

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 26 NOVEMBER 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
*Dr Zully Grant-Duff	*Mrs Julie Iles
*Mrs Sinead Mooney	*Mr Matt Furniss
*Mr Mel Few	*Ms Denise Turner-Stewart

Deputy Cabinet Members:

*Mrs Natalie Bramhall	* Miss Alison Griffiths
*Mr Mark Nuti	

\* = Present

Members in attendance:

Mr Chris Botten (Caterham Hill)  
Mr Jonathan Essex (Redhill East)  
Mr Will Forster (Woking South)  
Mr John O'Reilly (Hersham)  
Mr Andy MacLeod (Farnham Central)  
Mr Chris Townsend (Ashtead)  
Mrs Hazel Watson (Dorking Hills)  
Mr Nick Darby (The Dittons)

**PART ONE  
IN PUBLIC**

**187/19 APOLOGIES FOR ABSENCE [Item 1]**

There were no apologies for absence.

**188/19 MINUTES OF PREVIOUS MEETING: 29 OCTOBER 2019 [Item 2]**

The minutes of the meeting held on 29 October 2019 were agreed as a correct record.

**189/19 DECLARATIONS OF INTEREST [Item 3]**

Mr Colin Kemp declared a non-pecuniary interest in relation to '*Moving Closer to Residents*' (items 10 and 14 on the agenda), as he was part of the Executive on Woking Borough Council.

**190/19 MEMBERS' QUESTIONS [Item 4a]**

There was one question from Mr Chris Botten. This and the Cabinet response was published as a supplement to the agenda.

Mr Botten did not offer a supplementary question but gave thanks to the Cabinet Member for all his efforts.

#### **191/19 PUBLIC QUESTIONS [Item 4b]**

There was one question from Mr Ian Thirlwell. This and the Cabinet response was published as a supplement to the agenda. There was no supplementary question.

#### **192/19 PETITIONS [Item 4c]**

There were none.

#### **193/19 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

#### **194/19 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

Two reports were received from:

- a) **Moving Closer to Residents Task Group** (Resources & Performance Select Committee) – linked to items 10 & 14 on the agenda.
- b) **Surrey's Greener Future Task Group** (Communities, Environment & Highways Select Committee).

The Cabinet response to the reports was published in the supplementary agenda.

The items were discussed in reverse order.

#### **b) Surrey's Greener Future Task Group**

Mr John O'Reilly, Chairman of the Communities, Environment & Highways Select Committee commended the report to Cabinet. Mr Andy MacLeod, Chairman of the Greener Future Task Group described some of the ways in which the Task Group had worked together, and sought evidence, which he thought had worked very well. He also gave examples of the most useful witnesses

Mr Jonathan Essex, who was also part of the Task Group, explained how this was only the foundation work and that much more was needed to be done in order to meet the scale of the challenge. He called for a plan be set out describing the scale of the challenge and funds needed in order to address those challenges. He also wanted this to move beyond the emissions of council buildings and services.

In response the Cabinet Member for Environment & Waste spoke of the need to work with the government on developing a clear national strategy and

action plan as Surrey County could not do it alone and referred the Members to the Cabinet response to the report.

**a) Moving Closer to Residents Task Group**

Mr Will Forster, Chairman of the Task Group, presented the report and asked when the independent valuation would be available. He also spoke of the need to support staff properly and that lessons should be learned from other councils who had taken on agile working. He also sought assurance that proceeds from the sale of County Hall would cover the cost of the refit of the new building

The Leader of the Council responded that the independent valuation was expected by 9 December when it would go to the Task Group. He also reiterated that agile working not so much about moving to Woking but more on flexibility and agility and there would be support for staff. He went on to say that advice had been taken from other councils and a Member Reference Group had been set up and that there were other benefits to the move apart from capital receipts such as reduction in carbon footprint and the cost of running the building.

**195/19 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

**RESOLVED:**

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

**Reason for Decision:**

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

**196/19 LIBRARIES: OUR NEXT PHASE [Item 7]**

The Cabinet Member for All-Age Learning introduced a report that sought approval of a new strategy for the Libraries and Cultural Services and a new model for library services following a comprehensive consultation in early 2019 on strategic principles. Initially, a programme of co-design would take place at a local level with stakeholders including district and borough councils, other partners and local people. This would identify the opportunities to modernise library services in the places that they are delivered, and in line with the new library model. The specific proposals that would be developed through this process would then be, where necessary, consulted upon to ensure that the full impact of any proposed change was understood, and the perspective of local people taken into account before any final decision for change was taken.

