

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 26 MARCH 2019 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 Tim Oliver (Chairman)	*Mr Mike Goodman
*Mr Colin Kemp (Vice-Chairman)	*Mrs Mary Lewis
*Ms Charlotte Morley	*Mrs Julie Iles
*Mrs Sinead Mooney	*Mr Matt Furniss
*Mr Mel Few	*Ms Denise Turner-Stewart

Deputy Cabinet Members:

*Mrs Natalie Bramhall	*Mr Wyatt Ramsdale
*Mr Cameron McIntosh	*Miss Alison Griffiths

\* = Present

Members in attendance:

Dr Zully Grant-Duff, Chairman of Health, Commissioning & Integration Select Committee  
Mrs Hazel Watson, Dorking Hills

**PART ONE  
IN PUBLIC**

**34/19 APOLOGIES FOR ABSENCE [Item 1]**

There were no apologies for absence.

**35/19 MINUTES OF PREVIOUS MEETING: 26 FEBRUARY 2019 [Item 2]**

The Minutes of the meeting held on 26 February 2019 were approved as a correct record.

**36/19 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of interest.

**37/19 MEMBERS' QUESTIONS [Item 5]**

There was one Member question received. This and the response were published as a supplement to the agenda.

Mrs Hazel Watson asked a supplementary question in which she requested that Cabinet agree to remove countryside parking charges in order to stop visitors parking in residential roads. The Cabinet Member for Environment & Waste responded that the decision to implement parking charges had cross-party support. He stated that although there were changes to numbers at Norbury Park he thought that this would increase over the coming years. He

also stated that the Cabinet would not withdraw parking charges and reiterated that income received was being invested in protecting the countryside. There was to be a Task & Finish Group set up to review charges and would feedback its findings to the select committee.

### **38/19 PUBLIC QUESTIONS [Item 5a]**

There were three questions received from members of the public. The questions and responses were published as a supplement to the agenda.

There were three supplementary questions asked:

1. Mrs Robertson asked if the Cabinet agreed that the Equality Impact Assessment (EIA) was inadequate as it had failed to consider working age adults with cognitive and communication difficulties? She went on to give examples of where disabled people would have to pay more for travel than those without disabilities. The Cabinet Member for Environment & Waste explained the process for making the decision and also explained the talks taking place with bus companies to assist those that needed it most. He also undertook to write to Mrs Robertson with regards to the adequacy of the EIA.
2. Cllr Beaman asked what was holding up the talks with Farnham Council as he wanted to see the gardens opened up to the public? The Cabinet Member for Corporate Support responded that she would look to moving forward as quickly as possible. The Leader of the Council explained that when he was the portfolio holder he had attended meetings with the Leader of Farnham and others where he had said that Surrey CC would be happy for Farnham to hold onto the keys if they were willing to monitor. He had also said he would be happy for Farnham to take on maintenance and running of the garden and were still waiting for a response from Farnham.
3. Mr Chapman reiterated his claim that Guardians had money deducted from their pay for services not provided. The Leader cautioned Mr Chapman from making public allegations but stated that the Council would look into the allegations and provide further information if needed.

### **39/19 PETITIONS [Item 5b]**

There were none.

### **40/19 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 5c]**

There were none.

### **41/19 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 6]**

A report was received from the Health, Commissioning & Integration Select Committee in relation to Surrey's Joint Health and Wellbeing Strategy (agenda item 10). Dr Zully Grant-Duff, Chairman, expanded on the concerns of the select committee as set out in the letter: these being governance, accountability, delivery and mental health of young people.

The Leader, also Chairman of the Health & Wellbeing Board, explained the various stages to the work being undertaken. The first stage was to engage widely and identify key priorities. The second stage was to set out how priorities were to be delivered and measured and all existing structures would be looked at. He also went on to explain that there would be a delivery board for each priority and he agreed that there should be a lead sponsor for each area. The Leader went on to explain the emotional wellbeing and mental health strategy for children and young people that was agreed by full Council last week. This was a good strategy and there was a clear recognition that mental health would not be lost in the broader strategy.

