



We're on Twitter:  
[@SCCdemocracy](https://twitter.com/SCCdemocracy)



Agenda and Reports  
for the Annual meeting of  
**THE COUNTY COUNCIL**

to be held on

**7 JULY 2020**

(i)

(ii)

County Hall  
Kingston upon Thames  
Surrey

Friday, 26 June 2020

TO THE MEMBERS OF SURREY COUNTY COUNCIL

**SUMMONS TO MEETING**

You are hereby summoned to attend the meeting of the Council to be held remotely via Microsoft Teams, on Tuesday, 7 July 2020, beginning at 10.00 am, for the purpose of transacting the business specified in the Agenda set out overleaf.

JOANNA KILLIAN  
Chief Executive

**Please note that due to the COVID-19 situation this meeting will take place remotely.**

**Please be aware that a link to view a live recording of the meeting will be available on the Council page on the Surrey County Council website. This page can be accessed by following the link below:**

**<https://mycouncil.surreycc.gov.uk/ieListMeetings.aspx?CId=121&Year=0>**

**If you have any queries relating to accessing this agenda please email [amelia.christopher@surreycc.gov.uk](mailto:amelia.christopher@surreycc.gov.uk)**

## 1 CHAIRMAN

1. To elect a Chairman for the Council Year 2020/21.
2. The Chairman to make the statutory declaration of acceptance of office.

## 2 APOLOGIES FOR ABSENCE

The Chairman to report apologies for absence.

## 3 MINUTES

To confirm the minutes of the meeting of the County Council on 17 March 2020.

(Pages 7  
- 18)

## 4 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

### NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

## 5 CHAIRMAN'S ANNOUNCEMENTS

Despite the restrictions this country has faced over the past weeks, activities and events have still occurred - not quite 'as usual' - but I was proud to be involved virtually in:

- **Armed Forces Week** – The week commencing 22 June celebrated Armed Forces Week. During a virtual flag raising ceremony, we paid tribute to this country's extraordinary men and women who continually put their country and others before themselves and who keep Britain safe and free. We are all forever in their debt.
- **Young Mayor** – In forging strong links between Surrey County Council and the Young Mayor, the Vice-Chairman attended a Youth Council meeting at the end of June, to listen to the views, opinions and questions of the young people of Surrey. The Vice-Chairman will continue to work with the Young Mayor in order to make sure young people's voices are heard and we look forward to sharing more with you in due course.

- **Pride** – 27 June saw Surrey County Council's second annual Pride flag raising ceremony, albeit virtually this year. The LGBTQ+ community in Surrey plays an important role in shaping the county's vibrant and diverse culture and I am pleased to hear that the LGBTQ+ staff network at the council is continuing to grow even as many of our staff work remotely.
- **Eikon Charity** – On 29 June I was invited by Eikon Charity's Chief Executive, Chris Hickford to attend a full staff video briefing. It was an invaluable insight into how charities have responded to the serious challenges that the Covid-19 crisis has created for them. The Eikon team has shown real passion, dedication, creativity and care as they've pursued new ways to connect with children they support, focusing on those children and young people most at risk or in need of their help.

## **6 VICE-CHAIRMAN**

1. To elect a Vice-Chairman for the Council Year 2020/21.
2. The Vice-Chairman to make the statutory declaration of acceptance of office.

## **7 LEADER'S STATEMENT**

The Leader to make a statement.

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

## **8 ANNUAL REVIEW OF POLITICAL PROPORTIONALITY**

(Pages  
19 - 22)

To formally review the proportional political allocation of places on committees and to adopt a scheme of proportionality for the Council Year 2020/21.

## **9 APPOINTMENT OF COMMITTEES**

(Pages  
23 - 30)

To appoint Members of the various Committees of the Council for the Council Year 2020/21.

## **10 ELECTION OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN**

(Pages  
31 - 32)

To elect Chairmen and Vice-Chairmen of Committees for the Council Year 2020/21.

## **11 MEMBERS' QUESTION TIME**

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

***(Note: Notice of questions in respect of the above item on the agenda must be given in writing, preferably by e-mail, to Democratic Services by 12 noon on Wednesday 1 July 2020).***

**12 STATEMENTS BY MEMBERS**

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

***(Note: Notice of statements must be given in writing, preferably by e-mail, to Democratic Services by 12 noon on Monday 6 July 2020).***

**13 REPORT OF THE INDEPENDENT REMUNERATION PANEL**

(Pages  
33 - 52)

Council is invited to consider the Independent Remuneration Panel's report on the review of Members' Allowances for 2020-21 and the Panel's resulting recommendations.

**14 AMENDMENTS TO THE COUNCIL'S CONSTITUTION**

(Pages  
53 - 60)

Surrey County Council has a Constitution which is agreed by Members and sets out how the Council operates, how decisions are made and the procedures to be followed to ensure that they are efficient, transparent and accountable to the residents of Surrey.

This report seeks Council's approval for the following changes to be made to the Constitution:

- To add new officer delegations to the Scheme of Delegation relating to the Firefighters' Pension Scheme.
- To approve a change to Standing Order 41(g) to permit substitutes on the Surrey Local Firefighters' Pension Board.
- To note that the Coroner's Service now sits within the remit of the Communities, Environment and Highways Select Committee.
- To set out how the Council will meet its requirements to implement a Local Authority member led engagement board for outbreak management in line with Government guidance as a sub-committee of the Health and Wellbeing Board.