Mr Chris Townsend addressed the meeting and spoke of a library in his area that was owned by the NHS and had heard that the NHS wanted the building back and sought confirmation of this as he had not seen anything in writing. The Cabinet Member for All-Age Learning confirmed that this was the case and that the Leader of Mole Valley District Council had been part of the

conversation around this and that she would invite Mr Townsend to a meeting to discuss this. Mr Townsend again sought confirmation from the Leader of the Council as he had not seen anything in writing. The Leader of the Council confirmed that he would seek clarification at a meeting of the Integrated Care Systems Board which he chaired.

Mr Jonathan Essex also addressed the meeting and sought clarification on what the proposals meant in practice and which libraries were in which group as well as the size of the different categories of libraries. The Cabinet Member for All-Age Learning spoke of the full Member briefing where she had presented a slide show that was available to view on the Members portal for those that could not attend.

Several Members spoke in favour of the proposals and in response to a specific question about recruitment of a new Head of Library Service the Cabinet Member for All-Age Learning confirmed that a good appointment had been made.

**RESOLVED:**

1. That the Library and Cultural Services strategy and future model for the library service was approved.
2. That authority be delegated to the Executive Director for Children, Life Long Learning and Culture to work with the Cabinet Member for All-Age Learning to proceed to consultation where necessary over the next 12 – 18 months, as and when the specific proposals for each area become clearer following a process of co-design with local people and key stakeholders.

*The decision was unanimous.*

**Reason for decision:**

Surrey County Council established its strategic principles for the delivery of Library and Cultural services in January 2019, following a comprehensive consultation exercise. Concurrently, the Council had additionally developed a new organisational strategy, 'Vision 2030', setting out the priorities for Surrey County Council and the outcomes it is sought to achieve. Using both of these, a detailed community profile had been prepared through 2019. It was clear that the way in which people were using libraries was changing. There was a pattern of falling usage amongst the adult population, with fewer regular users borrowing more books, while usage amongst children was growing. We must also look beyond how libraries respond to demand reactively, and consider whether they can make a greater contribution, proactively, to Surrey's corporate priorities. Within this context we have developed a new strategy which seeks to set a direction for the modernisation of our Libraries and Cultural Services which maximises their contribution to the priorities of the Vision 2030 and ensures that we continue to deliver our statutory responsibility to provide "a comprehensive and efficient library service for all persons desirous to make use there of", as set out in Section 7 of the Public Libraries and Museum Act 1964.

*[The decisions on this item can be called in by the Children, Families, Lifelong Learning & Culture Select Committee]*

## **197/19 FAMILY RESILIENCE - UNIVERSAL YOUTH OFFER [Item 8]**

The Cabinet Member for Children, Young People & Families introduced a report that sought agreement to consult on whether Surrey County Council delivers universal open access youth work and to enable the voluntary, community and faith sector to use the youth centres at little or no cost.

Mr Chris Townsend addressed the meeting and asked who was to be consulted and what questions would be asked during the six week consultation that would take place over the Christmas and New Year period. The Cabinet Member for Children, Young People & Families referred to the report that showed discussions were already taking place with some organisations that had expressed an interest in providing youth activities. Discussions had already started with borough and district councils. She also confirmed that buildings with long leases would also be in scope. She went on to say that service officers were consulting with young people all the time and that there was a User Voice and Participations service that were experts at getting the opinions and feedback from young people.

### **RESOLVED:**

1. To undertake public consultation on whether Surrey County Council enables the voluntary community and faith sector to use the youth centres for the benefit of young people at little or no cost be agreed.
2. To consult on whether Surrey County Council delivers universal open access youth work be agreed.
3. That authority be delegated to the Executive Director Children, Lifelong Learning and Culture to work with Cabinet member for Children, Young People and Families to agree and implement the local solutions following the conclusion of the consultation.

The decision was unanimous.

### **Reason for decision:**

Transforming the existing universal youth work model and improving the access to youth centres required formal consultation. The options and solutions for each youth centre needed to be considered at a local level as part of the local engagement during the consultation.

*[The decisions on this item can be called in by the Children, Families, Lifelong Learning & Culture Select Committee]*

*Mr Mike Goodman left the room for a few minutes during discussion on this item.*

## **198/19 REVIEW OF CHARGES FOR PARKING IN COUNTRYSIDE ESTATE CAR PARKS [Item 9]**

The Cabinet Member for Community Safety, Fire & Resilience introduced a report that reviewed the introduction of car park charging at the five busiest country sites, equating to 15 of the 30 car parks across the countryside estate to generate new investment in Surrey's countryside. This review had shown that despite making a small surplus the first year of operations had not delivered the significant contribution as expected.