The Leader finished by stating that the Surrey Joint Health and Wellbeing Strategy would be a living working document and issues could be raised through the scrutiny process and during the life of the strategy

Dr Grant-Duff requested that all underlying strategies be referenced in the final Surrey Joint Health & Wellbeing Strategy when made public.

**42/19 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS/  
INVESTMENT BOARD TAKEN SINCE THE LAST CABINET MEETING  
[Item 7]**

**RESOLVED:**

That the decisions taken by Cabinet Members / Investment Board under delegated authority since the last meeting be noted.

**Reason for Decision:**

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

**43/19 CHILDREN'S IMPROVEMENT UPDATE [Item 8]**

The Cabinet Member for Children, Young People & Families introduced an update report on the progress of the service restructure and transformation work to develop and implement the new model for Surrey's Children's Services. She highlighted the action chart and some of the examples of improvements detailed in the report. She stated that all of the children's improvement work had been undertaken by looking outwards as the Council had been deemed too insular in the past. Whilst much work had been undertaken in the last year it was acknowledged that this was the foundation stage and there was still much work to be done. She also later referred to the sharing of good practice between Adult Social Care and Children's Special Educational Needs and Disabilities as evidence that silos were breaking down in the Council and that good practice was being shared internally.

In response to a Member question about the use of a family safeguarding model the Cabinet Member explained that this model was an evidence based model that was approved by the Department for Education who had proposed to roll the model out nationally.

The Leader gave credit to the Executive Director and staff who were focussed on achieving the necessary outcomes for an improved service. He praised several aspects of the work including self-audit and the service academy.

The Deputy Cabinet Member for Environment & Waste stated that some reports had been critical of all agencies and not just the Council and asked if the report recognised the coming together of other agencies. The Cabinet Member for Children, Young People & Families responded that improvement relied on partner agencies working with the Council and that partners were getting on board.

**RESOLVED:**

1. That the progress made since publication of the Ofsted full inspection report on 14 May 2018 in transforming Children's Services in Surrey was acknowledged and the implementation of the new structure and delivery of improvement work wherever it was needed was fully supported.
2. That a further review of progress made on the implementation of the new structure and the delivery of the Children's Improvement Plan following the April review by the Commissioner and the subsequent publication of his report and recommendations to the Department for Education and Secretary of State come back to Cabinet.

**Reason for Decision:**

The Department of Education (DfE) appointed Children's Commissioner will be reviewing progress in April 2019 and reporting to the DfE and Secretary of State in early May 2019.

The new structure for the Children, Families, Lifelong Learning & Culture directorate will be in place from April 2019 with the services progressing to the next stage of the transformation and improvement journey as described in paragraph 19.

**44/19 FAMILY CENTRES - DELEGATED AUTHORITY REQUEST [Item 9]**

Further to Minute 10/19 when the Cabinet agreed recommendations on the new Family Model, the Leader introduced a report which sought delegated authority in order to ensure flexibility of decision making to award contracts.

**RESOLVED:**

That authority be delegated to the Executive Director for Children, Families and Learning, in consultation with the Cabinet Member for Children, Young People & Families, to award contracts to lead providers in each borough or district for the provision of Family Centres for up to 5 years.

**Reason for Decision:**

Delegated authority, for decision making is being requested to award the contracts, to the Executive Director for Children, Families & Learning to ensure that decisions can be made flexibly and quickly so that contracts can be awarded at the different stages where required, in order to implement the Family Centre Model effectively and ensure that transformation targets can be met.

**45/19 HILLSIDE RESOURCE CENTRE (HILLSIDE), SURREY COUNTY COUNCIL  
RESIDENTIAL CARE HOME [Item 10]**

The Cabinet Member for Adults & Public Health presented a report which explained that Hillside currently provided a range of services including residential care, short term breaks and emergency placements to people with learning disabilities. Hillside no longer met the standards or expectations of a modern care environment for adults with learning disabilities. It was important that remaining residents received the best care and would be better provided for closer to their families.

