

Notice of Meeting

Environment Select Committee



Date & time
Wednesday, 5
December 2018 at
10.00 am

Place
Meeting Room 1, Wray
Park Centre, Surrey
Fire and Rescue
Service HQ, 70 Wray
Park Rd, Croydon Rd,
Reigate RH2 0EJ

Contact
Huma Younis
Room 122, County Hall
Tel 020 8213 2725

huma.younis@surreycc.gov.uk

Chief Executive
Joanna Killian

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email huma.younis@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Huma Younis on 020 8213 2725.

Elected Members

Rachael I. Lake (Chairman), Mr Saj Hussain (Vice-Chairman), Mr Mike Bennison, Mr Jonathan Essex, Mr Richard Hampson, Miss Marisa Heath, Mrs Jan Mason, Mrs Tina Mountain and Mr Keith Witham

TERMS OF REFERENCE

The Committee is responsible for the following areas:

- Waste and Recycling
- Countryside
- Planning
- Aviation and Sustainable Transport
- Flood Prevention
- Emergency Management
- Community Engagement and Safety
- Fire and Rescue
- Trading Standards

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 06 SEPTEMBER 2018

(Pages 5
- 10)

The minutes of the previous meeting as a true and accurate record of proceedings.

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); and
- 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 QUESTIONS & PETITIONS

To receive any questions or petitions

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*29 November 2018*).
2. The deadline for public questions is seven days before the meeting (*28 November 2018*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RESPONSE FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE

(Pages
11 - 14)

Recommendations from the Select Committee meeting on 6 September 2018 regarding the Low Emissions Transport Strategy and Electric Vehicle Strategy were submitted to Cabinet for consideration on 27 November 2018. A response from the Cabinet Member for Environment and

Highways is attached.

6 CONCESSIONARY TRAVEL FUNDING CONSULTATION UPDATE (Pages 15 - 36)

Purpose of the Report: This report outlines the concessionary bus travel funding consultation process to date and gives an overview of the responses received so far.

7 SHAPING SURREY'S COMMUNITY RECYCLING CENTRES (Pages 37 - 44)

Purpose of the Report: To provide an opportunity for the Committee to comment on the proposed changes at Surrey's Community Recycling Centres (CRCs).

8 SURREY FIRE AND RESCUE SERVICE (SFRS) PERFORMANCE AND TRANSFORMATION UPDATE (Pages 45 - 56)

Purpose of the Report: To provide the committee with details of the transformation programme being undertaken within the Surrey Fire and Rescue Service to ensure that the service is aligned with good practice for a modern Fire and Rescue Service.

9 ACTIONS AND RECOMMENDATIONS TRACKER & FORWARD WORK PROGRAMME (Pages 57 - 60)

The Select Committee is asked to review its Actions and Recommendations Tracker and approve its draft Forward Work Programme, providing comment as required.

10 DATE OF THE NEXT MEETING

The next meeting of the Select Committee will be held on 22 February 2019 in the Ashcombe Suite at County Hall.

Joanna Killian
Chief Executive

Published: Tuesday, 27 November 2018

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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Thank you for your co-operation

MINUTES of the meeting of the **ENVIRONMENT SELECT COMMITTEE** held at 10.00 am on 6 September 2018 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on Wednesday, 5 December 2018.

Elected Members:

(present *)

- * Rachael I. Lake (Chairman)
- * Mr Saj Hussain (Vice-Chairman)
- * Mr Mike Bennison
- * Mr Jonathan Essex
- * Mr Richard Hampson
- * Miss Marisa Heath
- * Mrs Jan Mason
- * Mrs Tina Mountain
- * Mr Richard Wilson
- * Mr Keith Witham

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Cllr Mike Goodman and Cllr Denise Turner-Stewart. Both were in attendance at an urgent Cabinet away day.

2 MINUTES OF THE COMMUNITIES SELECT COMMITTEE: 08 FEBRUARY 2018 [Item 2]

The minutes of the 8 February Communities Select Committee meeting were agreed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST [Item 3]

Cllr Witham stated that he was a Member of the Surrey Wildlife Trust charity.

Cllr Mason stated that she represented Epsom and Ewell on the Surrey Countryside Partnership.

4 QUESTIONS & PETITIONS [Item 4]

There were none.

5 A JOINT STRATEGY FOR SURREYS COUNTRYSIDE ESTATE [Item 5]

Declarations of interests:

None

Witnesses:

Lisa Creaye Griffin, Countryside Group Manager
Sam Cunningham, Senior Change Consultant

Key points raised during the discussion:

1. The report was introduced by the Countryside Group Manager who explained that a Countryside Estate Strategy Member Reference Group (MRG) would focus on developing questions for the public engagement exercise, supporting the drafting of the Countryside strategy and the three year business plan.
2. It was clarified that since the partnership had been established in 2002 there was no overarching strategy for the Countryside although each area within the Countryside had a management strategy in place. In terms on key achievements, the Surrey Wildlife Trust (SWT) had improved conservation sites that formed part of the estate and would be focusing on improving visitor's services going forward.
3. With the reduction of funding to the Countryside from the County Council and the impact of the loss of funding through Brexit, there was a plan in place to replace funding. It was explained that DEFRA (Department for Environment, Food & Rural Affairs) would be lobbied for financial support.
4. The Countryside Group Manager explained that SWT would be in attendance at MRG meetings and confirmed that EU funding for the Countryside currently stood at £300k.
5. The Chairman requested that officers confirmed what ideas had been considered as part of income generating activity on the Countryside estate.
6. It was confirmed that the MRG would be given the opportunity to review funding sources to support the management of the Countryside estate.
7. In response to a Member question, it was confirmed that discussions around the development of the strategy with a number of partner organisations including Natural England and the Forestry Commission had already taken place.
8. The Chairman queried the timescales for strategy launch in February 2019. Officers explained that work on the strategy would be prioritised for launch in March 2019 to coincide with the 60th anniversary of SWT.
9. A Member of the Committee queried the timescales for engagement with the public and asked if this was an appropriate amount of time. The Senior Change Consultant explained that 8 weeks was the standard amount of time given for public engagement exercises and that a number of channels including social media and focus groups would be used to support activity.

Cllr Heath briefly left the meeting at 10.42am

10. It was stated by a Member that public engagement should also include holding events for residents to attend.
11. In regards to charging on the Countryside, the Countryside Group Manager explained that as part of the engagement activity officers wanted to understand the public desire for setting variable costs.
12. A Member of the Committee stated the importance of clarifying and communicating with the public the costs associated with maintaining and supporting the Countryside. It was further added that DEFRA would be focusing on 'public money for public goods' and that this was something that the MRG should focus on as a possible avenue for future funding.

13. It was agreed that the Committee should be notified of when a Countryside Estate Strategy MRG meeting would be taking place.

Resolved:

- I. The Select Committee agreed the following membership of the Countryside Estate Strategy Member Reference Group, subject to agreement by COSC,
 - Richard Hampson
 - Tina Mountain
 - Jonathan Essex
- II. The Countryside Estate Strategy Member Reference Group to report back on work undertaken to support the countryside estate strategy at the 22 February 2019 Select Committee meeting.

6 AIR QUALITY: LOW EMISSIONS TRANSPORT STRATEGY AND ELECTRIC VEHICLE STRATEGY [Item 6]

Declarations of interests:

None

Witnesses:

Bronwen Chinien, Principal Environment and Sustainability Officer
Paul Fishwick, Local Transport Programmes Manager

Key points raised during the discussion:

1. The Low Emissions Transport Strategy (LETS) report was introduced by the Principal Environment and Sustainability Officer and the Electric Vehicle Strategy (EV) was introduced by the Local Transport Programmes Manager.

Cllr Heath briefly left the meeting at 11.08am

2. The Chairman queried what work had been undertaken to encourage sustainable travel behaviour. The Principal Environment and Sustainability Officer explained funding had been received between 2012-16 from the Local Sustainable Transport Fund to support sustainable travel work. Since then, funding has been secured for a programme for schools to provide a range of travel planning measures which will be rolled out by the end of 2018.
3. In response to concern from the Chairman about health and safety of electric charge points in domestic properties, the Local Transport Programmes Manager confirmed that rapid charge points could not be installed in homes and only trickle (slow) charging points could be installed in the home. Furthermore, in the context of the previous item's subject of countryside sites, it was advised that in secluded locations the cost for installing rapid charge points could cost considerably more than £25k and would be subject to other suitability criteria.

4. The Local Transport Programmes Manager gave details of a number of schemes that were taking place, this included £56m which had been allocated for major schemes including sustainable travel improvements.
5. Officers agreed to support the inclusion of an additional performance indicator within the LETS, measuring travel behaviour as indicated within the public consultation summary and explained that this data was already available.
6. Members generally supported both strategies and agreed both were clear in aims and objectives.
7. A Member of the Committee was concerned that the LETS had not explicitly mentioned air travel and the implications of the expansion at London Heathrow on emissions in Surrey. The Member added that he was not confident the strategy could deliver against the scale of the issues at hand. Officers stated that as a partner within the Heathrow Strategic Planning Group, the council is seeking sufficient mitigation of the impacts of growth. Heathrow Airport Ltd are responsible for designing the scheme and proposing mitigation measures to ensure air quality is not adversely impacted by the expansion. Regarding delivery of the LETS, although there was no explicit action plan attached to the strategy, local transport strategies at the borough level will be a key element of delivering the aims of the strategy.
8. In regards to planning issues, it was confirmed that the transport development planning team based at the county advised districts and boroughs on transport implications for new developments with larger developments requiring an air quality assessment.
9. It was explained that home working was encouraged at the Council and promoted through travel plans with businesses. Officers explained that there was a rail strategy in place which lobbied electrifying on particular networks. Unfortunately, the cost of rail travel is regulated by government which meant the County could lobby for reduced fares but that this was ultimately a government decision in conjunction with train operators.
10. It was confirmed that under the Environment Act (1995), district and boroughs have to send information regarding AQMAs (Air Quality Management Areas) to DEFRA who then sign this information off.
11. In regards to the impact of future development on the strategy, the officer explained that the projected volume of development is proposed through the development of local plans. Transport modelling was then undertaken on areas where there may be problems. This information is then set out into the Local Transport strategies and required funding is sought.
12. A Member of the Committee queried why there was not any information in the EV strategy regarding electric bikes and if there were any future plans for using street lights as EV charging points. With regards to using lamp columns as charging points, it was stated that in Surrey lamp columns had generally been moved to the back of the footway which meant potential health and safety issues with trailing cables across the footway. There was also a potential issue with unwanted charging outside people's homes. This technique was currently being trialled by Oxford, Portsmouth and the London borough of Hounslow and would be reviewed carefully. Officers stated that they were happy to consider the inclusion of electric bikes in the EV strategy.

