

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 15 DECEMBER 2020 AT 2.00 PM  
VIA REMOTE MEETING.**

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

Members:

*Mr Tim Oliver (Chairman)	*Mrs Natalie Bramhall
Mr Colin Kemp (Vice-Chairman)	*Mrs Mary Lewis
*Dr Zully Grant-Duff	*Mrs Julie Iles
*Mrs Sinead Mooney	*Mr Matt Furniss
*Mr Mel Few	*Ms Denise Turner-Stewart

Deputy Cabinet Members:

*Mrs Becky Rush	*Miss Alison Griffiths
*Mr Mark Nuti	*Miss Marisa Heath
*Mr Edward Hawkins	

\* = Present

Members in attendance:

Mr Chris Botten, Caterham Hill

**PART ONE**  
**IN PUBLIC**

**197/20 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Colin Kemp.

**198/20 MINUTES OF PREVIOUS MEETING: 24 NOVEMBER 2020 [Item 2]**

The Minutes of the Cabinet meeting held on 24 November were approved as a correct record of the meeting.

**199/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**200/20 PROCEDURAL MATTERS [Item 4]**

The Leader stated that 2020 had been dominated by Covid-19 and many people would be happy to see the end of the year. The rate of infection continues to rise across the county in all district and boroughs. The government would be reconsidering the tiers for each county across the country with any changes being implemented by the end of the week. Communication had been increased for residents around keeping safe and protecting others. The Leader restated the importance of complying with government regulations and rules on Covid-19. Going forward the next four Cabinet meetings would be themed around the four refreshed organisation strategy priority areas.

#### **200/200 MEMBERS' QUESTIONS [Item 4a]**

There was one Member question from Mr Chris Botten. The question and response were published as a supplement to the agenda. Mr Botten thanked the Cabinet Member for the response and no supplementary was asked.

#### **201/20 PUBLIC QUESTIONS [Item 4b]**

There was one public question. The question and response was published as a supplement to the agenda. Mrs Julie Iles explained that a supplementary question had been submitted and a formal written response would be provided. The supplementary question focused on the funding of Education, Health and Care Plans which the county would continue to support as a statutory duty.

#### **202/20 PETITIONS [Item 4c]**

There were none.

#### **203/20 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

#### **204/20 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

The Cabinet Member for Transport confirmed that each Local and Joint Committee would have £3m to spend which would allow local committees and divisional members to achieve highways projects in their respective divisions. The Leader confirmed that there had been no reduction on funding from the previous year.

#### **RESOLVED:**

That the report of the Epsom and Ewell Local Committee be noted. A Cabinet response to the Local Committee report was included in the supplementary agenda.

#### **205/20 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

The decision was noted and no further comments were made.

#### **RESOLVED:**

That the delegated decisions taken since the last meeting of the Cabinet be noted.

**Reason for decision:**

To inform the Cabinet of decisions taken by Cabinet Members, Strategic Investment Board and the Committee in Common subcommittee under delegated authority.

**206/20 COVID-19 DELEGATED AND URGENT DECISIONS TAKEN [Item 7]**

There were two decisions for noting. With regards to the first decision, the Leader explained that the government had announced that £170m had been made available to councils to support residents through the winter as part of the Winter Support Grant. Surrey would receive £2.1m of this funding and this would be used to support the most vulnerable through to March 2021. Surrey would use the funding to support 17,000 children eligible for free school meals and families on low incomes. Part of the funding would also go to the Surrey Crisis Fund. The Leader reassured residents that there would be proper support in place especially for those children eligible for free school meals and for others on low incomes.

With regards to the second decision, it was explained that government has allocated £855,050 to Surrey County Council from its Covid Bus Service Restart Support Fund. This funding had been used to support 13 bus contractors that work across the county.

**RESOLVED:**

That the decision taken by officers since the last meeting be noted.

**Reason for decision:**

To inform the Cabinet of decisions taken by officers under delegated authority.

