision making.
Section 151 Officer (Director of Finance)	The statutory officer with responsibility for the proper administration of the Council's affairs under section 151 of the Local Government Act 1972.
Society of Local Authority Chief Executives and Senior Managers (SOLACE)	The representative body for senior strategic managers working in local government, promoting effective local government.
Corporate Leadership Team	Provide oversight on the council's major statutory responsibilities.

SUPPORTING GOVERNANCE DOCUMENTS

Annex A

RESIDENTS Actively involving local people and stakeholders	QUALITY Ensuring a high quality service
Equality, Fairness and Respect Strategy Communication and Engagement Strategy	Customer Promise HR&OD Strategy
VALUE Taking informed and transparent decisions that promote value for money	PEOPLE Maintaining high standards of conduct
Cabinet Forward Plan Governance Strategy Procurement Standing Orders Scheme of Delegation Standing Orders	Arrangements for dealing with complaints about Members Behaviours Framework Capability Change Management Codes of Conduct (officers and Members) Ending Harassment, Bullying, Discrimination and Victimisation
PARTNERSHIPS Having clear relationships	STEWARDSHIP Ensuring effective risk and performance management systems
Various arrangements exist for partnerships, including: <ul style="list-style-type: none"> • Memorandums of Understanding • Joint Working Arrangements Partnership Governance Framework Voluntary, Community and Faith Sector (VCFS) Framework	Data Governance Financial Regulations Health and Safety policy IT Security policy Premises Security policy Regulation of Investigatory Powers Act (RIPA)

GOVERNANCE DOCUMENT CUSTODIANS

Annex B

Document	Custodian
Arrangements for dealing with complaints about Members	Head of Legal
Behaviours Framework	Head of HR and OD
Cabinet Forward Plan	Cabinet Business Manager
Capability	Head of HR and OD
Change Management	Head of HR and OD
Code of Conduct for Members	Head of Legal
Code of Conduct for Staff	Head of HR and OD
Communications and Engagement Strategy	Head of Communications
Counter Fraud Strategy	Audit Manager – Counter Fraud
Customer Promise	Customer Services Group Manager
Data Governance policy	Corporate Information Governance Manager
Disciplinary	Head of HR and OD
Equality, Fairness and Respect strategy	Head of Strategy
Ending harassment, bullying, discrimination and victimisation	Manager – Health and Safety, Wellbeing and Inclusion
Financial Regulations	Director of Finance
Governance Strategy	Governance Panel
Grievance Resolution	Head of HR and OD
Health and Safety policy	Head of HR and OD
HR&OD Strategy	Head of HR and OD
IT Security policy	Chief Information Officer
Member / Officer Protocol	Head of Legal
Partnership Governance Framework	Risk and Governance Manager
Premises Security policy	Deputy Chief Property Officer
Procurement Standing Orders	Head of Procurement
Regulation of Investigatory Powers Act (RIPA)	Head of Trading Standards
Resilience Policy	Head of Emergency Management
Risk Management Strategy	Head of Legal
Safer Employment	Head of HR and OD
Scheme of Delegation	Head of Legal
Standing Orders	Cabinet Business Manager
VCFS Framework	Strategic Partnership Manager
Whistle blowing policy	Head of HR and OD

GOVERNANCE DOCUMENT APPROVAL

Annex C

Member approval

Cabinet	Leader of the Council
Communication and Engagement Strategy	Cabinet Forward Plan
Customer Promise	
Equality, fairness and respect strategy	County Council
Financial Regulations	Arrangements for dealing with complaints about Members
Partnership principles	Code of Conduct – Members
Procurement Standing Orders	Member / Officer protocol
Regulation of Investigatory Powers Act (RIPA)	Scheme of Delegation
	Standing Orders