13. A Member of the Committee felt that the public consultation responses to the EV strategy was low. It was argued that more needed to be done to improve engagement.
14. The Chairman queried what action was undertaken to ensure people moved EV's after they had been sufficiently charged. The Local Transport Programmes Manager explained that in instances with rapid charging points, drivers are able to book their vehicles for charging, although this is also balanced with flexibility of access. On the highway, limited waiting at charging points could be introduced with CPOs (Civil Parking Officers) to enforce this.

The Committee recommended:

- I. For the inclusion of a specific indicator in the low emissions transport strategy which measures travel behaviour.
- II. For both air quality and carbon emissions data and indicators within the Low Emissions Transport Strategy to be developed and reported back to the Committee in the next 12 month as part of ongoing performance monitoring.
- III. The Cabinet Member for Environment and Transport to lobby the DfT for funding (where appropriate) to support the objectives of the Electric Vehicle Strategy and Low Emissions Transport Strategy.
- IV. The Low Emissions Transport Strategy and Electric Vehicle Strategy to be shared with partners including the County Council's approved transport providers after Cabinet approval.
- V. For SCC fleet vehicles to be reviewed and replaced with low emission vehicles, electric vehicles and charging infrastructure as appropriate.

7 FORWARD WORK PROGRAMME [Item 7]

Key points raised during the discussion:

1. The Chairman explained that the 5 December Select Committee meeting would be held at the Surrey Fire and Rescue Service HQ in Wray Park.
2. It was agreed that the Countryside Estate Strategy MRG would review disabled access on the Countryside estate.
3. The Chairman confirmed that to her knowledge the final report regarding the HMICFRS inspection of the Surrey Fire and Rescue Service was not ready for publication.
4. A Member asked that in future when an item was removed from the forward plan that this be communicated with the Committee. The Chairman agreed to this course of action and ensured Members that they would be notified when the forward plan was changed.
5. The Chairman stated that the forward plan would be updated with the scrutiny of transformation projects in due course.

8 DATE OF THE NEXT MEETING [Item 8]

The next meeting of the Environment Select Committee will be held on 5 December 2018, at 10.00am in Room 1, SFRS HQ, Wray Park.

Meeting ended at: 12.45

Chairman

ENVIRONMENT SELECT COMMITTEE**Item under consideration: *Low Emissions Transport Strategy and Electric Vehicle Strategy*****Date Considered: 06 September 2018****Key points raised during the discussion:**

- The Local Transport Programmes Manager gave details of a number of schemes that were taking place, this included £56m which had been allocated for major schemes including sustainable travel improvements.
- It was agreed to support the inclusion of an additional performance indicator within the Local Emissions Transport Strategy, which measured travel behaviour as indicated within the public consultation summary. Officers also agreed to consider the inclusion of electric bikes in the Electric Vehicle Strategy.
- Members were in support of both strategies and agreed both were clear in aims and objectives.
- Concerns were raised around air travel and the implications of the expansion at London Heathrow on emissions in Surrey. Officers stated that as a partner within the Heathrow Strategic Planning Group, the impacts of growth would be sufficiently mitigated and work would be undertaken with district and boroughs to ensure air quality is not adversely impacted by the expansion.
- With regards to using lamp columns as charging points, it was stated that in Surrey, lamp columns had been moved to the back of the footway which meant potential health and safety issues with trailing charging cables across the footway. This technique was currently being trialled by Oxford, Portsmouth and the London borough of Hounslow and would be reviewed carefully.

The Committee recommended:

- I. For the inclusion of a specific indicator in the low emissions transport strategy which measures travel behaviour.
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- III. The Cabinet Member for Environment and Transport to lobby the DfT for funding (where appropriate) to support the objectives of the Electric Vehicle Strategy and Low Emissions Transport Strategy.
- IV. The Low Emissions Transport Strategy and Electric Vehicle Strategy to be shared with partners including the County Councils approved transport providers after Cabinet approval.
- V. For SCC fleet vehicles to be reviewed and replaced with low emission vehicles, electric vehicles and charging infrastructure as appropriate.

Cllr Rachael I Lake

Chairman of the Environment Select Committee

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CABINET RESPONSE TO ENVIRONMENT SELECT COMMITTEE

UPDATE TO THE SURREY TRANSPORT PLAN: STRATEGIES AND ASSOCIATED DEVELOPER GUIDANCE REGARDING EMISSIONS REDUCTION

COMMITTEE RECOMMENDATIONS:

1. For the inclusion of a specific indicator in the low emissions transport strategy which measures travel behaviour.
2. For both air quality and carbon emissions data and indicators within the Low Emissions Transport Strategy to be developed and reported back to the Committee in the next 12 month as part of ongoing performance monitoring.
3. The Cabinet Member for Environment and Transport to lobby the DfT for funding (where appropriate) to support the objectives of the Electric Vehicle Strategy and Low Emissions Transport Strategy.
4. The Low Emissions Transport Strategy and Electric Vehicle Strategy to be shared with partners including the County Councils approved transport providers after Cabinet approval.
5. For SCC fleet vehicles to be reviewed and replaced with low emission vehicles, electric vehicles and charging infrastructure as appropriate.

RESPONSE:

1. Travel behaviour has been included as an indicator on page 29 of the Low Emissions Transport Strategy.
2. This will be carried out over the next 12 months.
3. Lobbying will be undertaken for funding when the appropriate opportunities arise.
4. This will be carried out once the strategies are approved by Cabinet and will be made available to the public via the Surrey County Council web site.
5. To be undertaken as and when appropriate.

Mike Goodman
Cabinet Member for Environment & Transport
27 November 2018

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Environment Select Committee

5 December 2018



Concessionary Travel Funding Consultation Update

Purpose of the report:

This report outlines the consultation process to date and gives an overview of the responses received so far.

Introduction:

1. As part of the county council's transformation activities, there are five public consultations running from Tuesday 30 Oct 2018 to Friday 4 Jan 2019.
2. The Strategic Transport Group are currently consulting with the public and stakeholders on the proposals to:
 - Remove free concessionary travel for disabled pass holders before 09.30 and after 23.00 Monday to Friday, which is currently paid for by Surrey County Council. Pass holders would still be able to travel for free after 09.30 and before 23.00 Monday to Friday, which is paid for by the English National Concessionary Travel Scheme (ENCTS). Free travel at any time on Saturdays, Sundays and Public Holidays would be unaffected.
 - Remove companion passes. Pass holders would continue to travel for free, however, their companions would no longer receive free travel. This is currently funded by Surrey County Council.
3. The table below shows the number of concessionary passes issued to Surrey residents as of July 2018.

Pass Type	Number Issued
Older person	157,535
Disabled person	8,065
+C older person	184
+C disabled person	2,557
Total	168,341

4. The eligibility criteria for getting a free bus pass are set out in primary legislation. For older people, this is linked to the

pensionable age. This is rising incrementally to 66 by 2020. The eligibility criteria for disabled and companion passes can be found as Annex 4 to this report, which is taken from the Free Bus Pass pages on the county council website.

5. People's ability to access the ENCTS is based on whether they apply and meet the eligibility criteria. If an applicant meets the relevant criteria for the pass they are applying for they will be issued one. This is unrelated to whether, for example, they may be able to afford to pay for bus travel, are in receipt of transport related allowances on grounds of disability (such as Personal Independence Payments) or whether they ever intend to use the pass.
6. At the end of this report is a table showing the concessionary travel offer made by other local authorities in the region.

Removal of Additional Subsidy for Disabled Pass Holders and Companions

7. Central Government determines the travel concessions that must be offered as part of the English National Concessionary Travel Scheme (ENCTS). This statutory scheme requires that qualifying older and disabled people be allowed to travel for free on buses after 09:30 and before 23:00 Monday to Friday, plus all day on Saturdays, Sundays and Public Holidays.
8. Funding for this statutory scheme is received by the council from Central Government through grant. However, in Surrey we also fund two extra travel concessions:
 - Free travel at any time for Surrey residents who hold a disabled person's bus pass, i.e. free travel before 09:30 and after 23:00 Monday to Friday; and
 - Companion passes (C+), issued to disabled or older person's bus pass holders who cannot travel without assistance. Any C+ pass holder who needs assistance can take someone with them to enable travel, e.g. a friend, carer or relative, with the pass holder and the companion both travelling free.
9. Removal of the council's additional funding for these two extra concessions would mean disabled pass holders would have pay for journeys outside of the statutory scheme, and the companions of C+ pass holder would have to pay to travel.
10. The cost of providing the additional concessions varies year on year based on the number of people using their passes to travel.
11. The reimbursement paid to Surrey bus operators for the revenue foregone by offering free travel also varies based on the Government formula used. The average reimbursement to Surrey bus operators for each concessionary journey is £1.45.

12. Using the average per journey reimbursement figure and the annual number of concessionary journeys, around 180,000 before 09.30 in 2017/18, the amount paid to the Surrey bus operators for those journeys was approximately £260,000.
13. The Strategic Transport Group are also looking to streamline our bus pass issuing processes, including not sending renewal reminder letters and promoting channel shift toward on line applications.
14. It is estimated that combined these proposals could generate an annual saving of £400,000 per year.