Mrs Hazel Watson addressed the meeting and welcomed the proposal to stop charging and that the charges were putting people off of visiting the countryside. She also spoke of her prediction of the fall in numbers attending the car parks and that visitors were parking outside in resident areas rather than pay as well as the wasted money putting charging in place. The Leader of the council responded that the proposals were scrutinised back in 2017 by the select committee and that with the exception of one abstention made a unanimous decision to support. He also spoke of the motivation for the decision which was to make income for the management of the countryside estate. However, the council now had more flexibility and there was a real desire to promote the health and wellbeing of residents.

The Cabinet Member for Highways confirmed that inactive machines could be reused in the parking service.

The Deputy Leader reiterated points made by the Leader in that the council was in a different place in 2017 when the decision was made and that the focus now was on the health and wellbeing of residents of which access to the countryside was a part of that. He also emphasised that Newlands Corner was outside of this report as it was privately owned.

**RESOLVED:**

1. That the removal of all charges relating to parking at all Countryside Estate car parks currently managed under lease by Surrey Wildlife Trust, with effect from 1 April 2020 be agreed.
2. That authority be delegated to the Executive Director of Highways, Transport and Environment, in consultation with the Cabinet Member for Community Safety, Fire and Resilience, the development and implementation of a plan to deliver recommendation 1.
3. That proposals be developed for the introduction of a voluntary payment scheme be agreed.

The decision was unanimous.

**Reason for decision:**

The Countryside Estate service operated 15 car parks across the county, where charges were made for parking to residents and visitors wishing to access the countryside. Following the implementation of the charges in July 2018 it was agreed that a review of the impact of car park charging would be undertaken after 12 months of operation. This review has concluded that the original policy of charging visitors to park when visiting the countryside estate had not delivered the significant financial contribution and was no longer aligned with the council's overarching Vision 2030.

*[The decisions on this item can be called in by the Communities, Environment and Highways Select Committee]*

**199/19 MOVING CLOSER TO RESIDENTS: DELIVERING OUR AMBITION [Item 10]**

The Leader of the council introduced a report that described the principles for the council's headquarters to move closer to the residents of Surrey, with a primary focus on agile working for staff and Members. This meant that work

could be done anywhere, at any time and with anyone. As working practices changed across all sectors it was increasingly important to keep pace and match others in the public and private sectors who offered this way of working in order to support effective recruitment of talented staff. Cabinet had agreed that a new 'Civic Heart' should be established in either Woking or Guildford in premises that would support modern, agile working practices to enable greater and more effective and efficient services, innovation and collaboration. A key enabler of the future progress of the agile programme was to secure premises for the Civic Heart, which this report confirmed as Midas House, Woking. The Leader went on to talk about some of the risks highlighted in the report, namely the level of staff attrition, IT and support for staff with agile working.

**RESOLVED:**

1. That the importance of this programme to our successful transformation plans and delivery of the Community Vision 2030 and Organisation Strategy be noted.
2. That, subject to Council approval, the acquisition of Midas House, Woking on the terms set out in this report as the County Council's new Civic Heart be approved.
3. That subject to full Council approval of the acquisition of Midas House, Woking on the terms set out in the submitted report, authority be delegated for the completion of the requisite legal processes and documentation relating to the acquisition of Midas House, in accordance with the Heads of terms set out to the Executive Director for Transformation, Partnerships and Prosperity, in consultation with the Leader of the Council.
4. That the establishment of a Member Task Group to support the planning and design of Civic spaces and functions, including for full Council meetings and associated Member facilities be approved.
5. That a design and build contractor for fitting out the new Civic Heart in order to facilitate modern, agile working practices be procured.
6. That the importance of supporting staff through the implementation of more agile working practices and move from County Hall, Kingston to a Civic Heart in Woking and the need for a change management programme to ensure a positive outcome for them, with a similar programme tailored to Members' was acknowledged.
7. That the investment in the information and digital technology required to effectively support agile working, as contained in the capital programme, with a roadmap for implementation presented to Cabinet in February 2019 be endorsed.

The decision was unanimous.

**Recommendation to County Council:**

To approve the acquisition of Midas House, Woking on the terms set out in the submitted report as the County Council's new Civic Heart.

**Reason for decision:**

The council had a commitment to being closer to residents in all that it does and to enable new, modern ways of working for the council. The Moving Closer to Residents (MCTR) programme of rolling out agile working across the council was underpinned and advanced by confirmation of a new Civic

Heart premises at Midas House, Woking. The MCTR work was not simply about acquiring a building and making a value for money judgement on the associated costs, alone. The programme will deliver on a range of other benefits – including demonstrable productivity improvements from better use of technology, reduced travel costs, new talent pools and attracting new staff, contributing to our carbon neutral ambitions; plus a number of important non-quantifiable benefits, including advancing the shift in organisational culture.