**15 REPORT OF THE CABINET**

(Pages  
61 - 70)

To receive the report of the meetings of the Cabinet held on 31 March 2020 (Leader Decisions with Cabinet Members - acting as Cabinet), 28 April 2020, 26 May 2020 and 23 June 2020.

**16 MINUTES OF CABINET MEETINGS**

(Pages  
71 - 106)

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to Democratic Services by 12 noon on 6 July 2020.

**MINUTES OF THE MEETING OF THE COUNTY COUNCIL HELD AT THE COUNCIL CHAMBER, COUNTY HALL, KINGSTON UPON THAMES, KT1 2DN ON 17 MARCH 2020 COMMENCING AT 10.00 AM, THE COUNCIL BEING CONSTITUTED AS FOLLOWS:**

Tony Samuels (Chairman)  
\* Helyn Clack (Vice-Chairman)

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

\*absent

#### **14/20 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mrs Angell, Mrs Barton, Mr Beckett, Mr Bennison, Amanda Boote, Mrs Bowes, Mr Brett-Warburton, Dr Chapman, Mrs Clack, Mr Deach, Mr Ellwood, Mr Evans, Mr Few, Mr Furey, Mr Gardner, Mr Goodman, Mrs Goodwin, Mr Goodwin, Mr Islam, Rachael I Lake, Mrs Lay, Mr Lee, Mr MacLeod, Mr Mallett, Mrs Mason, Mrs Mountain, Mr Ramsdale, Mrs Rivers, Mrs Rush, Mr Spence, Mrs Steeds, Ms Thomson, Mrs Thorn, Mrs White and Mrs Young.

#### **15/20 MINUTES [Item 2]**

The minutes of the meeting of the County Council held on 4 February 2020 were submitted, confirmed and signed.

#### **16/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

#### **17/20 CHAIRMAN'S ANNOUNCEMENTS [Item 4]**

The Chairman:

- Highlighted to Members that the Chairman's Announcements were located in the agenda front sheet.

#### **18/20 LEADER'S STATEMENT [Item 5]**

*Mr Harrison arrived at 10.05 am*

*Ms Azad arrived at 10.09 am*

The Leader made a detailed statement. A copy of the statement is attached as Appendix A.

Members raised the following topics:

- Offered full support to the actions taken by the Council in respect of the current circumstances concerning coronavirus, thanking officers and partners for continuing to support vulnerable residents.
- Highlighted the importance of communities coming together to provide reassurance to one another, it was encouraging that volunteers and neighbours were offering to help vulnerable individuals and those self-isolating.
- Recognised the changing priorities of the Council and that the challenges faced by the Council were met bravely and boldly by the Leader and Chief Executive.
- Urged all Members to work proactively in communities to support local initiatives and noted that although it was a difficult time the Council were equipped to address the crisis.
- Welcomed the cross-party support concerning coronavirus and requested more information from the Leader on the Council's emergency helpline.
- That some residents had written to the Leader querying the Council's recently agreed precept percentage concerning Council Tax.

## 18/20a CONSTITUTIONAL CHANGES [Item 5a]

The Leader of the Council introduced the report, noting that the draft report had been circulated to group leaders and committee chairmen. Legislation surrounding special arrangements for local government was constantly evolving in respect of new provisions by the Secretary of State for Housing, Communities and Local Government - such as holding meetings remotely. As a result, there would be small changes to the Council's constitution to enable Council business to continue. He highlighted that those arrangements were time-limited until the County Council meeting on 13 October, subject to review by the Audit and Governance Committee.

Members made the following comments:

- That one recommendation stated that the Chairman of the Council and group leaders would be consulted on a protocol setting out the arrangements for decision making with committee members prior to any officer decision usually referred to committee, querying whether all Members could receive the draft protocol.
- Felt that the report was a major step in altering democracy as it gave power to a small group of Members and officers, raising concerns with the provision for non-executive decision making (as far as the law allows) particularly the Planning and Regulatory Committee and its often contentious applications.
- Welcomed the inclusion of time limit and consultation with group leaders and committee chairmen.

In response the Leader explained that the constitutional changes would not change the power structure within the Council as it was a practical step to ensure the continuation of council business. He agreed that a draft protocol would be circulated to all Members. He was hopeful that the additional temporary powers granted such as the ability to hold meetings remotely, would lead to a future change in the legislation. He recalled that the Secretary of State for Housing, Communities and Local Government had given special consideration to planning and licensing committees. The Leader noted that in some situations there would not be delegated decisions by officers regarding the Planning and Regulatory Committee, as significant decisions would be delayed where possible until full meetings were convened.

The chairman of the Audit and Governance Committee asked for any committee members present to discuss outside of the meeting how it wished to operate as a result of the report's recommendations - despite self-isolating he urged Members to contact him if they had any concerns.

### **RESOLVED:**

1. To amend the definition within the Council's Constitution (as far as the law allows) to define Cabinet as a formal meeting of Cabinet or the Leader or nominated Cabinet Member making a decision in consultation with at least two other Cabinet Members.