The Deputy Cabinet Member for Property explained that a full option appraisal for the vacant site would be forthcoming.

The Cabinet Member for Corporate Support explained that previous residents were now receiving care in her area and were participating in community life. She also passed on thanks to the Area Director of Service Delivery for the work he had undertaken in reassuring families of residents.

**RESOLVED:**

1. That current residents were supported to move to alternative services and appropriate alternative arrangements be made for those who use the short break service at Hillside.
2. That a full staff consultation begins with the objective of redeploying and retaining existing staff and their skills and knowledge.
3. That Hillside be closed and care and support no longer be provided from this site.

**Reasons for Decision:**

The existing building does not meet the standards or expectations of a modern care environment. The limitations of the building do not enable people to be cared for as they age and their health and social care needs potentially increase.

Local commissioners from Adult Social Care who have oversight of services for people with learning disabilities have advised that they will no longer support new people to move to or receive short term care and support at Hillside. This is because it does not offer what is now considered to be a modern care and support environment for people with a learning disability. The commissioners, as part of their ongoing work, also look at emerging demands for services and where these services need to be located. This work includes looking at the demand for short break services.

The short break service is critical to a number of families in the Camberley area and the nearest other short break service is in Staines. If people moved to this service they would not be able to continue with their work, day care, clubs, church or other activities during a short break stay. This would have a significant impact on their wellbeing. Commissioners have advised that there is not enough demand in the Camberley area to commission a new stand-alone residential based service that only provides a short break service. This means that alternative appropriate short break services need to be found in

the Camberley/Surrey Heath area for the current individuals who receive short breaks at Hillside.

Commissioners have also advised that there are providers who are willing to work with SCC to develop long term care options and short break services for individuals who currently use Hillside, for example Surrey Choices have stated they are willing to target the recruitment of shared lives carers in the Camberley area.

As part of any future commissioning arrangements the quality and regulatory history of the service and provider will be assessed to ensure that individuals are supported in environments that provide good quality care and support.

The Care Quality Commission (CQC) produced in June 2017 updated guidance for new services for people with learning disabilities called 'Registering the Right Support - CQC's policy on registration and variations to registration for providers supporting people with a learning disability and /or autism'. This guidance has had a considerable impact on the type and locations of services that CQC will register for adults with learning disabilities.

There was considerable contact with the CQC during 2018 to seek their view on the possibility of providing a new service that would allow the council to operate a combined residential care service with facilities to provide short breaks. CQC do not generally register care services for people with learning disabilities that provide a combination of long term care and a short break service.

In May 2018 CQC asked for further information so the proposal could be considered by their learning disability specialist. At the end of July 2018 CQC advised in a telephone conversation that they were not aware of any agreement by CQC to register new services which combined long term residential care and short breaks since the publication of CQC's guidance. However, CQC did advise that there were situations where providers had built new long term services which CQC had refused to register because they did not meet the requirements of CQC's guidance. It is the view of officers that this information considerably increased the possibility that a combined residential care service with facilities to provide short breaks would not be registered by CQC. This would impose a considerable and unacceptable risk to the Council and this option is therefore no longer being considered.

Assessments of individuals will take account of best practice and will, where possible, include carers and families.

It is not expected that the recommendations, if agreed, will lead to any staff redundancies. Staff at Hillside could move to current staff vacancies in other in house services.

Maintenance work will be undertaken at Hillside as necessary to maintain a safe environment during any closure period. An Access, Autism, Dementia and Learning Disability Friendly Location Assessment was undertaken in February 2019 by Surrey County Council's User Consultant. This assessment resulted in 30 recommendations being made and identified why the building is challenging for wheelchair users and individuals with mobility issues.