*[The decisions on this item can be called in by the Resources and Performance Select Committee]*

*[Mr Colin Kemp declared a non-pecuniary interest in relation to 'Moving Closer to Residents' as he was part of the Executive on Woking Borough Council.]*

### **200/19 2019/20 MONTH 6 (SEPTEMBER) FINANCIAL REPORT [Item 11]**

The Cabinet Member for Finance introduced the month six monitoring report that provided the details of the County Council's 2019/20 financial position as at 30 September 2019 (M6) for revenue and capital budgets, the expected outlook for the remainder of the financial year and also as a quarter-end report. It also included Treasury Management and Debt. The Cabinet Member also highlighted some of the challenges that were being addressed.

The Leader of the Council spoke of continuing progress and the hard work of officers and Members to get the council into a better financial position.

#### **RESOLVED:**

1. That the highway repairs expenditure be funded from capital was approved.
2. That the School funding increase (c£7.3m) due to Teacher Pension contribution grant and Teachers Pay grants from the Department for Education was approved.
3. That procurement of new fire appliances could proceed was authorised.
4. That the Council's forecast revenue and capital budget positions for the year was noted.

The decision was unanimous.

#### **Reason for decision:**

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

*[The decisions on this item can be called in by the Resources and Performance Select Committee]*

### **201/19 REGULATION OF INVESTIGATORY POWERS ACT 2000 - UPDATED CORPORATE POLICY AND PROTOCOL [Item 12]**

The Cabinet Member for Corporate Support introduced a report that sought agreement of an updated Policy and Protocol on the use of the Regulation of Investigatory Powers Act 2000 (RIPA) by Surrey County Council services.



The update included changes on how services access communications data, changes recommended during an inspection of Surrey County Council's use of RIPA earlier this year and sought agreement for future changes to the policy to be made by the relevant Cabinet Member using delegated powers.

**RESOLVED:**

1. That the proposed new Corporate Policy and Protocol on the application of the Regulation of Investigatory Powers Act 2000 was endorsed.
2. That authority be delegated to the Cabinet Member for Community Safety Fire and Resilience in consultation with the relevant Director to approve the Corporate Policy and Protocol on the use of the Regulation of Investigatory Powers Act 2000 and any subsequent changes to this and that the Director of Law and Governance be authorised to make the necessary changes to the Council's Scheme of Delegation and the Constitution be updated accordingly.

The decision was unanimous.

**Reason for decision:**

Following the RIPA Inspection carried out in February 2019, recommendations and observations were made to the Corporate Policy and Protocol on the use of RIPA which has led to the requirement to make some minor amendments to the Policy.

The inclusion of the updates within the Corporate Policy and Protocol will provide an updated framework to ensure that the authority continues to comply fully with the requirements of RIPA. The updates ensure that Surrey County Council is operating in accordance with the latest legislation. Allowing future changes to the policy to be authorised by the relevant Cabinet member using delegated powers will prevent this policy repeatedly being placed before full Cabinet for consideration.

*[The decisions on this item can be called in by the Resources and Performance Select Committee]*

**202/19 EXCLUSION OF THE PUBLIC [Item 13]**

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

**203/19 MOVING CLOSER TO RESIDENTS: DELIVERING OUR AMBITION [Item 14]**

Mr Nick Darby addressed the Cabinet and sought clarification on the costs and charges as detailed in the Part 2 report as well as the energy rating for Midas House, Woking.

The Leader of the Council stated that the clarification on costs would be provided and responded to other queries around energy, car parking and utilities.

**RESOLVED:**

That this Part 2 report 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).

See Minute 199/19 and [Exempt Minute E-18-19].

**Reason for decision:**

See Minute 199/19

*[The decisions on this item can be called in by the Resources & Performance Select Committee]*

*[Mr Colin Kemp declared a non-pecuniary interest in relation to 'Moving Closer to Residents' as he was part of the Executive on Woking Borough Council.]*

**204/19 COMMERCIAL PROGRAMME (WASTE) UPDATE [Item 15]**

An updated report was circulated prior to the meeting. The Leader explained the detail behind the recommendations and the Executive Director for Resources explained what would happen next.

**RESOLVED:**

That this Part 2 report 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).

See [Exempt Minute E-19-19].

**Reason for decision:**

See [Exempt Minute E-19-19].

*[The decisions on this item can be called in by the Communities, Environment & Highways Select Committee]*

**205/19 PUBLICITY FOR PART 2 ITEMS [Item 16]**

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

Meeting closed at 3.45 pm

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**Chairman**