2. To delegate all non-executive decisions (as far as the law allows) to the relevant proper officer in consultation with the relevant chairman or member nominated by the chairman.
3. To agree that any member unable to attend a council meeting for a period greater than six months for virus related reasons, receives a dispensation further to section 85(1) of the Local Government Act 1972 to December 2020.
4. To resolve that a protocol be agreed with the Chairman of the Council and group leaders to set out the arrangements for decision making with committee members prior to any officer decision usually referred to committee. Protocol to include:
  - a) Notice and reports for the public and committee members
  - b) Any representations from members on decisions
  - c) Arrangements for 'virtual' meetings, discussions or recommendations from members of the committees/members of the public/other councillors.
5. To agree that the Audit and Governance Committee will monitor the use of the protocol and make recommendations on any required amendments to the protocol to ensure that Members remain informed in relation to council decision making.
6. To authorise the Monitoring Officer in consultation with the Chairman of the Council and group leaders to incorporate any legislative changes issued by Government into council business processes.
7. To agree existing chairmen, vice-chairmen and committee appointments continue in line with political group wishes.
8. To review these measures at the 13 October 2020 meeting of the Council or as soon as practicable thereafter as determined by the Audit and Governance Committee.

**19/20 MEMBERS' QUESTION TIME [Item 6]**

**Member Questions:**

Notice of thirteen questions had been received. The questions and replies were published in a supplementary agenda on 16 March 2020.

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

**(Q1) Mr John O'Reilly** did not ask a supplementary question.

Mr Jonathan Essex noted the upcoming review by the Government on the Airports National Policy Statement (ANPS) concerning Heathrow and Gatwick expansion. He asked whether the Council would review its position on its support of the expansion of Gatwick to 15 million passenger movements annually, prior to the Court of Appeal's recent ruling on the ANPS and despite the Government's 10 million passenger movement limit set out in response to the Gatwick Area Conservation Campaign.

In response the Leader of the Council agreed to look into the query subsequent to the meeting as the Cabinet Member for Environment and Waste was not present to respond.

**(Q6) Mr Eber Kington** asked the Cabinet Member for Highways to clarify his response concerning the Council's new application system for highway trees which he felt was unclear. He stated that applicants would be required to register online and pay a fee, which meant that data regarding requests on the number of trees and refused requests would be recorded. He asked if that data would be made available so the performance of the new policy could be assessed.

The Cabinet Member for Highways responded that the Council did not currently have a system for recording all trees planted in the county, unless they went through the Highways Arboriculture Team (HAT). A system would be put in place to facilitate the recording of the proposed 1.2 million trees and he agreed to provide data recorded by the HAT to Members if they requested it regarding trees in their division.

**(Q8) Mr Robert Evans** asked the Cabinet Member for Environment and Waste on whether issues on reducing emissions would still be prioritised in view of changed circumstances since the recent seminar on Climate Change in February.

In response the Leader of the Council agreed to look into the query subsequent to the meeting as the Cabinet Member for Environment and Waste was not present to respond.

#### **Cabinet Member Briefings:**

These were also published with the supplementary agenda on 16 March 2020.

**Cabinet Member for Highways:** A Member commended the Cabinet Member and Surrey Highways for their work in successfully resolving the long-standing flooding problem on the A24 near Downsland School. He also thanked the Council's highways officers responsible for the Mole Valley area and thanked the Local Highway Services Group Manager for resolving issues in his division.

#### **20/20 STATEMENTS BY MEMBERS [Item 7]**

There were none.

#### **21/20 ORIGINAL MOTIONS [Item 8]**

##### **Item 8 (i)**

Mr Botten agreed to withdraw his motion.

#### **22/20 MEMBERS' COMMUNITY ALLOCATION - FINANCIAL FRAMEWORK [Item 9]**

The Leader of the Council introduced the report and stated that there were no major changes to the Members' Community Allocation (MCA). The revised MCA encouraged Members to consider the wider ambitions of the Council as set out

in its Organisation Strategy 2020-2025, which included eight main areas of focus such as improving quality of life and addressing the inequality of opportunity and life expectancy.

The Cabinet Member for Children, Young People and Families emphasised that one way in which to tackle inequality was to continue to support Looked After Children (LAC) in the county. She was pleased that the Leader had agreed that Members could contribute £250 from their allowance to the Celebration Fund for Looked After Children and Care Leavers. She informed Members that the panel who were responsible for administering the Fund, had met recently to give out awards and the panel agreed that a report would be provided to Members detailing where MCA contributions were dedicated to last year. She encouraged Members to contribute again this year and noted that officers from other local authorities had said that it was a unique way to demonstrate corporate parenting.

**RESOLVED:**

That Council:

1. Approved the new MCA grant criteria of tackling inequality; supporting independence; joined up health and social care; creating a greener future; embracing Surrey's diversity; partnership; supporting the local economy; and digital revolution.
2. Approved the revised MCA exclusions disallowing the funding of political organisations and activities; national curriculum teaching or learning activities; planning disputes; reputation-damaging activities; and conflicts of interest.
3. Approved the new Financial Framework for Members' Community Allocation, with effect from 1 April 2020.

**23/20 SURREY PAY POLICY STATEMENT 2020/2021 [Item 10]**

The Leader of the Council introduced the report noting that it had been agreed at the People, Performance and Development Committee (PPDC) and was a requirement that the Council agreed it annually. He thanked the Director of Human Resources and Organisational Development for her work on the report. He summarised the main points on the Statement which were the remuneration of Chief Officers, the terms to which those Chief Officers were employed and the Council's current policies on equal pay, redundancy and Severance which involved sensitive discussions with Council's two Trade Unions and staff.