## **46/19 SURREY'S JOINT HEALTH AND WELLBEING STRATEGY [Item 11]**

The Leader of the Council introduced a report detailing the proposed Surrey Joint Health & Wellbeing Strategy. He said that 30% of health outcomes was down to the individual life choices, 20% as result of health service interventions and 50% down to environmental factors. This showed that the Council could have a big influence on health outcomes. He went on to say that the Plan identified areas needed to be worked on currently and that it fitted with the 2030 vision that no one was left behind. He acknowledged that there was more work to do and particularly with measurement of success. He outlined the strategic commissioning approach with the Committees-in-Common and also explained the proposed Cabinet Sub Committee.

Several Members welcomed the development, were pleased that it was a delivery model and how it fitted with the 2030 Vision. It was also acknowledged that whilst work on the countryside would help resident's health that there was more work to be done on low emissions and air quality.

### **RESOLVED:**

1. That following review of the draft Joint Health and Wellbeing Strategy, ahead of the Surrey Health and Wellbeing Board being asked to approve the final version on 4 April 2019, it be approved.
2. That a Committees-in-Common approach between the County Council and six Clinical Commissioning Groups in the county to align decision-making related to the strategic commissioning of health and care services across Surrey be established.
3. That a sub-committee of the Cabinet with a membership of the Leader of the Council (Chair), the Cabinet Member for Adults and Public Health, and the Cabinet Member for Children, Young People and Families be established.
4. That authority be delegated to the sub-committee of the Cabinet to take decisions in relation to the functions (and associated budgets) detailed in paragraph 19 of this report and attached as Appendix A.
5. That the County Council's Director of Law and Governance be authorised to make the relevant updates to the Council's constitution.

### **Reasons for Decision:**

Improving the health and wellbeing of the population is an important part of delivering the new community vision for Surrey. The draft Health and Wellbeing Strategy for Surrey identifies a set of priorities based upon a robust review of evidence and analysis of health needs, the views of residents and stakeholders from across the Surrey health and care system. Taking a ten year view with a focus on prevention and tackling the root causes of poor health will improve outcomes for Surrey residents and help to secure a financially sustainable health and care system.

**47/19 BUILDING MAINTENANCE PROJECTS, STATUTORY BUILDING MAINTENANCE AND RESPONSIVE BUILDING REPAIRS - HARD FACILITIES MANAGEMENT [Item 12]**

The Cabinet Member for Corporate Support introduced a report that set out recommendations for the provision of building maintenance projects, statutory building maintenance and responsive building repairs through the award of Term Maintenance Contracts and Framework Agreements to provide these services to the Council's property estate and outlined the market engagement, competitive tender and procurement process carried out in order to select suppliers to deliver these services. Procurement details were contained in a Part 2 annex to the report.

**RESOLVED:**

1. That the award of contracts for the provision of Hard Facilities Management services be approved:
  - a) For Framework Agreements at an estimated annual value of £24m. Over 4 (3+1) years the value will be £96m.
  - b) For Term Maintenance Contracts at an estimated annual value of £7.5m. Over the maximum 7 (5+1+1) years the value will be £52.5m.

The Awards will be made to the companies listed in the schedule below.

2. That authority be delegated to the Executive Director Customers, Digital & Transformation, in consultation with the Leader of the Council, Cabinet Portfolio Holder, Assistant Director for Procurement, Deputy Chief Property Officer and Section 151 Officer to award contracts exceeding £500k in value, where a mini competition tender procedure has been followed under the Framework arrangements.