Consultation and Engagement Programme

15. As mentioned previously, the consultation started on Tuesday 30 October and runs until the end of Friday 4 January.
16. The consultation team are targeting specific stakeholders groups with material along with face to face meetings. This is to, as best possible, assess the potential impact of the proposals on the groups affected, should a decision be made to implement the changes.
17. These groups include but not limited to:
 - The Surrey Coalition of Disabled People
 - The Disability Empowerment Networks and the Chairs
 - Action for Carers Surrey
 - Surrey Choices
 - Disability Challengers
 - The Alzheimer's Society
 - Surrey Independent Living Council
 - Surrey Association of Local Councils (SALC)
18. In addition to the role of the committee, some members have agreed to join a Member Reference Group to provide oversight and input into the consultation process. This first met on 13 November.

The topics discussed were:

 - The role of the Member Reference Group
 - The Concessionary Travel Funding Consultation process
 - A brief overview of consultation responses received thus far
 - The programme and next steps
 - The role of the MRG with any future reviews in the Strategic Transport Group
19. Key consultation and reporting dates are listed below,
 - 30 October 2018 – consultation goes live
 - 5 December 2018 – Environment Select Committee
 - Week beginning 10 December 2018 – Update note for Member briefing on all five consultation responses
 - 4 January 2019 – Consultation closes

- 29 January 2019 – Report to Cabinet (covering all five consultations)
20. A high level summary of the number and type of responses, along with some key themes emerging, received so far are annexed to this report. This only covers the responses received as of 22 November 2018 and looks to provide a summary for the Select Committee to consider, whilst the consultation is ongoing.
 21. The full consultation analysis is still ongoing and will be completed for the 29 January 2019 Cabinet meeting.
 22. Should the decision be made to progress after the consultation responses have been considered, the changes could start as of 1 April 2019.
 23. This would mean that as of 1 April 2019 disabled pass holders travelling before 09.30 and after 23.00 and that a companion travelling with a pass holder would need to pay to travel at any time.

Conclusions:

24. From the responses received so far, the majority of respondents think that:
 - This area of council spend is not appropriate to make savings (around 60% responses), and
 - Savings can be made elsewhere (just over 50% responses)
25. Mitigation options would not available for many people who would be affected by these proposals. An alternative form of free transport will be made available for any children entitled to free home to school transport. In that situation the county council has a legal duty to provide free transport for those individuals. This would most likely be in the form of paying for a season ticket on the bus route they use.
26. For other pass holders and their companions there are no alternative mitigation options that could be offered by the county council.
27. Mitigation options are looked at in more detail as an annex to this report.
28. An Equalities Impact Assessment has been developed for this consultation and is being updated as the consultation progresses.

Recommendations:

29. That the Committee notes this report and supporting material.

30. That the Committee note the work of Member Reference Group (MRG) that has been set up as part of this process. Future meetings of this group are on 13 Dec 2018 and 14 Jan 2019.
31. Ask that the MRG provide input to Cabinet on this topic for the 29 January 2019 budget report.

Next steps:

- Continue with consultation up to its close on 4 January 2019.
- Meet the MRG to update and receive input on the consultation process.
- Report back to the MRG in January on the consultation, ahead of the formal report to Cabinet on 29 January 2019.

Report contact: [Paul Millin, Strategic Transport Group Manager]

Contact details: [03456 009 009]

Sources/background papers: the following documents are annexed to this report

Annex 1- Update of consultation responses as at 12 Nov 2018

Annex 2- Current iteration of the Equalities Impact Assessment

Annex 3- Outline mitigation options appraisal

Annex 4- Acceptable documents for the seven categories of disability to be eligible for a disabled person's concessionary bus pass

Other Regional Local Authority Offer

Local Authority	Disabled Persons	Disabled C+	Older Persons	Older Persons C+
STATUTORY SCHEME	Mon – Fri 09.30 until 23.00 All day Saturday, Sunday & Public Holidays	No	Mon – Fri 09.30 until 23.00 All day Saturday, Sunday & Public Holidays	No
Brighton-Hove	Enhanced Hours Mon – Fri 09.00 until 03.59	No	Enhanced Hours Mon – Fri 09.00 until 03.59	No
Bucks CC	Enhanced Hours Mon – Fri 09.00 until 23.59 Visually impaired: Free travel at anytime	Yes, with enhanced hours Mon – Fri 09.00 until 23.59 Visually impaired: Free travel at anytime	Enhanced Hours Mon – Fri 09.00 until 23.59	Yes, with enhanced hours Mon – Fri 09.00 until 23.59
Hants CC	Free travel at any time	Yes, with free travel at any time	Statutory Offer	No
Herts CC	Statutory Offer	Yes	Statutory Offer	No
Kent CC	Statutory Offer	Yes	Statutory Offer	No
East Sussex	Statutory Offer	Yes	Statutory Offer	No
West Sussex	Free travel at any time	Yes, with free travel at any time	Statutory Offer	No
London	Free travel at any time	No	Free travel at any time	No
Surrey CC	Free travel at any time	Yes, with free travel at any time	Statutory Offer	Yes

05 Dec 2018 Environment Select Committee

Concessionary Travel Funding Consultation Update – High Level Summary

Contents

- 1. Introduction**
- 2. Breakdown of responses**
- 3. Summary of key themes emerging from the public on the consultation**
- 4. Geographic response**

1. Introduction

This paper provides an overview of the consultation responses received up to 22 Nov 2018.

The consultation looks to assess the impact of the proposals on people who currently make use of the additional concessions being consulted on. Specifically it considers how people use their passes and what they would do should the additional concession be removed.

It also asks people to state whether this is an appropriate area for the county council to make budget savings.

Hard copy survey material was sent to bus operators to put on buses and at some bus stations. Hard copy material was also sent to libraries.

Electronic material was sent to stakeholders with hard copy material, included easy read and large print formats, available on request.

The questionnaire is live for people to respond to online through the SurreySays website.

2. Breakdown of responses

A total of 1,231 consultation responses have been received as of 22 November:

- Online, via SurreySays – 1038
- Hard Copy – 66 input into SurreySays and 115 still to be processed
- Emails – 11
- Letters - 1

To make the analysis process quicker, hard copy surveys are manually entered into SurreySays.

3. Summary of key themes emerging from the public on the consultation

Below is the list of the themes from comments people are making related to the proposals. These need further analysis to assess the numbers of responses for each theme and also if there are any more themes that may come out as the consultation progresses.

- Any saving should be spent on / protect public buses
- Bus passes are not useful because of the Surrey bus network
- Can bus passes be Means Tested so people who really need it can get it?
- Can I pay a part fare with my pass, rather than full fare?
- Can you charge for bus passes to keep free travel?

Annex 1

- Companions should still be entitled to travel for free
- I agree with the proposals as free travel is available most of the day
- I value my bus pass and free travel
- I would not be able to afford to pay - either as a pass holder or companion
- It is not fair that some people get free bus travel and others do not
- Keep the additional concession for disabled pass holders & remove companion passes
- Keep companion passes & remove the additional concession for disabled pass holders
- Make savings from efficiencies or other SCC areas
- People are misusing their passes
- People can adjust their travel to still travel for free
- SCC should manage their finances better
- The proposals make this fair across all types of pass holders - older, disabled and companion
- The proposals particularly affect people with learning disabilities
- The result is already decided / outcome predetermined
- The survey is badly designed
- This is a small number of people & journeys so should be maintained
- This penalises people who rely on buses
- This penalises the most vulnerable Surrey residents
- This would cause / increase social and rural isolation
- Travel Off-Peak is not an option for work / education
- Will cause more people to drive / increase congestion
- Will impact on people's ability to live independently
- Will impact people's well being

4. Geographic response

The survey asks people to provide the first part of their postcode.

Most responses have been from GU postcodes.

- GU21, GU15 & GU16

Fewer responses have been from areas bordering London

- KT4, TW18, KT6

Full analysis of the numbers of responses by postcode will be completed once the consultation period has closed.

Annex 2

1. Topic of assessment

EIA title:	Surrey County Council (SCC) Review of English National Concessionary Travel Scheme Enhancements
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EIA author:	Keith McKain, Change Consultant, Highways, Transport & Environment
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2. Approval

	Name	Date approved
Approved by¹		

3. Quality control

Version number	V0.3	EIA completed	
Date saved	22.11.18	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Paul Millin	Strategic Transport Group Manager	SCC	Project Sponsor
Adam Whittaker	Policy & Strategic Partnerships Manager	SCC	Corporate equalities oversight
Directorate Equalities Group	N/A	SCC	Directorate equalities oversight

¹ Refer to earlier guidance for details on getting approval for your EIA.