**RESOLVED:**

That Council agreed the Pay Policy Statement for 2020/2021.

**24/20 MINUTES OF CABINET MEETINGS [Item 11]**

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

[Meeting ended at: 10.38 am]

---

**Chairman**

This page is intentionally left blank

Leader's Statement to County Council – 17 March 2020

---

Mr Chairman, no sooner had the country's political uncertainty and gridlock been resolved, than a different kind of disruption reared its head.

We now find ourselves in the midst of a public health emergency, one that will test our resilience as an organisation and will need strong leadership to guide us through.

I must take this opportunity to pay tribute to the work already taking place here in Surrey to deal with Coronavirus and the impact it is having on our communities.

Surrey had the dubious honour of being the home to the first case contracted within the UK, which certainly brought public health and communications challenges with it.

But it meant that we put into immediate action our emergency response, which ensured that any public panic was restricted, that the right information was disseminated and that all our services were well prepared to deal with the ongoing disruption this caused.

The team remain on high alert. Surrey County Council staff across the board are working tirelessly on this – supporting our schools and care facilities, liaising with our contractors and providers, working with districts and boroughs and health partners and communicating with our residents.

Obviously, the updated guidance from Government last night means that society is fundamentally changing, for the short term at least.

Working remotely, or indeed in isolation, will become the new normal.

We are guiding staff through this process and analysing the impact across the organisation.

But essentially, we are a public service and our staff are proud and dedicated public servants.

Our priorities at this time are to ensure that we do everything we can to reduce the pressure on the NHS, to protect our most vulnerable communities, and support our staff and residents.

To do this, we must protect the democratic process. Indeed Mr Chairman, this may well be the last public meeting in-person for some weeks or months, but we are putting in place the measures to hold meetings virtually if required, as guided by government.

Legislation is being adapted nationally to guide the nation through this crisis, and we are ensuring our constitution here at Surrey County Council is updated to enable us to continue making the required decisions to keep Surrey functioning.

I would remind all members and residents to heed the guidance from Public Health England not only to keep washing their hands, but also to be alert to information and follow that official guidance and communications directions meticulously.

We have an important role in guiding our communities through this as best we can.

I'd like to thank in particular Ruth Hutchinson, our Interim Director of Public Health, for coordinating this work and showing the leadership so required in fast moving situations like this, as well as the Communications team who have been on call 24 hours a day.

Mr Chairman, this issue has brought into focus our partnership working across the County, and how important those relationships and open lines of communication are.

We have been clear, through our Vision 2030 work and our organisational strategy that was brought here to Full Council before Christmas, that partnership working must be a clear area of focus for everything we do. And I genuinely mean that.

This means proper engagement with partners and communities across Surrey.

Whether it's dealing with Coronavirus or redesigning our services, those relationships are vital to deliver what our communities really need, and want.

As all members are aware Mr Chairman, we have for some years now facilitated a series of Local and Joint Committees, that effectively join together County councillors with their colleagues at a District and Borough level to examine issues and make local decisions.

Today, we are also discussing our Member's Community Allocation, which is proving a useful tool for us to directly support community groups and projects locally.

I'm delighted to see that 96% of that allocation has been spent in 2019/20, demonstrating really effective delivery.

However, even given these tried and tested channels of local engagement and partnership, I think we can and should be doing even more.

Mr Chairman, we are ready to move forward, to utilise new technology to engage even more effectively, and to start thinking bigger in terms of what we can do together.

So, what does that mean in practice?

Next month we are planning to begin a pilot of a new forum – the Local Partnership Board.

These boards will be established at a district and borough level and will bring together not only the County Council with districts and boroughs, but also voluntary sector partners, health, businesses and other key stakeholders.

They will engage local people to help deliver solutions to local issues.

This will enable true partnership working - looking at the bigger picture to fundamentally address place-based issues, by understanding an area's priorities and delivering sustainable solutions.

Mr Chairman, I am confident that this way of working will also prove effective in tackling some of our big challenges.

Our health and wellbeing strategy, reducing inequality, supporting the local economy, tackling the climate emergency, rethinking transport and improving air quality.

We cannot solve these issues alone.

Working in partnership is key to unlocking the expertise and potential of this County, and delivering real change for our residents.

Mr Chairman many of our residents of Surrey will have received their Council Tax demand through their letterboxes. Indeed, some have taken the trouble to write to me.

However unpopular that piece of mail may be, I'm proud that this year we can include a bold and optimistic message alongside it:

That Surrey County Council is investing in our residents of today and of the future, ensuring Surrey is a place fit for the future and ready for the challenges that may emerge over the next decade.

So, the second initiative and a major part of that investment is our Community Projects Fund – initially called the Community Improvement Fund.

This is another example of our desire to work in partnership - helping Surrey's local communities create a better place to live.

During our budget setting process this year, we were able to allocate a £100m capital investment over the next five years as part of the Community Projects Fund.

That is a significant amount of money and it must deliver real benefits for the people of Surrey.

We have a working group putting in place the necessary technology and structures to ensure that we engage with our local communities about exactly what they need and want in their areas.

We want to hear people's ideas and ambitions. Not just traffic schemes and landscaping projects, but ambitious legacy projects that will fundamentally change a place for the better.

And we are here to help deliver it.

This is all about co-design and partnership.

We want boroughs and districts, local business groups, residents' associations, charities, voluntary organisations, the health sector all working alongside us.