<b>Hard Facilities Management Services (Work streams)</b>	<b>Description of Contract</b>	<b>Contractor</b>
Lifts	Term Contract	Amalgamated Lifts
Hoist / Care Equipment	Term Contract	Southern Mobility
Doors and Windows	Term Contract	Thomas Doors and Windows
Mechanical Services (SCC East)	Term Contract	Corrigenda
Mechanical Services (SCC West)	Term Contract	BTU



Electrical Services (SCC East)	Term Contract	Corrigenda
Electrical Services (SCC West)	Term Contract	Apleona
Fabric Services (SCC East)	Term Contract	Apleona
Industrial Doors	Term Contract	Apleona
Legionella	Term Contract	3C Environmental
Mechanical Services up to c£100k	Framework	Edgar & Wood Mechanical Services Ltd. EMCOR Group (UK) Plc CEI Electrical Limited GE Building Services Paine Manwaring Ltd Corrigenda Ltd
Mechanical Services over c£100k	Framework	Edgar & Wood Mechanical Services Ltd. EMCOR Group (UK) Plc CEI Electrical Limited Corrigenda Ltd Paine Manwaring Ltd
Electrical Services up to c£100k	Framework	GE Building Services EMCOR Group (UK) Plc CEI Electrical Limited A J Taylor Electrical Contractors Niblock Building Contractors Paine Manwaring Ltd
Electrical Services over c£100k	Framework	EMCOR Group (UK) Plc A J Taylor Electrical Contractors CEI Electrical Limited G M Monk Ltd
Building Works up to c£100k	Framework	GE Building Services Colours Decorating Ltd Bramber Construction Co. Ltd Walker Construction (UK) Ltd Fowler Building Contractors Ltd R B Construction Group Ltd Knightsbridge Property Services Managing Property Maintenance Limited
Building Works c£100k - £300k	Framework	Whitescape Construct (Southern) Ltd West End Roofing & Construction Ltd Management and Construction Services Limited Colours Decorating Ltd Fowler Building Contractors Ltd Knightsbridge Property Services

Building Works Generally above £300K	Framework	Management and Construction Services Limited Whitescape Construct (Southern) Ltd Cosmur Construction Ltd
Flat Roofing up to c£100k	Framework	West End Roofing & Construction Ltd TROJAN ROSE LIMITED M&J Group (Construction & Roofing) Ltd Knightsbridge Property Services G Baker Roofing Ltd Clarke Roofing Southern Ltd
Flat Roofing over c£100k	Framework	Breyer Group Plc West End Roofing & Construction Ltd M&J Group (Construction & Roofing) Ltd TROJAN ROSE LIMITED Clarke Roofing Southern Ltd Niblock Building Contractors
Asbestos Removal Works	Framework	European Asbestos Woods Building Services Ltd PA Group UK Limited Ductclean (UK) Ltd Erith Contractors Ltd. Keltbray Limited t/as Keltbray Environmental Solutions Amstech Group Limited
Doors and Windows up to c£100k (SCC)	Framework	Effective Innovations Limited t/a Feature Architectural Fabrications Niblock Building Contractors Wessex Window Systems
Energy certification	Framework	Energy and Compliance Technology Limited

### Reasons for Decision:

The existing term contracts will expire on 30 June 2019.

The recommended suppliers offered overall best value for money in the procurement process.

The proposal supports the council's statutory obligation to provide premises which comply with the Health and Safety at Work Act 1974, and will support the uninterrupted provision of the service. It will generate employment benefits for Surrey and £222k per annum in Social Value.

The new Orbis Hard Facilities Management Term Contracts and Framework Agreements will offer a common offering to customers where

appropriate complemented by a strategic supply chain and performance management approach.

#### **48/19 WRAY PARK, REIGATE - SURREY FIRE AND RESCUE SERVICES [Item 13]**

The Cabinet Member for Community Safety, Fire and Resilience introduced a report which described the Wray Park property complex located within Reigate and services provision from the estate. She went on to explain that the general estate was not fit for purpose and did not meet the needs of a modern fire and rescue service. It was therefore proposed to relocate the Headquarters and associated service functions to alternative facilities and locations, with the exception of the operational Reigate Fire Station which would remain in its current location. She also pointed out an error in the report and paragraph 43 of the submitted report should read '*The need to secure political approval for all associated permissions, including contracts*'.