5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?	<p>Like most councils across the country we're facing massive financial challenges. Rising demand for services – particularly those supporting children, older people and our most vulnerable residents – and reducing government grant means we need to make some very difficult decisions about the way we deliver services across Surrey.</p> <p>We have worked hard over the past few years to find savings in areas which will have the least impact on residents - such as being more efficient and modernising our support services, using technology more effectively and being more joined up – and since 2010 we've saved £540million.</p> <p>But over the next two years we need to save a further £85million to make sure we're financially robust, able to meet the future with confidence and can deliver the best possible services to the people who need them most.</p> <p>This means we will have to stop providing some services we know Surrey people value and rely on. We're committed to doing this as honestly and openly as possible and we will be consulting residents, partners and businesses to get their views on a range of proposals and options for the future of these services.</p> <p>One of the areas of funding which we will need to make some difficult decisions about is our support for concessionary bus travel across the county.</p> <p>Central government provides councils with some funding so that qualifying older and disabled people can travel for free on buses after 09.30 and before 23.00 during the week and all day at weekends and on public holidays. This is known as the English National Concessionary Travel Scheme (the ENTCS).</p>
What proposals are you assessing?	<p>In Surrey we provide extra funding for residents so that people with a disabled person's bus pass can travel free at any time. We also provide companion bus passes so that any qualifying older or disabled bus pass holders who need assistance to be able to travel can take someone with them who can travel for free as well.</p> <p>We are proposing to reduce this extra funding to bring us into line with other councils who offer the statutory scheme.</p> <p>Disabled pass holders travelling before 09.30 and after 23.00 on weekdays would then need to pay. Bus travel would still be free between 09.30 and 23.00 on weekdays and all day at weekends and on public holidays. As well as this change we are proposing to no longer provide companion bus passes. The older or disabled pass holder will still travel for free but anyone travelling with them would need to pay.</p>

Annex 2

	<p>Ahead of making any final decisions about the future of funding for concessionary bus travel in the county we want to seek your views and understand the impact of our proposals for the future of concessionary travel funding.</p> <p>This consultation questionnaire asks a series of questions about the way you and others use bus services in Surrey and how you and others may be affected by the proposals we are making.</p> <p>The proposal for disabled bus pass holders is to: - Move to the national statutory level for free travel between 09.30 and 23.00 on weekdays and free travel at weekends and on public holidays.</p> <p>The proposal for companion buss pass holders is to: - Move to the national statutory level and withdraw free travel for companions</p> <p>This document begins the process of assessing the potential impacts on protected groups and will be updated with the responses to the consultation.</p>
Who is affected by the proposals outlined above?	<ul style="list-style-type: none"> • All disabled pass holders their carers or families • All disabled or older companion pass holders their carers or families • Businesses – from the staff using a disabled pass to travel • Service operators – who get a proportionate reimbursement for concessionary travel • Partner and external organisations – who may represent older or disabled people or who have people traveling to them using a disabled or companion pass

6. Sources of information.

Engagement carried out
<p>No engagement has taken place at the time of first drafting.</p> <p>A set of engagement activities is being planned for when the consultation launches. This will include but not be limited to:</p> <ul style="list-style-type: none"> - A full public consultation - Meeting with the Disability Empowerment Networks & Chairs meeting as well as the Surrey Coalition of Disabled People with material sent to other disability and carer representative groups - Meeting with the Joint and Local Committee Chairman - Consultation material sent to bus user groups and operators - Consultation material sent to boroughs, districts, parish and town councils - Meeting with SCC colleagues in social care and material sent to their networks
Data used
<p>Data that has been used for previous consultations</p> <ul style="list-style-type: none"> • Feedback to the consultation questionnaire and views submitted by e-mail or post • Outcomes of stakeholder meetings during the public consultation • ESP Systex Concessionary Fares Card Management System and data from Consultants MCL

7. Impact of the new/amended policy, service or function

7a. Impact of the proposals on residents and service users with protected characteristics

Please see details on the following pages.

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence
Age	None	<p>The proposals would affect all older people who qualify for a companion bus pass.</p> <p>Qualification for a pass based on age is linked to the applicant's pensionable age. Which is increasing in line with Government changes to 66 for women by 2020. At which point it will be the same for both men and women.</p> <p>As a consequence, this would make it more difficult for those residents who need assistance to travel to access key services. This could then have an adverse effect on other service areas within the council e.g. Adults Social Care and Public Health.</p>	<p>Evidence to be gathered from the public consultation and ESP Systemex Concessionary Fares Card Management System.</p> <p>The National Travel survey indicates that bus usage is highest amongst 16-24 year olds and those aged 65 and over.</p> <p>In Surrey we have 157,535 older persons concessionary pass holders. With 184 people having a +C older persons companion pass.</p> <p>Impact on pass holders will be updated through the consultation process.</p>
Disability	None	<p>The proposals would affect all disabled pass holders and particularly those disabled companion pass holders.</p> <p>As a consequence, this would make it more difficult for those residents with disabilities who travel at times outside of the national statutory scheme or those who need assistance to to travel to access key services.</p>	<p>There are 8,065 disabled concessionary persons pass holders. With another 2,557 people having a +C Disabled Person Companion Pass.</p> <p>Approximately one third (31%) of respondents to the 2016 Local Transport Review consultation questionnaire said that they had a disability or longstanding condition which affects how they travel.</p> <p>Evidence to be gathered from the public consultation and ESP Systemex Concessionary Fares Card Management System.</p>

² More information on the definitions of these groups can be found [here](#).

		This could then have an adverse effect on other service areas within the council e.g. Adults Social Care and Public Health.	Impact on pass holders will be updated through the consultation process.
Gender reassignment	None	None	There is no differential impact on this protected characteristic.
Pregnancy and maternity	None	None	There is no differential impact on this protected characteristic.
Race	None	None	There is no differential impact on this protected characteristic.
Religion and belief	None	None	There is no differential impact on this protected characteristic.
Sex	None	None	There is no differential impact on this protected characteristic.
Sexual orientation	None	None	There is no differential impact on this protected characteristic.
Marriage and civil partnerships	None	None	There is no differential impact on this protected characteristic.
Carers³		<p>Either paid or unpaid carers travelling as a companion would need to pay the full fare under these proposals.</p> <p>The proposals may impact on people's ability to live more independently, therefore putting more demand on carers.</p>	The impact on carers will be updated through the consultation process.

7b. Impact of the proposals on staff with protected characteristics

SCC staff will be impacted in the same way as the public and therefore will be encouraged to take part in the consultation. Any impact on protected characteristics will be the same as those described above.

³ Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help, because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

8. Amendments to the proposals

Change	Reason for change
N/A at this time	N/A

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
To be assessed during the consultation period			

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
<p>May impact on access to work, health care, education, etc.</p> <p>May increase rural and social isolation.</p> <p>May create a demand pressure on community transport and voluntary transport.</p> <p>All of the potential negative impacts would put pressure on those people's personal finances or those of their carer/s.</p>	Older and disabled people and their carers

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	<p>As with previous consultations - Analysis will be based on:</p> <ul style="list-style-type: none"> • Responses received during the public consultation • Feedback given at our stakeholder meetings during the public consultation period and any written stakeholder feedback • National surveys and bus operator patronage data • ESP Systex Concessionary Fares Card Management System data and MCL consultancy data • Local information (Surrey-i)
Key impacts (positive and/or negative) on people with protected characteristics	<p>May impact on access to work, health care, education, etc.</p> <p>May increase rural and social isolation.</p> <p>May create a demand pressure on community transport and voluntary transport</p> <p>All of the potential negative impacts would put pressure on those people's personal finances or those of their carer/s.</p>

Changes you have made to the proposal as a result of the EIA	No amendments made at this time
Key mitigating actions planned to address any outstanding negative impacts	Potential mitigation options will be assessed during the consultation period, but these would likely not remove the need for people to pay for transport should a move to the national statutory scheme level be agreed.
Potential negative impacts that cannot be mitigated	<p>May impact on access to work, health care, education, etc.</p> <p>May increase rural and social isolation.</p> <p>May create a demand pressure on community transport and voluntary transport</p> <p>All of the potential negative impacts would put pressure on those people's personal finances or those of their carer/s.</p>

Concessionary Travel Funding Consultation - Mitigation options assessment

1. Introduction

This paper is to provide a high level overview of the potential options that have been raised through project meetings and consultation feedback from this current or previous transport consultations.

The tables below give an overview of the potential options that may mitigate some of the impact of the potential removal of the additional levels of concessionary travel for disabled and companion pass holders.

The assessments are based on the experience of officers in working with bus operators, partners and stakeholders.

It must be noted that some options presented in the paper cannot be progressed because of legislative restrictions around the administration of the English National Concessionary Travel Scheme (ENCTS) set out in the legislation that covers the scheme.

Where options can be progressed these will be explored throughout the consultation period.

2. Consultation outline

To assess the potential impacts on Surrey residents of the removal of the additional concessions available to disabled and companion pass holders, the Strategic Transport Group have been commissioned to go out to consultation with the public and stakeholders.

As per the Cabinet Member, decision the consultation will run from 30 Oct 2018 to 4 Jan 2019. The focus of the consultation will be (is) on members of the public and stakeholders providing detail about:

- a. How they use their concessionary pass to travel i.e. why they travel and when
- b. What the impact of removal of the additional concession would mean for them, their family, friends or carers
- c. What they may do as an alternative
- d. Whether they feel savings should be made in this area, and
- e. Any other comments they may have about the proposals

3. Mitigation options tables

Option	Outcome	Start-up requirements	Ability to mitigate the removal of additional levels of concession	Likelihood of delivery	Implication/s should there be no mitigation
Pass holders pay for their pass in order to retain the additional concessions	-	<p>This option is not viable.</p> <p>This is because we (SCC), as the administering authority, are not able to take any payment from someone who is eligible to get a free concessionary bus pass under the legislation covering the scheme.</p>			
Passes should be Means Tested so only those who need them get free travel	-	<p>This option is not viable.</p> <p>This is because we (SCC), as the administering authority, are not able to Means Test applicants for passes under the legislation covering the scheme.</p> <p>For this to be workable there would need to be a change to the law and subsequently more funding be made available to administer a Means Tested scheme.</p>			
Keep one additional concession over the other	Retain additional concession	<p>Other authorities in the region (Hants, East Sussex, Kent) offer free travel for disabled companion pass holders covering the statutory times of the scheme i.e. 09.30 to 23.00.</p> <p>However, this option would likely be viewed as being unfair, unreasonable and potentially open to criticism or challenge by keeping one additional concession over and against another group of pass holders.</p> <p>For this reason, this option could be explored further, but may not be as effective a mitigation option as others listed.</p>			