We want the whole community involved - shaping the County they want to see for the future, together.

The money is in place, ready to be unlocked and invested, so let's all actively engage our residents.

Mr Chairman, as I draw to a close, I reflect that again we stand here discussing the efforts and ambition of this council against the backdrop of national disruption and uncertainty.

But we are demonstrating our resilience, our leadership and our desire to fulfil our public duty.

The challenges being brought by Coronavirus are not going to go away any time soon, we will be tested further in the coming weeks and months almost certainly, but it is during times like these that we must all pull together.

I hope I have outlined exactly how we're doing that – harnessing all of the creativity, energy and expertise this County has to offer – not just to tackle public health emergencies, but to deliver a sustainable future for Surrey.

Our residents must be assured that we will continue to deliver the vital services they rely on.

And we will continue to show the vision and ambition that is needed to create a better place and a better quality of life for everyone in the County.

**ANNUAL REVIEW OF POLITICAL PROPORTIONALITY – 2020/21****Report of the Chief Executive**

1. The Council is asked to formally review the proportional political allocation of places on committees and to adopt a scheme of proportionality for the Council year 2020/21.
2. The Local Government and Housing Act 1989 requires local authorities to review committee membership and political representation annually.
3. By law, seats on committees must be allocated in proportion to the political composition of the Council. An authority can only decide that it wishes to adopt an arrangement other than a proportional one if no Member votes against it.
4. The number of seats of each group on the Council and the resulting percentages are as follows:

|                                   | Conservative | Surrey<br>Opposition<br>Forum | Residents'<br>Association &<br>Independent | Other* |
|-----------------------------------|--------------|-------------------------------|--|--------|
| Number of<br>councillors          | 57           | 10                            | 11   | 3      |
| Proportionality<br>%              | 70.3%%       | 12.35%                        | 13.6%                                      | 3.7%   |
| Number of<br>seats entitled<br>to | 54           | 10                            | 10   | 3      |

\* The Local Government (Committees and Political Groups) Regulations 1990 require a constituted political group to be two or more members.

5. In determining the allocation of seats on ordinary committees, the proportion that each political group forms of the total membership of the Council is applied to the total number of elected Member seats on each committee. Generally, fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in advantage to one political group, the aggregate membership of all the ordinary committees must also be in line with the proportions on the County Council.
6. Committee seats are then allocated to each political group and these are appointed to in line with each political groups' wishes. The wishes of the Conservative Group is that four of the seats that they are entitled to have on committees are taken by the other groups. Further to those wishes, the committee seat allocation for 2020/21 is attached at Annex 1.

**RECOMMENDATION**

That the scheme of proportionality and committees seat allocations (as set out in Annex 1) be adopted for 2020/21.

---

**CONTACT**

Paul Evans  
Director of Law & Governance  
020 8213 2584

**TEL NO:**

**BACKGROUND PAPERS:**

Local Government and Housing Act 1989  
Proportional Representation Table  
Constitution of the Council

## ANNEX 1

## COMMITTEE SEAT ALLOCATION FOR 2020/21

|   | CON       | Surrey<br>Opp<br>Forum | RA &<br>IND | Other    | Total     | Figs<br>last<br>year^ |
|---|-----------|------------------------|-------------|----------|-----------|-----------------------|
| SELECT COMMITTEES                               |           |                        |             |          |           |                       |
| Adults & Health                                 | 8         | 2                      | 2           | 0        | 12*       | 12                    |
| Children, Families, Lifelong Learning & Culture | 8         | 1                      | 2           | 1        | 12*       | 12                    |
| Communities, Environment & Highways             | 7         | 2                      | 2           | 1        | 12        | 12                    |
| Performance & Resources                         | 8         | 2                      | 2           | 0        | 12        | 12                    |
|   |           |                        |             |          |           |                       |
| PLANNING & REGULATORY COMMITTEE                 | 8         | 2                      | 1           | 0        | 11        | 11                    |
| AUDIT & GOVERNANCE COMMITTEE                    | 4         | 1                      | 1           | 0        | 6         | 6                     |
| PEOPLE, PERFORMANCE & DEVELOPMENT COMMITTEE     | 4         | 1                      | 1           | 0        | 6         | 6                     |
| SURREY PENSION FUND COMMITTEE                   | 3         | 1                      | 1           | 1        | 6*        | 6                     |
|   | 50        | 12                     | 12          | 3        | 77        | 77                    |
| <u>NON-PROPORTIONAL BODIES</u>                  |           |                        |             |          |           |                       |
| MEMBER CONDUCT PANEL                            | 7         | 1                      | 2           | 0        | 10        | 10                    |
| <b>TOTAL</b>                                    | <b>57</b> | <b>13</b>              | <b>14</b>   | <b>3</b> | <b>87</b> | <b>87</b>             |

\* additional co-opted members are appointed to this committee

^ figures given for similar committee, where possible

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

This page is intentionally left blank

**ANNUAL MEETING OF THE COUNCIL: 7 JULY 2020****APPOINTMENT OF BOARDS AND COMMITTEES****ADULTS AND HEALTH SELECT COMMITTEE (12)**

|  |  |
|--|--|
| <p><b>Conservative (8)</b></p> <p>Bill Chapman<br/>Clare Curran<br/>Bob Gardner<br/>Jeff Harris<br/>Tina Mountain<br/>Bernie Muir<br/>Marsha Moseley<br/>David Mansfield</p> | <p><b>Surrey Opposition Forum (2)</b></p> <p>Angela Goodwin<br/>Fiona White</p> <hr/> <p><b>Residents' Association &amp; Independent (2)</b></p> <p>Nick Darby<br/>Ernest Mallet</p> |
|--|--|