#### **RESOLVED:**

1. That the business case to relocate and upgrade of the Surrey Fire & Rescue Service functions currently delivered from Wray Park and allocates a sum of £13.8m in the capital programme, comprising the following, be agreed:-
  - For the Council contribution towards the Integrated Transport Function Joint Vehicle Workshop facility at Courtlands, Crawley Down - £3.8 million.
  - For refurbishment and upgrade of Reigate Fire Station including accommodating the Secondary County Gold Command Centre - £2 million.
  - For the relocation of the Central Training and Development facility as part of a proposed major emergency service collaboration programme - £8 million. This project will be subject to the preparation of a full business case.
2. That revenue expenditure of £0.2m for the relocation of the central administrative functions including stores be agreed.
3. That authority be delegated to the Executive Director for Highways Transport and Environment in consultation with the Leader, the Executive Director of Finance and the Cabinet Member for Community Safety, Fire and Resilience to work with partners to develop detailed proposals for all of the above, within the total capital allocation.

#### **Reasons for Decision:**

Surrey Fire & Rescue Service currently operates from a large property complex located at Wray Park, Reigate. The general estate was not fit for purpose and did not meet the needs of a modern fire and rescue service. The buildings and facilities were too large, obsolete and were expensive to run and maintain. There was also a significant backlog of building maintenance and repair works and future planned and reactive maintenance works that would be costly.

The property was located within the settlement area of Reigate and had a significant alternative use value for housing development.

The proposal would deliver modern, fit for purpose operational facilities for Surrey Fire & Rescue Service and make a significant contribution towards the aims and objectives of the Service Transformation Programme. In addition to these service benefits there would be the associated benefits of lower rates of operational cost for relocated services and the receipt of a significant capital sum from the proposed sale of the property.

#### **49/19 MONTHLY BUDGET MONITORING REPORT [Item 14]**

The Cabinet Member for Finance introduced a report that summarised the most significant issues for the Council's 2018/19 financial position as at 31 January 2019 for revenue and capital budgets. He praised all involved in driving savings forward. The Deputy Leader commended the hard work undertaken by the Finance Team, the Executive Director of Finance and the Cabinet Member for Finance. He went on to say that Members now had a true understanding of challenges faced next year.

#### **RESOLVED:**

1. That the Council's overall revenue and capital budget positions as at 31 January 2019 was noted:
  - £1.3m forecast total draw down reserves;
  - £20m forecast underspend against the original 2018/19 budget; and
  - £122m forecast service capital programme outturn against £132m budget.
  
2. That all Cabinet Members had confirmed their service's forecast for the year as shown in the revenue table below was noted.

#### **Reason for Decision:**

This report was presented to comply with the agreed policy of providing a monthly budget monitoring report to Cabinet for approval of any necessary actions.

#### **50/19 SURREY COUNTY COUNCIL UPDATE ON BREXIT PREPARATIONS [Item 15]**

The Deputy Leader stated that he undertook to keep Cabinet informed of the Brexit process and the Council's preparations for any outcome of that. At the moment there was nothing to report but that the Council would be ready for whatever Government decisions were made. It was hoped there would be something more substantial to report to the April meeting of Cabinet.

#### **RESOLVED:**

That there was no substantial update to report on Brexit at this moment in time be noted.

**Reason for Decision:**

To keep Cabinet informed of the Brexit process and the Council's preparations for any outcome of that.

**51/19 EXCLUSION OF THE PUBLIC [Item 16]**

**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.

**52/19 BUILDING MAINTENANCE PROJECTS, STATUTORY BUILDING MAINTENANCE AND RESPONSIVE BUILDING REPAIRS - HARD FACILITIES MANAGEMENT [Item 17]**

**RESOLVED:**

See Minute 47/19.

**Reason for Decision:**

See Minute 47/19.

**53/19 PUBLICITY FOR PART 2 ITEMS [Item 18]**

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

Meeting closed at 3.33 pm

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**Chairman**