Option	Outcome	Start-up requirements	Ability to mitigate the removal of additional levels of concession	Likelihood of delivery	Implication/s should there be no mitigation
Partners or other organisations pay a contribution towards maintaining the additional concessions	Retain additional concessions	Need to understand the mechanism for making this work i.e. who & how do people pay that meets legal requirements under the ENCTS	High Only if sufficient sources of funding be available	Low Based on previous discussions there has been no interest in partners, stakeholders or community groups contributing funding towards bus services. It is therefore assumed this would be the same for the additional concessions being consulted on.	Would likely result in the moving to the statutory level of free travel between 09.30 and 23.00
Pass holders contribute an annual sum in order to retain the additional concessions	Retain additional concessions	Amount from each person wishing to contribute needs to meet the potential annual requirement for reimbursing the bus operators. Need a payment mechanism in place	High Only if sufficient funding be paid by pass holders	Low This is based on the likelihood of the amount people would be willing to pay would not meet the cost of travel reimbursement. Additionally, administration of this option would need to be funded, with no current additional funding available.	Would likely result in the moving to the statutory level of free travel between 09.30 and 23.00

Option	Outcome	Start-up requirements	Ability to mitigate the removal of additional levels of concession	Likelihood of delivery	Implication/s should there be no mitigation
<p>The county council work with the bus operators to implement a flat fare or part fare scheme that covers the additional concessions for disabled and / or companion pass holders</p>	<p>Pass holders would pay a reduced fare</p>	<p>Ideal scenario would be that all the bus operators to agree to the scheme being implemented across the county.</p> <p>In that instance all the bus operators to agree what the concessionary flat fare amount or part fare scale should be.</p> <p>There may also be an option where specific bus operators may offer a concessionary flat fare or part fare, but this would not be countywide</p>	<p>Moderate - High</p> <p>Subject to agreements needed from the operators.</p> <p>However, there may be some people who would still find a part fare scheme expensive.</p>	<p>Moderate</p> <p>Based on this type of scheme would provide some income for the bus operators, rather than the potential that some people would not travel and therefore there would be no fare or reimbursement from the county council.</p> <p>This needs further exploration with the bus operators running either commercial services, supported services or both.</p>	<p>Would likely result in the moving to the statutory level of free travel between 09.30 and 23.00</p>

Acceptable documents for the 7 categories of disability to be eligible for a disabled person's concessionary bus pass

Whilst there are many types of disabilities, the DfT recognise the below 7 categories that residents can apply for a disabled free bus pass. The disability must be permanent or likely to last at least 12 months.

1) "(a) is blind or partially sighted"

- Full registration card/letter from Sight for Surrey –formerly known as SAVI
- Certificate of Vision Impairment (CVI) signed by a consultant ophthalmologist

2) "(b) is profoundly or severely deaf"

- Audiologist's written report (we may require an audiogram showing 70+ dB HL in both ears)
- Receipt of Personal Independence Payment (PIP) with a minimum score of 8 points for the "communicating verbally" activity

3) "(c) is without speech"

- Receipt of PIP with a minimum score of 8 points for "communicating verbally" activities
- Information can be considered from an appropriate medical professional if relevant

4) "(d) has a disability, or have suffered an injury, which has a substantial and long-term adverse effect on your ability to walk"

- Receipt of Armed Forces Compensation Scheme (AFCS) award
- Disabled persons parking permit (Blue Badge)
- Receipt of Disability Living Allowance:
 - Adults – middle or higher rate care component and/or higher rate mobility component
 - Children under 16 – mobility or care component at any rate
- Receipt of PIP with a minimum score of 8 points for "moving around" activity
- War Pensioners Mobility Supplement
- Attendance Allowance

5) "(e) does not have arms or has long-term loss of the use of both arms"

- Evidence in writing from a medical professional

6) "(f) has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning"

- Adult (over 18) - in receipt of a Personal Budget funded by Surrey County Council, with the primary care need being a learning disability. If you fall under this category please let the Concessionary Fares Team know when you apply and they will be able to check the Adult Social Care records for confirmation.
- Child (under 18) with current completed statement of Special Educational Needs and Disabilities (SEND) / Education Health and Care Plan (EHCP)

- Receipt of PIP with a minimum score of 12 points for “planning and following journeys”
- Receipt of PIP with a minimum score of 8 points for “communicating verbally” activities
- Receipt of Disability Living Allowance:
 - Adults – middle or higher rate care component, higher rate mobility component
 - Children under 16 – mobility or care component at any rate

7) “(g) would if they applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol” (i.e. epilepsy; severe mental disorder; other disabilities which are likely to cause the driving of vehicles by them to be a source of danger to the public).

- Either a recent letter from the DVLA, stating you have had your driving licence refused/revoked on medical grounds, or
- Confirmation that you do not hold a driving licence and a recent letter from your hospital consultant or doctor stating why you would be refused a driving licence on medical grounds and how long they anticipate this to be the case

Please note that being unable to drive due to prescribed medication or drug/alcohol misuse does not qualify as entitlement for a bus pass.

To see the Department for Transport guidance to local authorities on assessing eligibility of disabled people in England for concessionary bus travel please go to:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/181507/eligibility-review.pdf

Companion Permit (C+)

If you hold an older persons or disabled persons bus pass and have difficulty travelling you could be entitled to travel with a companion.

To qualify for a Companion Permit (identified by a C+ on your pass) please provide either a letter stating that you require assistance in order to travel from one of the following:

- Social Services
- Sight for Surrey
- A medical professional involved in your care
- For children in SEND provision a letter signed by the Head Teacher or SENDCo

Or a copy of your PIP demonstrating 12 points for the “planning and following a journey” activity.

Applicants will need to follow the above process when reapplying for their companion permit.

Environment Select Committee

5 December 2018



Shaping Surrey's Community Recycling Centres

Purpose of the report:

To provide an opportunity to comment on the proposed changes at Community Recycling Centres (CRCs).

Introduction:

1. As a result of rising demand for services particularly those supporting children, older people and our most vulnerable residents and a reducing government grant means the council needs to make some very difficult decisions about the way it delivers services. With this in mind the Environment Service has been asked to propose measures, which would reduce the annual costs of managing waste at its CRCs. A programme of cost saving initiatives at CRCs has been underway since 2015/16 which has so far delivered c £2.5m of savings.
2. It has been identified that a further £1m could be saved from the operation of the CRCs by introducing a number of service changes. The project associated with these changes forms part of the council's transformation programme.
3. This report will inform the committee about the legal background to the provision of the CRCs, provide facts around the current provision and describe the changes to the service that are being considered to make savings. The purpose of this will be to enable the Environment Select Committee to give feedback on the proposed changes.

Legal Obligations of the Waste Disposal Authority

4. Surrey County Council (SCC) as Waste Disposal Authority has a legal duty to dispose of waste collected by the Surrey district and borough councils. In addition SCC must also provide places for residents to dispose of their own household waste free of charge (CRCs). In 2017/18 Surrey residents produced 510,000 tonnes of waste. Approximately 81% of this waste was collected at the kerbside by district and borough councils and around 19% (96,000 Tonnes) was collected at the CRCs.
5. District and borough councils also operate kerbside collections for recyclable materials and these are supported by 'recycling credit' payments made by SCC. These payments reflect the avoided disposal cost. In 2017/18 SCC negotiated changes to the recycling credit system which will result in a £4 million annual reduction in recycling credit

payments to district and borough councils by 2020/21. The new arrangements were agreed by Cabinet in November 2017. Disposal of residual waste collected by district and borough councils is SCC's responsibility.

6. The scope for savings with regard to the 81% of waste collected at the kerbside is limited to securing better deals for the disposal of residual waste, and working with district and borough councils to reduce waste arisings, increase recycling and negotiating changes to the recycling credit payment system.
7. In contrast SCC has much more discretion in the level of service that has to be provided at the CRCs. The key elements of this obligation are set out as follows:

Legal Requirement	Comments
To provide a place or places.	The number of facilities is not prescribed.
They must be provided for <i>person's resident</i> within the county.	There is no requirement to provide any free facilities for residents who live outside Surrey.
They must accept residents' own household waste free of charge.	There is no requirement to accept any waste other than a residents own household waste free of charge. A number of wastes already accepted for free are not house hold waste.
They must be reasonably accessible.	There is no definition of what is reasonably accessible, both with respect to distance travelled and vehicle type accepted.
They must be available at all reasonable times including during at least one Saturday or Sunday per week.	There is no definition of reasonable times other than the availability for a period on a Saturday or Sunday.

8. It's worth noting that in 2015 the Department of Communities and Local Government (DCLG) introduced legislation to prevent further authorities from charging entrance fees at CRCs. A number of authorities had already implemented or were planning to implement this in order to avoid site closures. This ruling lies separate from the ability to charge for non-household waste which legislation allows.
9. The government is in the final stages of completing its resources and waste strategy with it now due to be published before Christmas. It's unclear what impact, if any, the strategy will have on how waste disposal authorities continue to provide recycling centres. However, we understand there will be a reform to the package recovery note scheme, which may help council's in the consideration with what they do with waste. The council will await the publication of the new strategy with interest, and will factor this into its longer term plan.

The Current Service

10. SCC provides 15 CRCs across the county. The amount of material that they handle has reduced significantly since the introduction of the first substantial changes to the service in April 2016. In 2015/16 the CRCs handled 140,656 tonnes. However this year (2018/19) we are projecting an estimated throughput of 86,000 tonnes of waste and recycling. At the same time there has been no overall increase in the volume of material collected at the kerbside or by district and borough councils as fly-tipping.
11. The changes to the service that have been implemented to date are set out below:

Table 1: Changes made at CRCs since 2015/16.