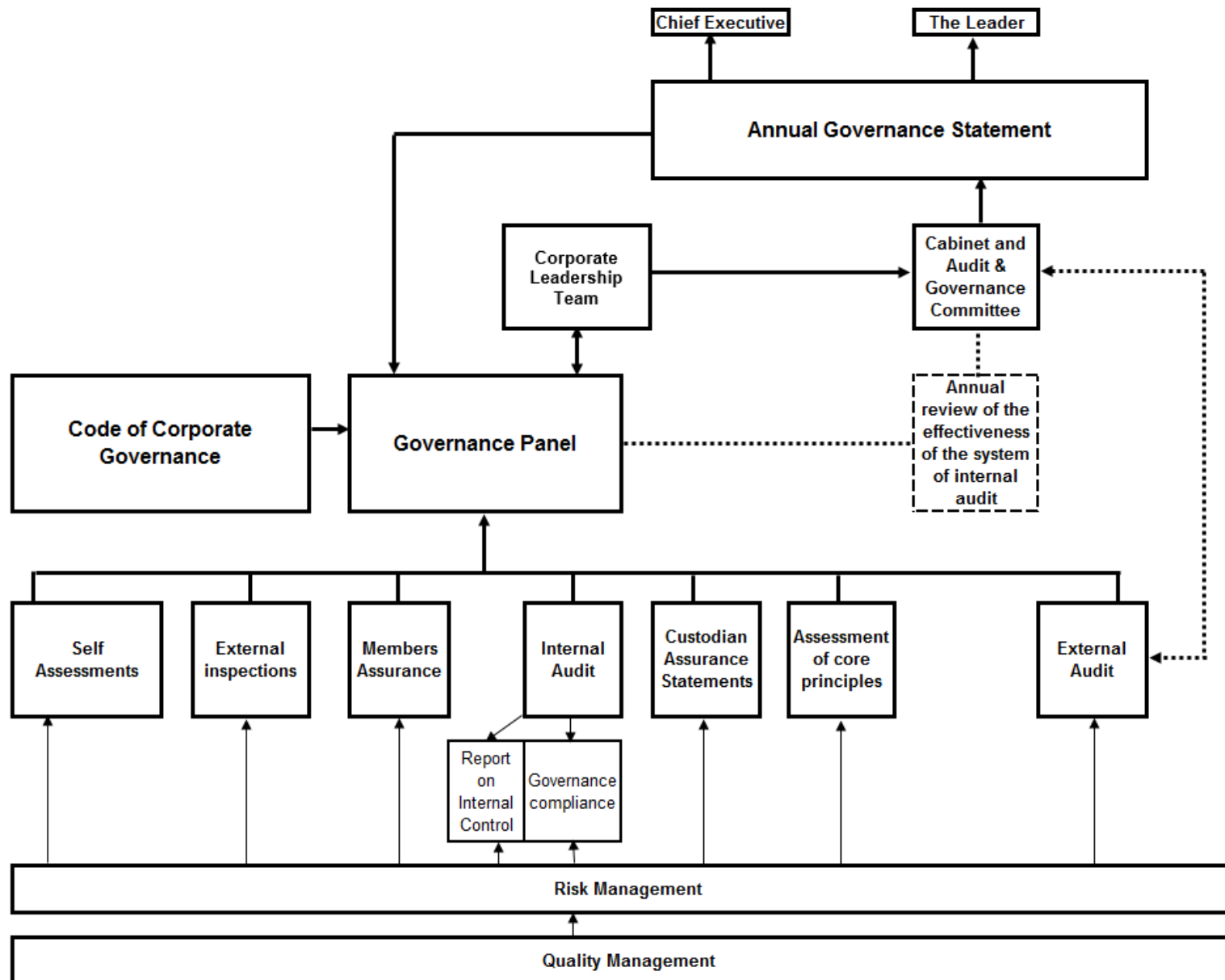
People, Performance and Development Committee	Audit and Governance Committee
Behaviours framework	Risk management strategy
Capability	Counter Fraud Strategy
Change Management	
Code of Conduct – Staff	
Disciplinary	
Ending harassment, bullying, discrimination and victimisation	
Grievance Resolution	
HR&OD	
Safer Employment	
Whistle blowing policy	

Officer approval

Data governance policy	Information Governance Risk Board
Governance Strategy	Governance Panel
Health and Safety policy	Central Joint Safety Committee
IT Security policy	Chief Information Officer
Partnership Governance framework	Governance Panel
Premises Security policy	Chief Property Officer
Resilience policy	Head of Emergency Management
VCFS Framework	Chief Executive

GOVERNANCE REVIEW PROCESS

Annex D



Scope

The Governance Panel (the panel) ensures that the Council has a robust method of scrutiny and appraisal of Governance. The panel advises Corporate Leadership Team (CLT), Audit & Governance Committee (A&GC) and Cabinet on the adequacy of the arrangements and proposes areas for improvement through the Annual Governance Statement (AGS).

The panel reviews reports from Internal Audit, Risk & Governance, External Audit and other relevant documents.

The Role of the Governance Panel

The Governance Panel collectively, is responsible for:

- Annually reviewing the Code of Corporate Governance and approving changes prior to presentation at the A&GC
- Reviewing reports from Internal Audit, Risk & Governance, External Audit and other inspectorates as appropriate
- Reviewing significant changes to governance documents within the Code of Corporate Governance
- Reporting significant governance issues, providing updates and presenting the draft AGS to the SRN and A&GC.