**SOUTH WEST LONDON AND SURREY JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (2)**

*Chairman and Vice-Chairman of Statutory Health Scrutiny function*

|                             |
|-----------------------------|
| Bill Chapman and Nick Darby |
|-----------------------------|

**SOUTH WEST LONDON AND SURREY JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEE (1)**

*Chairman of Statutory Health Scrutiny function*

|              |
|--------------|
| Bill Chapman |
|--------------|

**CHILDREN, FAMILIES, LIFELONG LEARNING AND CULTURE SELECT COMMITTEE (12)**

|   |   |
|---|---|
| <p><b>Conservative (8)</b></p> <p>Liz Bowes<br/>Kay Hammond<br/>Yvonna Lay<br/>Peter Martin</p> | <p><b>Surrey Opposition Forum (1)</b></p> <p>Chris Botten</p> |
|---|---|

|   |  |
|---|--|
| Andrew Povey<br>Lesley Steeds<br>Barbara Thomson<br>Richard Walsh | <b><i>Residents' Association &amp; Independent (2)</i></b><br><br>Amanda Boote<br>Chris Townsend |
|   | <b><i>Labour (1)</i></b><br><br>Robert Evans   |

**COMMUNITIES, ENVIRONMENT AND HIGHWAYS SELECT COMMITTEE (12)**

|  |   |
|--|---|
| <b><i>Conservative (7)</i></b><br><br>Paul Deach<br>John Furey<br>Mike Goodman<br>Ken Gulati<br>Saj Hussain<br>John O'Reilly<br>Keith Witham | <b><i>Surrey Opposition Forum (2)</i></b><br><br>Jonathan Essex<br>Fiona White              |
| <b><i>Brexit (1)</i></b><br><br>Mike Bennison  | <b><i>Residents' Association &amp; Independent (2)</i></b><br><br>Andy MacLeod<br>Jan Mason |

**PERFORMANCE AND RESOURCES SELECT COMMITTEE (12)**

|   |   |
|---|---|
| <b><i>Conservative (8)</i></b><br><br>Ayesha Azad<br>Mark Brett-Warburton<br>Graham Ellwood<br>Tim Hall<br>Naz Islam<br>Graham Knight<br>Rachael Lake<br>Peter Szanto | <b><i>Surrey Opposition Forum (2)</i></b><br><br>Will Forster<br>Hazel Watson   |
|   | <b><i>Residents' Association &amp; Independent (2)</i></b><br><br>Nick Harrison |

|  |                |
|--|----------------|
|  | Chris Townsend |
|--|----------------|

**PLANNING & REGULATORY COMMITTEE**

|  |  |
|--|--|
| <p><b>Conservative (8)</b></p> <p><b>Substitutes (up to 7):-</b></p> <p>Mary Angell<br/>Tim Hall<br/>Edward Hawkins<br/>Saj Hussain<br/>Bernie Muir<br/>Andrew Povey<br/>Keith Taylor<br/>Rose Thorn</p> <p><b>Substitutes (up to 7):-</b></p> <p>Tim Evans<br/>Yvonna Lay<br/>Barbara Thomson<br/>Richard Walsh</p> | <p><b>Surrey Opposition Forum (2)</b></p> <p>Stephen Cooksey<br/>Penny Rivers</p> <p><b>Substitutes (up to 7):-</b></p> <p>Jonathan Essex<br/>Will Forster<br/>David Goodwin</p>                               |
|  | <p><b>Residents' Association &amp; Independent (1)</b></p> <p>Ernest Mallet</p> <p><b>Substitutes (up to 7):-</b></p> <p>Amanda Boote<br/>Chris Botten<br/>Nick Darby<br/>Nick Harrison<br/>Chris Townsend</p> |

**AUDIT & GOVERNANCE COMMITTEE**

|   |  |
|---|--|
| <p><b>Conservative (4)</b></p> <p>David Harmer<br/>Edward Hawkins<br/>Peter Szanto<br/>Keith Witham</p> | <p><b>Surrey Opposition Forum (1)</b></p> <p>Stephen Cooksey</p>                 |
|   | <p><b>Residents' Association &amp; Independent (1)</b></p> <p>Stephen Spence</p> |

## PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE

|   |  |
|---|--|
| <p><b>Conservative (4)</b></p> <p>Ken Gulati<br/>Colin Kemp<br/>Tim Oliver<br/>Denise Turner-Stewart</p>  | <p><b>Surrey Opposition Forum (1)</b></p> <p>Chris Botten</p> <p><b>Substitutes (up to 7):-</b></p> <p>Will Forster</p>  |
| <p><b>Substitutes (up to 7 Cabinet Members):-</b></p> <p>Mel Few<br/>Mike Goodman<br/>Zully Grant-Duff<br/>Julie Iles<br/>Mary Lewis<br/>Sinead Mooney<br/>Matt Furniss</p> | <p><b>Residents' Association &amp; Independent (1)</b></p> <p>Eber Kington</p> <p><b>Substitutes (up to 7):-</b></p> <p>Nick Harrison<br/>Ernest Mallet<br/>Chris Townsend</p> |