Date	Details of Change
1 April 2016	Reduced opening hours, so that all sites open 8am to 4pm weekdays and 9am to 4pm at weekends all year round (The CRC at Shepperton has had its hours extended during the summer service as a result of the Eco Park construction)
1 April 2016	Closed Dorking, Caterham, Cranleigh, Farnham and Warlingham CRCs one extra day per week.
1 April 2016	Removed rubble containers from the sites located at Bagshot, Caterham, Cranleigh, Dorking, Farnham and Warlingham ahead of the introduction of charging.
1 April 2016	Introduced a new van permit scheme with an annual 12 visit allowance and extended Surrey Resident scheme to additional sites.
1 Sept 2016	Introduction of charges for rubble, soil, plasterboard and tyres with 1 bag free daily allowance for rubble, soil & plasterboard
April/May 2017	Revive reuse shops opened at Earlswood, Witley and Woking CRCs. (A reuse shop was already in place at Leatherhead CRC on a trial basis, but this was extended to a permanent operation).
4 Dec 2017	Removed free daily allowance for rubble soil and plasterboard and extended Surrey resident scheme to the CRC at Camberley (The Surrey resident scheme was already in operation at Caterham, Epsom, Shepperton and Warlingham CRCs)
8 Jan 2018	Stopped vans trailers and pickups from using the CRCs at Bagshot, Caterham, Cranleigh, Dorking, Farnham and Warlingham.
8 Jan 2018	Retained a strategic network of 4 sites that would remain open 7 days a week (Earlswood, Shepperton, Witley and Woking) and reduced opening hours at most other sites: <ul style="list-style-type: none"> • Caterham, Leatherhead, and Camberley - open 6 days per week

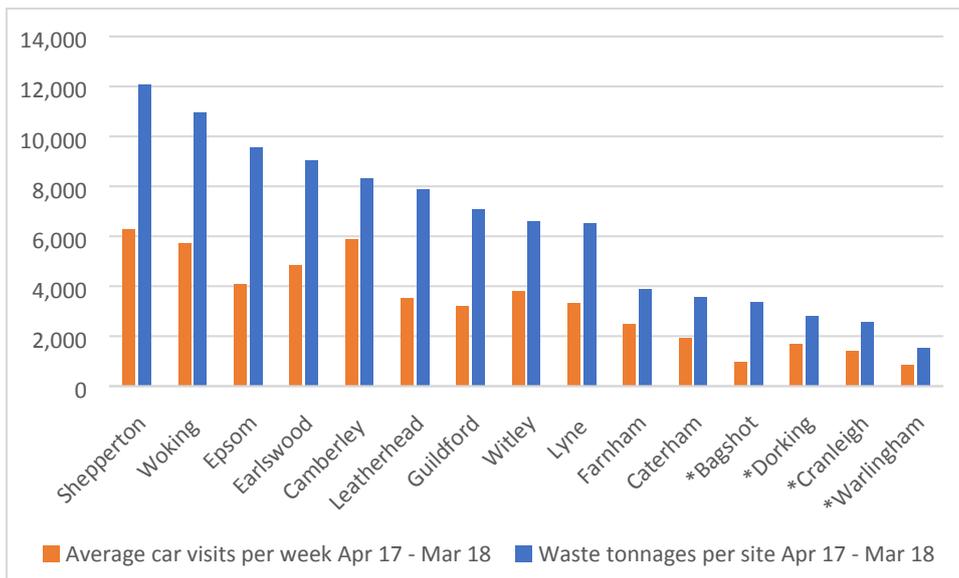
	<ul style="list-style-type: none"> • Epsom, Chertsey, Guildford, Farnham – open 5 days per week • Bagshot – open 4 days per week • Warlingham, Dorking, Cranleigh – open 3 days per week
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12. In 2017/18, 59% of the materials collected at the CRCs were recycled, composted or reused, 32% of materials were sent to energy recovery plants and 9% of materials were landfilled.

Customer Satisfaction and site usage

13. The CRCs are very popular with residents and attracted an estimated 2.5 million visits in 2017/18. The quarterly resident surveys undertaken by a research company on behalf of SCC still show that the CRC’s are one of the highest rated services that SCC provides, with 69.8% of respondents stating that they are either satisfied or very satisfied with the service. (Last measure taken April 2018 – June 2018)
14. The graph below shows tonnages and visit numbers to CRCs in 2017/18. It should be noted that additional day closures were implemented in January 2018 and the impact of these day closures will be reflected in lower tonnages and visitor numbers in the last quarter of 2017/18

Figure 1 – Site tonnages and visitor numbers 2017/18



Potential for further savings at Surrey’s CRCs

15. Officers have identified a number of further service changes which could be implemented to reduce costs. These proposed changes are set out below. Some of these proposed changes have no effect on the delivery of the service to residents, and can be implemented without a public consultation. Others have the potential to effect the service offered to residents, and therefore require a public consultation to understand their views and potential impacts to help inform the decision making process.

16. A public consultation on these proposals commenced on 30 October 2018 as part of SCC's countywide transformation programme, and will run until 4 January 2019.
17. Residents and stakeholders can take part in the consultation by completing a questionnaire (online or paper) or by submitting their feedback to the project team (email or letter).
18. The public consultation is being promoted via direct email communication, online, via social media, in magazines and other publications, at CRC sites, libraries and council offices, and at stakeholder meetings and drop in sessions.
19. As of 22 November the council has received 6,120 responses to the questionnaire, 10 emails, and is aware of 2 petitions concerning the closure of the CRCs in Cranleigh and Lyne. The rate of responses received so far is similar to the previous consultation held in the summer of 2017, which received a total of 13,637 responses.
20. One of the proposals in the Summer 2017 consultation was to permanently close four CRCs. Respondents to this consultation in particular highlighted that any reduction to a CRC service especially permanently closing CRCs could have a negative impact on recycling, increase journey times to the nearest alternative CRCs, increase traffic/congestion and have a negative impact on the environment including an increase in fly-tipping.

<p>Changes which can be implemented without public consultation</p>
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21. The following changes require no public consultation and will be implemented provided they prove cost effective.

a) Recovery of more recyclable materials from black bag waste.

For the past few years, our contractor, Suez has stationed staff at the residual waste bins on the CRCs to intercept black bin bags brought in by residents. These bags are then split open to recover any recyclable materials which can then be placed in the appropriate container. By diverting these materials from disposal, the council has reduced its costs by around £0.5m per year.

Composition analysis has shown that around 30% of the material delivered to the CRCs in black bags is recyclable, but not all of this material is currently captured. Officers are currently investigating the cost effectiveness of trailing mechanical sorting as a means of increasing capture. This process would be undertaken away from public areas of the sites.

b) Selling Advertising Space at CRCs

Officers are investigating whether there is any potential to generate income from business advertising at the CRCs. Other local authorities

who do this at their recycling centres have told us that they generate very limited income from this.

c) Open a further reuse shop at Shepperton CRC

It is proposed to open a further reuse shop at Shepperton CRC during 2019. Suez with SCC are also exploring other ways where it can generate further income through the reuse initiative, for example working with prisons to refurbish bicycles and selling high value items online.

d) Increase income from trade waste activities

Officers are working with Suez to investigate ways to increase the amount of trade waste handled through the waste transfer stations and to generate more income from this activity.

Changes which require public consultation prior to implementation

22. The following proposed changes, if implemented, would affect the delivery of the service to residents and therefore require a public consultation.

a) Charging for construction wood and roofing felt

As described earlier in this paper, the legal obligation of the Waste Disposal Authority is to provide places where residents can dispose of their **household** waste free of charge. However not all waste that arises from a residents' home is classified as **household** waste. For example construction and demolition waste from households and waste arising from excavations are not defined as **household** waste.

A number of different wastes are classed as non-household. It is legal for local authorities to charge residents for the disposal of these wastes and many Waste Disposal Authorities already charge for or restrict these types of wastes.

SCC already charges for non-household waste comprising rubble, soil, plasterboard and tyres as well any construction waste that is brought to sites in a van, trailer or pickup.

This proposal is to extend the existing charging scheme to include charges to residents for dealing with construction wood (materials such as sheds, fencing panels and posts, decking, and fitted kitchen units) and roofing felt. The charges for these items would be solely to cover the costs of dealing with these materials, including the administration of the charging system. The exact charge is still being worked up, but we believe it would be between £3 to £5 per bag or per item of construction wood and roofing felt.

b) Increasing charges for rubble, soil and plasterboard

The charges that were introduced in September 2016 have not been increased to reflect inflation in costs. The council is currently considering a price increase per bag and per item of charging scheme waste from £4 to £5 to cover the increased disposal costs. The current disposal costs of £12 per sheet of plasterboard, £5 per tyre or part tyre and £50 for loose loads of construction waste per car will remain unchanged.

c) Introduction of charges for van, trailer or pickup permits.

Any resident wishing to use a community recycling centre using a van, trailer or pickup must first apply to the council for a van and trailer permit. This allows residents to bring their household waste to one of our larger CRCs up to 12 times in any calendar year. Currently 23,000 live permits are registered to the system. A permit is currently free of charge. However it is proposed to introduce charges to cover the administration of this system. The exact charge is still being worked up but we believe it will be between £5 and £10 per year, to visit up to 12 times in that calendar year.

d) Permanent closure of smaller less well used CRCs

It can be seen from Figure 1 above that there is a significant variation in the use of CRCs. The consultation identifies the potential to close up to six of the fifteen CRCs. These sites are located at Bagshot Cranleigh, Dorking, Farnham, Lyne (Chertsey) and Warlingham. These sites are smaller, less well used and with the exception of the Lyne (Chertsey) site are undeveloped single level sites which require to be closed to the public when bins are exchanged. Between them, these six sites currently handle less than 18% of the total waste dealt with at the CRCs.

The consultation seeks the public's view on three potential options for closure.

- 1) Close the four smallest CRCs at Bagshot, Cranleigh, Dorking and Warlingham and re-open the nearest alternative CRCs at Leatherhead, Caterham and Camberley seven days per week.
- 2) Close all six CRCs listed above and reopen all remaining CRCs seven days per week. In addition we would increase the number of staff and/or invest in facilities and technology to serve customers efficiently at these.
- 3) Close all six CRCs listed above and open all remaining sites five days per week in the winter (Oct – Mar) and seven days per week in the Summer (April – Sept) with extended opening hours past 4pm into the evening during summer where demand exists and where planning permits. In addition we would increase the number of staff and/or invest in facilities and technology to serve customers efficiently at these.

Conclusions:

23. This paper sets out a series of proposals to reduce the cost of operating the community recycling centre service to meet the £1 million per year of required savings.

Recommendations:

24. The Environment Select Committee is requested to review the proposals being put forward and provide feedback to officers.