Membership

The following officers form the Governance Panel:

Chair	-	Head of Legal (Monitoring Officer)
Standing members	-	Senior representatives from Finance, HR & OD, Internal Audit and Strategy & Performance
	-	Risk & Governance Manager
Advisors	-	Governance custodians
	-	Representatives from Internal Audit

Individual Roles and responsibilities

Chair

- Proactively chair panel meetings, ensure meetings are effective and actions have been completed
- Present panel reports to CLT, A&GC and Cabinet and feed back to the rest of the panel members
- Report back to the panel on key issues from other governance meetings as appropriate, including partnerships

Panel members

- Proactively participate at panel meetings
- Report back to the panel on key issues from other governance meetings as appropriate, including partnerships

Risk and Governance Manager

- Lead on the annual review of governance, including the development of the AGS
- Provide reports to the panel on areas of risk and governance, including strategic and significant service risks, annual governance review reports and progress reporting
- Prepare panel reports for CLT, A&GC and Cabinet
- Report key issues from external audit and inspection reports including the Annual Audit Letter and the Annual Governance Report
- Undertake the annual review of the Code of Corporate Governance and recommend changes to the panel

Internal Audit

- Provide updates and reports to the panel on internal control and key audit findings

Governance Custodians

May be required to attend any panel meetings at the request of the Chair

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MINUTES OF THE MEETINGS OF CABINET HELD ON 29 MAY AND 26 JUNE 2018

Any matters within the minutes of these Cabinet meetings may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Monday 9 July 2018.

Please note that the minutes of the 26 June 2018 Cabinet meeting will be issued as a supplementary agenda.

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**MINUTES OF THE MEETING OF THE CABINET
HELD ON 29 MAY 2018 AT 2.00 PM
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,
SURREY KT1 2DN.**

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

Members:

*Mr David Hodge (Chairman)	*Mr Mike Goodman
*Mr John Furey (Vice-Chairman)	*Mrs Mary Lewis
*Mrs Helyn Clack	*Mr Colin Kemp
*Mrs Clare Curran	*Mr Tim Oliver
*Mr Mel Few	*Ms Denise Turner-Stewart

Deputy Cabinet Members:

*Mr Charlotte Morley	*Mr Jeff Harris
*Mr Cameron McIntosh	*Miss Alison Griffiths

* = Present

Members in attendance:

**PART ONE
IN PUBLIC**

80/18 APOLOGIES FOR ABSENCE [Item 1]

There were no apologies.

81/18 MINUTES OF PREVIOUS MEETING: 24 APRIL 2018 [Item 2]

The minutes of the meeting held on 24 April 2018 were approved as a correct record.

82/18 DECLARATIONS OF INTEREST [Item 3]

Mr Tim Oliver declared a personal interest in Item 7, Prudential RideLondon, in that he was riding in the race for his chosen charity.

83/18 PROCEDURAL MATTERS [Item 4]

1 MEMBERS' QUESTIONS [Item 4a]

There was one question from Mrs Hazel Watson. This and the response were published as a supplement to the agenda.

84/18 PUBLIC QUESTIONS [Item 4b]

There was one public question from Mr John Thornley. This and the Cabinet Member response were published as a supplement to the agenda.

As a supplementary question Mr Thornley asked what the Council were currently trying to do either interim or long term. The Cabinet Member for Community Services responded that the Council were working to keep the collection together and for long term support. It was hoped that the report for decision would come to the June Cabinet meeting.

Ms Denise Turner-Stewart left the room at the end of this item for three minutes.

85/18 PETITIONS [Item 4c]

There were none.

86/18 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

There were none.

87/18 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]

A question was received from the Chairman of Children and Education Select Committee's Performance Member Reference Group regarding Children and Adolescent Mental Health Services. This and the response was published as a supplement to the agenda.

88/18 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS/ INVESTMENT BOARD TAKEN SINCE THE LAST CABINET MEETING [Item 6]

The Leader introduced the report for noting. The Cabinet Lead Member for Place thanked both the Cabinet Member for Children and the Cabinet Lead Member for People for the decision taken on the Laker's Youth Centre petition.

RESOLVED:

That the decisions taken by Cabinet Members / Investment Board since the last meeting as set out in Annex 1 to the submitted report were noted.

Reason for Decision:

To inform the Cabinet of decisions taken by the Leader, Cabinet Members and the Investment Board under delegated authority.