## SURREY PENSION FUND COMMITTEE

|  |  |
|--|--|
| <p><b>Conservative (3)</b></p> <p>Ben Carasco<br/>Tim Evans<br/>David Mansfield</p>  | <p><b>Surrey Opposition Forum (1)</b></p> <p>Hazel Watson</p>                  |
| <p><b>Other (1)</b></p> <p>Charlotte Morley</p>  | <p><b>Residents' Association &amp; Independent (1)</b></p> <p>John Beckett</p> |
| <p><b>Co-opted Members (4)*</b></p> <ul style="list-style-type: none"> <li>– One representative (trade union) from employee members of the Fund</li> <li>– Two representatives from Districts and Boroughs of the Fund;</li> <li>– One representative from all other employers in the Fund.</li> </ul> |  |

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

## MEMBER CONDUCT PANEL\*

|   |  |
|---|--|
| <b>Conservative (7)</b><br>Mary Angell<br>Mark Brett Warburton<br>Helyn Clack<br>Ken Gulati<br>Tim Hall<br>David Harmer<br>Tony Samuels | <b>Surrey Opposition Forum (1)</b><br>Hazel Watson |
| <b>Residents' Association &amp; Independent (2)</b><br>Eber Kington<br>Chris Townsend   |  |

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

## POLICE AND CRIME PANEL (1)

|                              |              |
|------------------------------|--------------|
| <b>Nominations received:</b> | Andrew Povey |
|------------------------------|--------------|

## BUCKINGHAMSHIRE COUNTY COUNCIL AND SURREY COUNTY COUNCIL JOINT TRADING STANDARDS SERVICE COMMITTEE (2)\*

|                              |                                       |
|------------------------------|---------------------------------------|
| <b>Nominations received:</b> | Denise Turner-Stewart<br>David Harmer |
|------------------------------|---------------------------------------|

*\*One County Councillor, who must be a Cabinet Member. In addition, the County Council can appoint one county councillor to undertake a non-voting advisory role.*

## BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE (4)\*

|                              |  |
|------------------------------|--|
| <b>Nominations received:</b> | Natalie Bramhall, Ben Carasco, Paul Deach, Saj Hussain |
|------------------------------|--|

*\*Must include a Cabinet Member and three Members representing divisions which include the Basingstoke Canal in their area.*

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

**STRATEGIC INVESTMENT BOARD (4)\***

|                     |   |
|---------------------|---|
| <b>Appointment:</b> | Tim Oliver<br>Colin Kemp<br>Mel Few<br>Zully Grant-Duff |
|---------------------|---|

*\*Up to five Cabinet Members including the Leader and Deputy Leader and the portfolio holders for Property, Finance and Corporate Support.*

**ORBIS JOINT COMMITTEE (2)\***

|                     |                             |
|---------------------|-----------------------------|
| <b>Appointment:</b> | Mel Few<br>Zully Grant-Duff |
|---------------------|-----------------------------|

*\*Two Cabinet Members.*

**SURREY-WIDE COMMISSIONING COMMITTEES IN COMMON (3)\***

|                     |   |
|---------------------|---|
| <b>Appointment:</b> | Tim Oliver<br>Mary Lewis<br>Sinead Mooney |
|---------------------|---|

*\*The Leader, Cabinet Member for Adults and Health and the Cabinet Member for Children, Young People and Families*

**Recommendations:**

- (1) To appoint Members to serve on the Committees of the Council for the Council year 2020/21 in accordance with the wishes of political groups.**
- (2) To authorise the Chief Executive to make changes to the membership of any of the Council's Committees as necessary during the Council year in accordance with the wishes of political groups.**
- (3) To appoint the County Councillors representing divisions in the Woking borough area to serve on the Woking Joint Committee for the Council year 2020/21.**

- (4) To appoint the County Councillors representing divisions in the Spelthorne borough area to serve on the Spelthorne Joint Committee for the Council year 2020/21.**
- (5) To appoint the County Councillors representing divisions in the Runnymede borough area to serve on the Runnymede Joint Committee for the Council year 2020/21.**
- (6) To appoint the County Councillors representing divisions in the Guildford borough area to serve on the Guildford Joint Committee for the Council year 2020/21.**
- (7) To appoint the remaining County Councillors for each district/borough area to serve on the appropriate Local Committee for the Council year 2020/21, and to authorise the Chief Executive to appoint an equal number of district/borough councillors to the Local Committees following nominations by the district and borough councils, which they should be requested to make politically proportional to their Membership.**
- (8) To appoint the Council's representative to the Surrey Police and Crime Panel for the Council year 2020/21.**
- (9) To appoint four Members (one of whom must be a Cabinet Member and the others County Councillors representing divisions that include the Basingstoke Canal) to the Basingstoke Canal Joint Management Committee.**
- (10) To appoint up to two Members to the Buckinghamshire County Council and Surrey County Council Joint Trading Standards Service Committee, one of whom must be a Cabinet Member; the other in an advisory non-voting role.**
- (11) To note the Leader's appointments to the Council's Executive Committees as outlined above.**