*[This decision is subject to call-in by the relevant Select Committee Chairman dependent on the recommendation.]*

**207/20 COVID-19 UPDATE [Item 8]**

The item was introduced by the Leader whom explained that Surrey was currently in tier 2 and that infection rates were rising. The Leader went onto highlight some key areas of the report namely that the national test and trace programme was being supplemented through the customer services team and support was being provided to the district and boroughs that bordered London. Support would be extended to the rest of the county in early January. Work had been undertaken with care homes to ensure support was in place if any potential outbreaks occurred. Work continued in supporting vulnerable and extremely vulnerable residents. The community helpline was still available for those residents that required support and a winter letter had been distributed to all residents with key information and guidance for the winter period.

**RESOLVED:**

1. That the latest public health situation regarding Covid-19, nationally and in Surrey, the transitioning out of national lockdown and the

actions being delivered through Surrey's Local Outbreak Control Plan be endorsed and noted.

2. The latest impacts on Adult Social Care and Children's, Families, Lifelong learning and Culture services and the management and mitigation of them be endorsed and noted.
3. The ongoing support to vulnerable residents, including through the County Council Community Helpline and the Covid Winter Support Grant scheme be endorsed and noted.
4. The efforts to monitor and respond to challenges in Surrey's economic and social recovery from Covid, and looking ahead the work to tackle the issues residents and Businesses will face in early 2021 as part of growing a sustainable economy so everyone can benefit be endorsed and noted.

**Reason for Decision:**

The county and council continue to face unprecedented challenges due to the Covid-19 crisis. In addition to the response activity, the council continues to look forward to how it can work with its partners to enable recovery within the county and a return to day-to-day life for our communities following the end of the second national lockdown and more long term into the future.

The recommendations set out in this report ensure Cabinet are appraised of the work going on across the council to protect, sustain and support our residents and communities and the economy of Surrey.

*[Where necessary a waiver for call-in will be sought from the relevant Select Committee Chairman.]*

**208/20 CABINET MEMBER STRATEGIC PRIORITY AREA UPDATE: GROWING A SUSTAINABLE ECONOMY [Item 9]**

Item 9 and 10 were considered together. The Leader explained that he was presenting the Cabinet Member update on behalf of the Deputy Leader, Colin Kemp. It was explained that there was a direct correlation between a good economy and good health. Many businesses had found the current period very difficult and it was therefore important that we used our skills and expertise to support businesses and high streets wherever we can. An economic commission was set up to look at the economy and try to understand it better. The University of Surrey was appointed to undertake research on the impact of Covid-19 on Surrey's economy. The economic commission developed a set of actions points which formed the basis of a Surrey economic statement. The Surrey Growth Board was established in July and focusses on what needs to be taken forward to support businesses. The Leader highlighted the four priority areas within the economic statement and explained that a progress report will be considered by Cabinet in April.

The Cabinet Member for Corporate Support remarked she was pleased to see that digital connectivity was explicitly referred to in the Economic Strategy and was recognised with supporting employment opportunities. The Cabinet Member was also pleased to see that digital exclusion had been recognised as a health inequality.

**RESOLVED:**

That the Cabinet Member Strategic Priority Area update be noted.

**209/20 SURREY'S ECONOMIC FUTURE: OUR 2030 STRATEGY STATEMENT AND INVITATION TO ENGAGE [Item 10]**

See Minute 208/20.

**RESOLVED:**

1. That the Surrey's Future Economy: Our 2030 Strategy Statement and associated SCC-led delivery programmes be adopted and agreed.
2. That Cabinet receive an annual report on progress.
3. That the wider partnership programme of work being undertaken to deliver on the joint stakeholder ambitions be noted.

**Reason for Decision:**

Cabinet is receiving 'Surrey's Economic Future' to set out how the Council will deliver against its corporate priority to 'Grow a sustainable economy so everyone can benefit' and to demonstrate the role that Surrey County Council will have in supporting a thriving Surrey economy for the next 10 years.