89/18 PRUDENTIAL RIDELONDON-SURREY 100 & CLASSIC [Item 7]

The Cabinet Member for Community Services introduced the report which described how this was part of the legacy of the 2012 Olympic Games. The Prudential RideLondon-Surrey Classic and 100 (PRLS) had taken place annually since the 4 August 2013. Since the start of the event £2.5m has been given to Surrey Sporting and recreational Charities through the London Marathon Trust. A detailed breakdown of beneficiaries was provided in Appendix 1 to the submitted report.

Surrey County Council had shown commitment to supporting cycling as an affordable means of transport and as a healthy leisure activity and had published the Surrey Cycle Strategy. The continuation of the Prudential London-Surrey 100 and Classic would maintain Surrey's position as a centre for cycling while allowing residents with the opportunity to take part in a world class event and to view professional cycling teams racing in the county.

It was estimated that around 2500 Surrey residents take part in the event each year. The consultation results and details of complaints and compliments following the previous event was noted and where things could be improved lessons were learned.

The event was delivered on a not for profit basis with a charitable trust overseeing the allocation of grants to sporting and recreational charities in Surrey and London. The event was structured to ensure that all event costs are borne by the event organiser.

RESOLVED:

1. To host the Prudential RideLondon-Surrey event in 2020 using a route similar to the previous years to be delivered by the current delivery company, the London-Surrey Cycle Partnership (LSCP) under a one year extension to the current contract.
2. To continue to collaborate with the Greater London Authority, Transport for London and their delivery partners, to allow planning for events up to 2026, was agreed in principle. Approval of hosting events from 2021 to 2026 would be sought from Cabinet, following consultation.

Reasons for Decision:

There was a need for both Surrey and London, as the hosting areas, to agree or not to the hosting of the event to be delivered by the LSCP for 2020. This was to allow LSCP to approach the professional cycle teams to open discussions for the London-Surrey Classic. There was a pressing need for this decision because the contract with LSCP expired in 2019 and there was a need to allow them to represent the event in discussions. In addition the Summer of 2020 was a busy period in the sporting calendar due to the 2020 Olympics and Tour de France, and as such there was a need to secure the professional teams for the event.

There was a need for in principle agreement to host the event until 2026 to allow officers to undertake early discussions about possible events beyond 2020 subject to hosting being agreed.

90/18 AWARD OF CALL OFF CONTRACT FOR THE PROVISION OF PRINT MANAGEMENT SERVICES [Item 8]

The Cabinet Lead Member for Corporate Support introduced a report that sought approval to award a call off contract to Corporate Document Services (CDS) for the provision of Print Management Services to commence on 1 August 2018.

The Council operated a 'digital by default' approach to communications but had a need to print a range of publicity materials from leaflets and booklets to exhibition materials and consultation questionnaires. This information is aimed at residents and people who use services provided by the Council.

The report outlined the procurement process, including the results of the evaluation process. When considered in conjunction with the Part 2 report, it demonstrated why the recommended contract award would deliver value for money, quality and brand consistency across all areas of print.

Due to the commercial sensitivity involved in the contract award process, the names of the bidders and their financial details were circulated as a Part 2 report.

In response to a Member query regarding the relevancy and monitoring of the social benefits the Cabinet Lead Member for People responded that this was a zero based contract on a needs basis and that many of the listed benefits were attached to a national framework. With specific regard to apprenticeships he explained that local suppliers were encouraged to consider apprentices.

RESOLVED:

1. That a call off contract be awarded to CDS for two years from 1 August 2018 with the option to extend for two periods of one year. Over the maximum term of the call off contract (4 years), the anticipated value was £1.5m (approximately £375,000 per annum).
2. That the Council would work with CDS over the life of the call off contract to look at ways to standardise, rationalise and aggregate the Council's printing requirements, to reduce costs. In some areas the Council would also look to reduce and remove elements of the printed business stationery.

Reasons for Decision:

The current contract was due to expire on 31 July 2018. As there was an ongoing need to deliver these services, a new call off contract had been procured through a national framework.

A thorough evaluation process had identified awarding the call off contract to CDS would provide the Council with the best value for money.

91/18 FINANCIAL POSITION STATEMENT [Item 9]

The Leader introduced this report that proposed the level of 2017/18 capital programme carry forwards to be considered following deferral of this decision from the April Cabinet meeting.

It also provided an early summary assessment of the Council's financial position for 2018/19, highlighting initial indications of variations to assumptions since the Medium Term Financial Plan was prepared as well as emerging issues, risks and areas of concern.