Next steps:

25. A report outlining the recommendations for change following the public consultation will be brought to Cabinet on 29 January 2019 for consideration.

Report contact: Richard Parkinson, Waste Operations Group Manager, Environment Service

Contact details: Tel 0208 541 9391/ richard.parkinson@surreycc.gov.uk

Sources/background papers:

- SCC Cabinet 27/11/2017 Changes to payments to district and borough councils for the recycled waste they collect.
- SCC Cabinet 26/09/2017 Consultation on proposed changes to Surrey's community recycling centres.
- SCC Cabinet 24/11/2015 Shaping Surrey's Community Recycling Centres.
- Environmental Protection Act 1990.
- Controlled Waste Regulations 2012.

Environment Select Committee



5 December 2018

Surrey Fire and Rescue Service (SFRS) Performance and Transformation Update

Purpose of report:

To provide the committee with details of the transformation programme being undertaken within SFRS to ensure that the service is aligned with good practice for a modern fire and rescue service.

Introduction:

This report is intended to inform the committee about the proposals to transform SFRS to meet the changes required of it nationally and the new vision of the council. Transformation will:

- Create an operating model that focusses on community risk reduction and collaboration.
- Shift our focus to community safety and resilience, by increasing our Prevention & Protection activities.
- Change the elements of our culture that do not support the future of the service.
- Respond to the recommendations of Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection.
- Integrate the service into the Highways, Transport and Environment directorate and ensure it is aligned with the wider SCC vision.

Context of change:

1. There are a number of factors that are driving the need for change in the service. These are set out below:

Savings Plans

2. In 2016 SFRS proposed a number of changes to its response model, including the introduction of Initial Response Vehicles to replace some fire appliances and the closure of fire stations. In recent months it has become clear that these savings are not deliverable, and are not necessarily focussed on the right activities.

Effectiveness of Prevention and Protection Activity

3. Fire and Rescue services undertake three main functions:
 - Community Safety- focusing effort on education and prevention, including raising awareness amongst the most vulnerable in our community. The aim is to minimise serious injuries and loss of life across Surrey.
 - Business Safety - SFRS has dedicated teams and procedures in place to consult, regulate and educate businesses against national legislation. The aim is to prevent damage to property, heritage, the environment and prevent serious injuries and loss of life across Surrey.
 - Response - When a 999 emergency call is received, fire and rescue crews are sent out to attend and resolve the incident. The range of incidents attended is vast and is changing.
4. Whilst SFRS has always had a strong focus on its response activity it has not focused enough on the other two elements. It therefore needs to shift effort to prevention and protection activities whilst continuing to provide a strong and effective response. This approach is consistent with the council 2030 vision.

Collaboration

5. In October 2018 the Police and Crime Commissioner confirmed that he did not intend to pursue a change in governance of the fire service. This has been helpful in clarifying that SFRS will remain part of the County Council for the foreseeable future.
6. For some time, SFRS has been seeking to develop collaborative working with East and West Sussex Fire Services. This work has not progressed as far as had been hoped, and SFRS will need to determine how it can best move forward with this.
7. Collaboration between the other emergency services has also not progressed significantly, however there is now a much greater ambition amongst our partners to take this forward.

HMICFRS Inspection:

8. HMICFRS have recently started an inspection regime for fire and rescue services, with the aim of driving reform across the sector. The first tranche of these was undertaken over the summer, and SFRS was included in this.
9. The inspection looked at the following areas:

- Effectiveness - the operational service provided to the public (including prevention, protection, resilience, and response)
 - Efficiency - the efficiency of the service (how well it provides value for money, allocates resources to match risk, and collaborates with the police and ambulance services)
 - People - the organisational effectiveness of the service (how well it promotes its values and culture, trains its staff and ensures they have the necessary skills, ensures fairness and diversity for the workforce and develops leadership and service capability)
10. The initial feedback we have received from the inspection reinforced the need for the service to continue to operate an effective response service, but has confirmed the need to focus greater effort on prevention and protection activity.
11. The inspection report will not be published until after 6 December. The report will be sent to the committee once published.

Transformation Programme:

12. To respond to the issues set out above, SFRS has developed a transformation programme that will aim to create a modern fire and rescue service with:
- An operating model focusing on community risk reduction
 - A shift to community safety and resilience by an increase of prevention & protection activities (SFRS have already integrated the Emergency Management Team to start this shift)
 - Ensuring SFRS have the right culture to deliver this new way of working
 - Focusing on transformation not savings
 - Implementing the recommendations of the HMICFRS report
13. Cabinet indicated their agreement to the proposed approach at an informal meeting in October 2018, and the transformation project was accepted on to the Councils transformation programme at the Change Management Board on 6 November 2018.
14. A copy of the final transformation business case for SFRS is included in Appendix A.

Consultation on Changes

15. Proposals for how SFRS will undertake its activities in the future will be set out in a new Integrated Risk Management Plan (IRMP).

This will be the subject of a public consultation exercise in March 2019, with the new plan in place from October 2019.

Effectiveness of scrutiny:

16. The Fire Authority has a critical role in ensuring the effectiveness of SFRS. The scrutiny function is a critical element of this.
17. SFRS would welcome a discussion with the committee about how they could support the service as they go through their transformation programme.

Conclusions:

18. SFRS is embarking on a significant programme of change to create a modern fire and rescue service well placed to meet the needs of its residents and communities.
19. SFRS would like to work closely with the committee as it develops and implements this programme to ensure that effective scrutiny is in place.

Recommendations:

20. That the committee consider ways of supporting and scrutinising the SFRS programme of transformation.

Next steps:

21. The HMICRFS report to be circulated to committee on publication.
 22. Consultation on the new IRMP to begin in March 2019 with publication in October 2019.
-

Report contact:

Steve Owen- Hughes, Director of Community Protection and Emergencies
(Acting CFO)

Contact details:

Tel: 01737 733613
Email: steve.owenhughes@surreycc.gov.uk

Sources/background papers:

Appendix A - Full Business case for transformation

Surrey Fire & Rescue Service

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Summary Full Business Case

0. Purpose of this document

This document provides the investment case for undertaking the project, in terms of evaluating the benefit, cost and risk. Its purpose is to obtain management commitment and approval for investment. The template has been prepared with the Finance team, Policy team and Transformation Support team.

Document version:	Author:	Elizabeth Lacey
	Date:	26 th October 2018
	Version:	1.0

Project key contacts:	Cabinet Member:	Denise Turner-Stewart
	CLT Sponsor:	Jason Russell
	Senior Responsible Officer:	Steve Owen-Hughes
	Project Manager:	Elizabeth Lacey

1. Background and business need

1.1 Issue, problem or opportunity to be addressed

In 2016 the Surrey Fire and Rescue Service (SFRS) made proposals to save £6m (19% of the service budget) during FY 18/19 and 19/20, which were included in the MTFP. As these savings proposals were developed it became clear that they were not deliverable, particularly given the number of external factors that have impacted on the service since 2016. Additionally, the changes proposed did not address the key issues raised by the HMICFRS inspection. This identified that significant changes were required to the service in areas of effectiveness, efficiency and how well it looks after its people.

This FBC sets out revised proposals that will address these issues. It sets out how the structure, operating model and culture of the service needs to transform in order to meet the changes required nationally and the new vision of the council. We need to:

- respond to the recommendations of the HMICFRS inspection
- create an operating model that focusses on community risk reduction and collaboration
- shift our focus to community safety and resilience, by increasing our Prevention & Protection activities
- change the elements of our culture that don't support the future of the service
- integrate the Service into the Highways, Transport and Environment directorate and ensure it is aligned with the wider SCC vision

1.2 Outline scope and approach

Scope:

All SFRS services are in scope.

Approach:

Evidence based approach to understand current and future needs for both our response and prevention and protection activities. Modelling options to enable a redesign to of the service to effectively deliver these activities. This includes ongoing advice and quality assurance from the NFCC Advisory Panel - an external advisory group made up of CIPFA and Chief Fire Officer representatives from other counties both on the approach and proposals.

Initial proposals were presented to informal cabinet in September 2018, and they have indicated support for our proposed direction of travel. The work undertaken to develop the proposals to Cabinet included:

- In-depth analysis of previous 5 years of data of incidents, call-outs per station, critical incident hotspots
- Current and future provision requirements
- Re-modelling of the baseline number of fire appliances that are required to provide a full response and meet safety requirements

In order to develop options for the service offer we considered:

1. The basic requirements to deliver an effective response service and which prevents the authority incurring additional expenditure.
2. The requirements to transform to deliver a modern fire service, with a stronger focus on prevention and protection that meets national standards, responds to the outcome of the HMICFRS inspection and the councils TOM.

In developing our proposals against we have also considered the cost of the different options, the cultural change required, and any efficiencies or income opportunities.

The modelling work carried out showed that in order to deliver a response service without compromising safety the service needs a baseline of:

- 22-3 daytime fire appliances,
- 16-18 night time fire appliances.

This includes special appliances and additional resilience to cover seasonal variations and the event of Level 3 and 4 incidents (less frequent, but serious incidents requiring multiple appliances) occurring when cross-border arrangements to provide cover cannot always be guaranteed or relied upon. Using this baseline, we are able to calculate the number of stations and firefighters required to effectively and safely provide the required level of response.

In order to transform we need to realign resources and the culture of the service to enable a shift to prevention and protection and create a new operating model that meets national standards, We need to:

- Develop our prevent and protect capability
- Create an effective response capability
- Continue to strengthen our approach to collaboration with our partners
- Improve our effectiveness and efficiency through a strong focus on continuous improvement and learning
- Create a culture of delivery that is collaborative, inclusive and diverse
- Deliver the savings created by the new service offer of c£2m in 20/21

We are also reviewing the following to identify additional savings and efficiencies:

1. An increased focus on creating additional funding through SEBS (South East Business Services) commercial opportunities.
2. Reviewing opportunities for cost recovery through our IRMP process, our specialist capabilities, including animal rescue.