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

**210/20 SURREY LOCAL RESILIENCE FORUM UPDATE ON THE END OF THE EU EXIT TRANSITION PERIOD [Item 11]**

The Report was introduced by the Cabinet Member for Communities whom explained that the report provides assurances around the work of the Surrey Local Resilience Forum (SLRF) to prepare for the imminent exit from the EU. The SLRF brings together Category 1 responders (Surrey Police, boroughs and districts and Surrey Fire Rescue Service) and Category 2 responders (Highways Agency and utilities companies). The SLRF was in regular contact with government to access information and modelling to adequately plan and minimize the impact on the services. Disruption to the supply chain for medicines and PPE was being investigated ensuring contingencies were in place. A key concern was the potential delay at ports and the impact on Surrey. The SLRF were working with the DfT to ensure up to date modelling was being received and work was ongoing with Highways England to coordinate the management on our strategic road network. The Council was committed to supporting vulnerable residents and was in regular contact with the relevant government departments to maintain provision for residents.

On behalf of the Cabinet, the Leader thanked the Cabinet Member for Communities, Chief Executive and SLRF for the phenomenal work undertaken this year. This demonstrated the strength of partnerships and the competence of the team that has supported and led Surrey through the

Covid-19 crisis. The Leader was reassured to know there were contingency plans in place for the imminent exit from the EU.

**RESOLVED:**

1. That the Surrey Local Resilience Forum's planning for the imminent end of the EU exit transition period, and the work being done to minimise risks to business continuity be noted.

**Reason for Decision:**

Surrey County Council, partners and communities across Surrey continue to face a challenging period over winter 2020/21, requiring robust contingency planning to mitigate potential disruption. As a local authority providing critical services to communities, and in our capacity as a Category 1 responder under the Civil Contingencies Act 2004, we have a responsibility to prepare for threats to business continuity, such as the end of the EU exit transition period, and contribute to multi-agency planning and response.

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

**211/20 LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN PUBLIC REPORT REGARDING CONCERNS ABOUT THE DELIVERY OF HOME TO SCHOOL TRANSPORT [Item 12]**

The item was introduced by the Cabinet Member for All-Age Learning. It was explained that the Ombudsman welcomed Surrey County Councils willingness to reflect on these findings and to inform future improvement. It is a statutory duty for the Monitoring Officer to bring a report of the Ombudsman to members attention. The Cabinet Member highlighted that the case in question was historic and not current and briefly updated the Cabinet on the key points of the case in question. The family had received an apology and financial redress. An end to end review of the home to school transport process was being undertaken.

**RESOLVED:**

1. That the Ombudsman's report and the steps taken by the Service to address the findings be noted.
2. That any other actions to be taken be noted.
3. It be noted that the Monitoring Officer will bring this report to the attention of all councillors.

**Reason for Decision:**

There is a statutory requirement for the Monitoring Office to bring to Members' attention any public report issued by the Ombudsman about the Council which identifies it is at fault and has caused injustice as a result.

## **212/20 ANNUAL PROCUREMENT FORWARD PLAN 2021/22 [Item 13]**

The Cabinet Member for Resources explained that the report summarises 106 contracts for services and supplies expected to be procured by the Council over the financial year 2021-22. All invitations to tender would include Surrey businesses in a bid to help grow a sustainable economy. Agreeing the recommendations will mean there will be no need to gain approval for each individual contract award and thereby streamlining the procurement process. Financial details of the contracts are contained within the part 2 report. All Cabinet Members had confirmed that they had reviewed their respective service needs and had agreed to these being listed in Annex 1.

### **RESOLVED:**

1. That approval to Procure for the projects listed in Annex 1 – “Annual Procurement Forward Plan for 2021/22” in accordance with the Council’s Procurement and Contract Standing Orders be agreed.
2. That where the first ranked tender for any projects listed in Annex 1 is within the +/-5% budgetary tolerance level, the relevant Executive Director, Director or Head of Service (as appropriate) be authorised to award such contracts.
3. That procurement activity that will be returned to Cabinet for review of the commissioning and procurement strategy prior to going out to market be agreed.