The Cabinet Lead Member for Place said that there had been a 70% increase in reports of potholes on Surrey's roads and was pleased that a further £15m

had been allocated to repairing roads. This was on top of £5m already spent on repairing roads. The Leader explained that Surrey's grant was for length of road and number of bridges in the county and that London boroughs also had levels of traffic factored into their funding. However, in many areas of Surrey the traffic would equate to the level of an outer London borough. He also said that the new Executive Director should take this on to try to get more funding for Surrey.

RESOLVED:

That the following be approved:

1. The £32m capital carry forward requests as detailed in Annex 1 to the submitted report.
2. In addition to the £5m invested during 2017/18, a further investment in 2018/19 of £7m and then a further £8m in 2019/20 to improve the condition of the highways network.
3. That the Chief Executive conduct a review of the capital programme to ensure alignment with the council's strategy.

To note that:

4. The Corporate Leadership Team had reviewed the savings areas identified for 2018/19 with particular focus on those where there is the lowest confidence level of achievability.
5. The business cases for the flexible use of capital receipts to support the 2018/19 budget had been reviewed by the Investment Panel.
6. There were continuing indications of significant budget pressures in Special Educational Needs and Disabilities (SEND) greater than the assumptions in the Medium Term Financial Plan, which presented a risk to the overall financial position.

Reasons for Decisions:

To confirm the level of capital carry forward requests from 2017/18 and to provide an early, high level assessment and update of the financial position faced by the Council for 2018/19 for Cabinet to note, approve and action as necessary.

92/18 PURCHASE OF FIRE APPLIANCES [Item 10]

The Cabinet Member for Community Services introduced a report that explained how the Surrey Fire and Rescue Service (SFRS) had carried out a review of its fleet of fire appliances and identified the need for a planned replacement programme. She explained the Council's duties under the Fire and Rescue Services Act 2004. Whilst the review had provisionally identified a requirement for a minimum of 18 new fire appliances over a 10 year period, further detailed work was required to develop a business case for the full replacement programme. To meet the immediate operational need, approval was sought to award a contract and purchase two appliances now. This was from a flexible contract which enabled up to 30 to be purchased with no

minimum commitment, enabling the number of appliances ordered to be adjusted subject to future service requirements and financial affordability.

She also reported that the Investment Panel has scrutinised the proposal, and the capital budget has been approved as part of the Medium Term Financial Plan and will be reviewed on an annual basis. Details of the procurement process and the results of the evaluation process were contained in the Part 2 report.

In response to a Member query regarding the contract delivering technological changes the Cabinet Member for Community Services explained that Surrey would be the first authority in the country to trial an electric fire appliance towards the end of the year.

RESOLVED:

1. That the award of a flexible contract to Rosenbauer UK Ltd, which enabled up to 30 fire appliances to be purchased over a 10-year period, but had no minimum commitment, was approved.
2. That the purchase of two fire appliances from Rosenbauer UK Ltd now, with the purchase of additional appliances subject to Cabinet approval of a detailed business case was authorised.
3. To request that the Cabinet Member write to MPs and all Members of the Council to highlight that Surrey would be the first authority in the country to trial an electric fire appliance towards the end of the year.

Reasons for Decisions:

The SFRS fire appliance fleet requires a planned investment programme for service delivery to remain ensured and cost effective.

A full tender process compliant with the Public Contracts Regulations 2015 and Procurement Standing Orders for the purchase of fire appliances has been completed. A tender offer which provides the best value for money was selected. Rosenbauer UK Ltd offered the best value for money in a competitive tender as recommended on the basis set out in the Part 2 report.

93/18 EXCLUSION OF THE PUBLIC [Item 11]

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.

94/18 AWARD OF CALL OFF CONTRACT FOR THE PROVISION OF PRINT MANAGEMENT SERVICES [Item 12]

This Part 2 annex contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

The information contained in this report may not be published or circulated beyond this report and will remain sensitive for the length of the call off contract.

RESOLVED:

See Minute 90/18.

Reasons for Decision:

See Minute 90/18.

95/18 PURCHASE OF FIRE APPLIANCES [Item 13]

This Part 2 annex contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

The information contained in this annex may not be published or circulated beyond this report and will remain sensitive for the length of the contract.

RESOLVED:

See Minute 92/18.

Reasons for decision:

See Minute 92/18.

96/18 PUBLICITY FOR PART 2 ITEMS [Item 14]

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

Meeting closed at 2.50 pm

Chairman

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