Appendix A

3. Minimising attendance to non-emergency incidents to seek to maximise community safety activity with a reducing workforce.
4. A capital expenditure review to look at what can be delayed or shelved
5. Capability review, eg. specialist rescue techniques which can be delivered differently and in partnership
6. Review of fees and charges

The work required to deliver the transformation in the challenging national environment cannot be underestimated. This is supported by feedback from the NFCC advisory group from their own experiences who said: *"Delivering the desired changes in culture and leadership, in parallel with the Service redesign programme, will be extremely challenging"*.

1.3 Project objectives

Address the issues identified by the HMICFRS inspection

Create a new operating model with an increased focus on Protection & Prevention activities, focusing on community safety and resilience.

Create a culture within the service that supports the vision

Deliver the newly proposed savings target of £2m in 20/21 by remodelling service provision

1.4 Outcomes

- Communities will be enabled and resilient through our increased focus on Protection & Prevention activities.

- More sustainable, efficient and effective Fire and Rescue Service

2. Critical success factors (CSF)

Description of CSF	How will success be measured?
Response model defined and agreed with all stakeholders	We have successfully developed a core offer that ensures the service can deliver its functions within its budget which is supported by stakeholders
Member buy-in and commitment to delivery of changes	Measured by their agreement despite the fact that it may affect members locally
Service offer delivered within agreed timeframe and with minimal impact to BAU	Transformation delivered within agreed timeframe and with minimal disruption to response time KPI
Transformation of service, leadership and culture	Measured by improved performance, external benchmarking and response to staff surveys

3. Options analysis

3.1. Options considered

Option 1	Do nothing/maintain status quo
Option 2	Remodel to deliver a service that addresses the recommendations of the HMICFRS inspection. This will involve changes to the current response model to shift to a focus on prevention and protection.

3.2. Preferred option and reasons

The preferred option is option 2 as this will ensure the service is aligned with good practice for a modern fire and rescue service address the issues raised in the HMICFRS inspection and deliver the following savings by 20/21:

- £2m revenue net savings
- £0.8-1.6m reduction in future capital spend
- £0.1m SCC property running cost savings

The continued development of the wider service offer will ensure that what we do focuses the resources we have on those activities that deliver the best outcomes for residents and the council's vision.

4. Major Changes / High level deliverables

- Revised operating model, governance and new structure embedded within HT&E
- Updated HR policies and procedures
- Revised prevention and protection strategy
- Revised collaboration strategy
- Updated Integrated Risk Management Plan.
- New SEBS business model

5. Impacts the changes will have and how we will measure them

Headcount	Changing levels of service could possibly result in changes to headcount, measured through staff FTE numbers.
Demand	There will be changes to the way in which demand is managed, reviewing response standard and a review of end to end delivery of response.
Property	Possible rationalisation of infrastructure
Additional Income	Additional income will be achieved through the creation of additional funding opportunities and reviewing fees and charges. These will be measured through the income generated and greater partnership working in regard to training and property.
Commissioned services	N/A

Appendix A

Service Improvement	The service offer will be aligned with the Council's vision and recommendations of the HMICFRS inspection.
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6. Benefits and financials

6.1 Investment needed

We will require support to deliver transformation in the form of specialist interim resource, project management, finance, communications, legal, HR and property.

In year costs	2018/19	2019/20	2020/21	Total Cost	Ongoing Cost (p.a)
	£m	£m	£m	£m	£m
Cost of transformation:					
- Interim staffing	0.24	0.54	0.1	0.884	0.00
- External consultancy	0.10	0.0	0.0	0.10	0.00
Opportunity/Internal Resource cost	TBC	TBC	TBC	TBC	0.00
Total Cost	0.34	0.54	0.1	0.894	0.00

6.2 Financial benefits/savings expected

Financial benefits	2018/19	2019/20	2020/21	Total
	£m	£m	£m	£m
Savings				
- reduced expenditure	0.000	0.000	2.000	2.000
Additional savings, already in MTFP	0.000	0.000	0.000	0.000
Additional savings to offset pressures in addition to those in MTFP	0.000	0.000	0.000	0.000
Total Savings in FBC	0.000	0.000	2.000	2.000

6.3 Non Financial benefits/savings expected

Benefit description	How will success be measured – what Key Performance Indicators?	Benefit realisation date
Strategic alignment	Measurable contribution to council vision	20/21
Directorate integration	TBC	20/21
Prevention awareness	Decrease in number of emergency responses and an increase in the number of businesses and vulnerable people in receipt of Protection & Prevention advice.	20/21

6.4 Ongoing Financial Implications

Impact description	How will this be measured – what Key Performance Indicators?	Impact realisation date
N/A		

7. Risk, Assumptions, Constraints and Dependencies (Cover Financial, Reputational and Service aspects)

7.1 Risks

Key risk or risk theme	Probability	Impact	Owner
Lack of support from the FBU causing delay to delivery of the programme	High	High	Chief Fire Officer
Risk averse culture within the council prevents income generation and empowerment opportunities	Medium	Medium	CLT
There is a risk that members would not support all the changes proposed because of negative reputational impact.	High	High	CLT
There is a risk there will be a delay to implementation of changes because of challenging resident engagement or public pressure which impacts on programme progression.	High	High	Chief Fire Officer
Delivering change in culture and leadership in parallel to service redesign impacts time and quality of programme delivery	High	High	Chief Fire Officer
Staff morale is damaged as a result of continual change which impacts on service delivery	Medium	Medium	Chief Fire Officer
Possible changes to infrastructure could result in legal challenge	High	High	Chief Fire Officer
Risk of industrial action (locally/nationally) including impact on BAU and impact from action short of strike	High	High	Chief Fire Officer

Probability & impact: scale of High, Medium, Low

7.2 Assumptions

Assumption
Corporate support is provided as required and to time
Cabinet support the changes
Resources are available within the directorate

7.3 Constraints

Constraint
Formal public consultation
Formal staff consultation
National regulations

7.4 Dependencies

Inbound dependency: this project is dependent on the delivery of this project/activity	
Project	Dependency
HT&E Transformation	Re-structure
Asset & Place Strategy	Changes to infrastructure
Digital	Changes to IT
Outbound dependency: other projects will not deliver if this project is not completed	
Project	Dependency
HT&E Transformation	Re-structure

8. Project milestones

Project Milestones	Month / Year
<i>End of 'Direction' i.e. detailed definition of the issue and approach to solve</i>	Dec 2018
<i>End of 'Design' i.e. design of the solution and the plan to achieve outcomes</i>	Feb 2019
<i>End of 'Delivery' i.e. delivery of the change</i>	April 2020
<i>Completion date 'D-Day' i.e. date of completion</i>	April 2021
<i>Start of Benefit Realisation i.e. the estimated date where benefits begin to kick in</i>	April 2020

9. Resources required

Interim Strategic Lead for Transformation,
 Project manager
 Employee Relations
 HR (OD Transformation)
 Procurement
 Finance
 Legal
 Property
 IT
 For full details see Appendix 1 resource profile

10. Legal Issues / Consultation Requirements

Public and staff consultations will be required on proposed changes – March-May 2019
 T&C's Consultation – Feb 2019 onwards

11. Equality implications

An Equality Impact Assessment (EIA) will be produced.

12. Recommendation, approvals required and next steps

That approval is given to deliver the transformational core saving proposal which requires:

- Cabinet approval to consult on new model of delivery
- Investment from Transformation Fund

Mobilisation of programme

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**ENVIRONMENT SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER
December 2018**

The actions and recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each meeting. Once an action has been completed and reported to the committee, it will be removed from the tracker.

Date of meeting	Item	Recommendations/ Actions	Update/Response	Responsible Officer/Member
6 September 2018	A JOINT STRATEGY FOR SURREYS COUNTRYSIDE ESTATE [Item 5]	<p><i>ESC/01/2018</i></p> <p>For officers to provide the Chairman with details on what ideas had been considered as part of the wider income generation programme for the Countryside Estate.</p>	A list of potential income generating ideas proposed for the Countryside Estate was emailed to the Chairman on 10/09/2018.	DSO/ Head of Countryside
6 September 2018	AIR QUALITY: LOW EMISSIONS TRANSPORT STRATEGY AND ELECTRIC VEHICLE STRATEGY [Item 6]	<p><i>ESC/02/2018</i></p> <ol style="list-style-type: none"> I. For the inclusion of a specific indicator in the low emissions transport strategy which measures travel behaviour. II. For both air quality and carbon emissions data and indicators within the Low Emissions Transport Strategy to be developed and reported back to the Committee in the next 12 month as part of ongoing performance monitoring. III. The Cabinet Member for Environment and Transport to lobby the DfT for funding (where appropriate) to support the objectives of the Electric Vehicle Strategy and Low Emissions Transport Strategy. IV. The Low Emissions Transport Strategy and Electric Vehicle Strategy to be shared with partners including the County Councils approved transport providers after Cabinet approval. V. For SCC fleet vehicles to be reviewed and replaced with low emission vehicles, electric vehicles and charging infrastructure as appropriate. 	The recommendations from the Committee have been submitted to Cabinet for a response. The Low Emissions Transport Strategy and the Electric Vehicle Strategy are scheduled for consideration by Cabinet on 27 November 2018. A response from Cabinet is attached in the agenda.	DSO/ Chairman/ Cabinet Member for Environment and Transport

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Environment Select Committee-Forward Work Programme 2018/19

DATE OF MEETING	SCRUTINY TOPIC	DESCRIPTION	OUTCOME	LEAD OFFICER
22 February 2019 <i>(moved from 5 December 2018)</i>	Countryside Estate Strategy	To review the Countryside Estate Strategy, following public engagement activity and the convening of a Countryside Estate Strategy MRG.	To review and scrutinise the Countryside Estate Strategy and receive feedback from the Countryside Estate Strategy MRG, making recommendations to Cabinet as necessary.	Lisa Creaye-Griffin

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