### **Reason for Decision:**

- To comply with the Procurement and Contract Standing Orders agreed by Council in May 2019.
- To provide Cabinet with strategic oversight of planned procurement projects for 2021/22.
- To ensure Cabinet oversight is focussed on the most significant procurements.
- To avoid the need to submit multiple individual requests for Approval to Procure as well as individual contract award approvals for work taking place in 2021/22.

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

## **213/20 2020/21 MONTH 7 (OCTOBER) FINANCIAL REPORT [Item 14]**

The report was introduced by the Cabinet Member for Resources. It was explained that with regards to Revenue, as at October 2020 (M7) the latest outlook remains in line with the prior month’s report leaving a small increase of £0.1m to a £3.6m forecast variance to end the financial year. The main movement in the month is due to increased costs in waste accounting for £600,000 which has been offset by small favourable movements in other areas resulting in the net movement for the month of £100,000. Work was continuing to ensure the budget was balanced by period 12.

With the Capital budget, the M7 capital update reflects an increase in the forecast of £1.5m from M6. The updated forecast for the year is £228.3m, details of which are set out in Table 3. The Cabinet are asked to approve the transfer of the full Park Special School surplus to the successor academy to support the continuing improvement needed at the school. The school had a surplus on conversion date of £35k revenue and £18k capital.

The Leader explained that the financial position of the council continues to be sustainable but the costs of Covid-19 are still unclear although the council will continue to argue for funding. The budget for the next municipal year will be considered in February.

**RESOLVED:**

1. That the Council's forecast revenue and capital budget positions for the year be noted.
2. That the transfer of the full Park Special School surplus to the successor academy to support the continuing improvement needed at the school be approved.

**Reason for Decision:**

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

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

**214/20 EXCLUSION OF THE PUBLIC [Item 15]**

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

**215/20 ANNUAL PROCUREMENT FORWARD PLAN 2021/22 [Item 16]**

The Cabinet Member for Resources introduced a Part 2 report that contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

**RESOLVED:**

See Minute 212/20.

**Reason for Decision:**

See Minute 212/20.



## **216/20 ACQUISITION OF OFFICE SPACE IN THE NORTH EAST QUADRANT OF SURREY [Item 17]**

Both Item 17 and 18 were considered together. The Cabinet Member for Resources introduced a Part 2 report that contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

### **RESOLVED:**

1. That approval is given for the freehold purchase of [Exempt Minute-22-20] at an estimated purchase price of [Exempt Minute-22-20] ,stamp duty [Exempt Minute-22-20] ,legal and site transaction costs of [Exempt Minute-22-20].
2. That approval is given for a projected capital spend of up to [Exempt Minute-22-20] (inclusive of 2.5% contingency) to enable fixtures, furnishings and equipment (FFE), IT infrastructure and other associated costs to fit out the floors of the building to provide serviceable office accommodation.
3. That Cabinet approve and delegate to the Director of Land and Property in consultation with the Cabinet Member for Resources the procurement and associated contract awards as necessary to enable fit out works to progress.

### **Reason For Decision:**

The acquisition will provide the opportunity for Surrey County Council (SCC) to secure additional office accommodation in North Surrey, to facilitate the closure of County Hall and realise the objectives of the emerging county wide corporate office strategy.

By approving these recommendations SCC will be able to fulfil the long-term commitment to provide all public services from within the administrative boundary of Surrey.

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

## **217/20 LEASE OF OFFICE SPACE IN THE NORTH EAST QUADRANT OF SURREY [Item 18]**

No decisions were taken on this item.

## **218/20 PUBLICITY FOR PART 2 ITEMS [Item 19]**

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

Meeting closed at 15:00

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**Chairman**