This page is intentionally left blank

|  |
|--|
| <b>ANNUAL MEETING OF THE COUNCIL: 7 JULY 2020</b><br><b>ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES</b><br><b>2020/21</b> |
|--|

| <b>SELECT COMMITTEES</b>                                 |                 |                                     |
|--|-----------------|-------------------------------------|
|  | <b>Chairman</b> | <b>Vice-Chairmen</b>                |
| <b>Adults and Health</b>                                 | Bernie Muir     | 1. Bill Chapman<br>2. Nick Darby    |
| <b>Children, Families, Lifelong Learning and Culture</b> | Kay Hammond     | 1. Lesley Steeds<br>2. Chris Botten |
| <b>Place</b>   | John O'Reilly   | 1. Saj Hussain<br>2. Andy MacLeod   |
| <b>Performance and Resources</b>                         | Nick Harrison   | 1. Graham Knight<br>2. Will Forster |
| <b>REGULATORY COMMITTEES</b>                             |                 |                                     |
|  | <b>Chairman</b> | <b>Vice-Chairman</b>                |
| <b>PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE</b>     |                 |                                     |
|  | Tim Oliver      | Colin Kemp                          |
| <b>AUDIT &amp; GOVERNANCE COMMITTEE</b>                  |                 |                                     |
|  | David Harmer    | Keith Witham                        |
| <b>PLANNING &amp; REGULATORY COMMITTEE</b>               |                 |                                     |
|  | Tim Hall        | Edward Hawkins                      |
| <b>SURREY PENSION FUND COMMITTEE</b>                     |                 |                                     |
|  | Tim Evans       | Ben Carasco                         |

| <b>LOCAL COMMITTEES</b>       |                               |                      |
|-------------------------------|-------------------------------|----------------------|
| <b>DISTRICT</b>               | <b>CHAIRMAN</b>               | <b>VICE-CHAIRMAN</b> |
| <b>Elmbridge</b>              | Peter Szanto                  | Rachael I Lake       |
| <b>Epsom &amp; Ewell*</b>     | John Beckett<br>Tina Mountain | Jan Mason            |
| <b>Mole Valley</b>            | Tim Hall                      | Stephen Cooksey      |
| <b>Reigate &amp; Banstead</b> | Jeff Harris                   | Barbara Thomson      |
| <b>Surrey Heath</b>           | Paul Deach                    | Mike Goodman         |
| <b>Tandridge</b>              | Cameron McIntosh              | Rose Thorn           |
| <b>Waverley</b>               | Victoria Young                | David Harmer         |

| <b>JOINT COMMITTEES</b>           |                    |                    |
|-----------------------------------|--------------------|--------------------|
| <b>Guildford</b>                  | Borough to appoint | Keith Taylor       |
| <b>Runnymede Joint Committee</b>  | Borough to appoint | Mark Nuti          |
| <b>Spelthorne Joint Committee</b> | Richard Walsh      | Borough to appoint |
| <b>Woking Joint Committee</b>     | Ayesha Azad        | Borough to appoint |

\*A vote will be taken for the chairmanship of Epsom and Ewell Local Committee. Subject to that vote, the recommendation is listed below.

**Recommendation:**

**That the Members listed are duly elected as Chairmen and Vice-Chairmen respectively of the Committees as shown for 2020/21.**



## OFFICER REPORT TO COUNCIL

### REVIEW OF MEMBERS' ALLOWANCES FOR 2020 - 2021 – REPORT OF THE INDEPENDENT REMUNERATION PANEL

#### **KEY ISSUE/DECISION:**

County Council is invited to consider the Independent Remuneration Panel's report on the review of Members' Allowances for 2020 - 21 and the Panel's resulting recommendations.

#### **BACKGROUND:**

1. This report provides the Council with the recommendations from the Independent Remuneration Panel (IRP) as prepared under the Local Authorities (Members' Allowances) Regulations 2003.
2. The Panel's report is attached at **Annex A**. A summary of the recommendations within the report are set out below.

#### **RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL:**

##### **Relating to the Basic Allowance**

1. Following the application of all other recommendations in this report, all allowances are rounded up to nearest £10 to avoid allowances being stated to the nearest pence.
2. That the basic allowance is increased from its current level by 1.7 per cent to **£12,660** from the date of the 2020 AGM in line with CPI from September 2019.
3. That the basic allowance is adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowance.

##### **Relating to Special Responsibility Allowances**

4. Each Member may only receive one Special Responsibility Allowance.
5. That all special responsibility allowances are increased from their current level by 1.7 per cent from the date of the 2020 AGM in line with CPI from September 2019. This recommendation does not apply to those allowances covered by recommendations 13 and 14.

6. That all special responsibility allowances are adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowances.
7. That there are no changes, other than the indexation adjustment in recommendation 5, to the following allowances: Chairman of the Council, Vice-Chairman of the Council, Leader, Deputy Leader, Cabinet Member, Deputy Cabinet Members, Select Committee Chairmen, Planning Committee Chairman, Audit and Governance Committee Chairman, Pension Fund Committee Chairman, Local and Joint Committee Chairmen (where chaired by a Surrey Member), and Opposition Leaders.
8. That the role description for the Deputy Cabinet Member role is updated.
9. That a limit is placed on the number of Deputy Cabinet Members in post at any one time, the Panel recommends four but accepts this is a matter for the Leader.
10. That the governance arrangements for select committees and their task groups or sub committees are clarified, including a role description prepared setting out the responsibilities assumed by Members currently designated as select committee Vice-Chairmen.
11. The eight Members currently designated as select committee Vice-Chairmen receive a new SRA. The role attracting this new SRA will be known as Select Committee Task Group leads and will be interim pending the formal review. These Members will receive an SRA of £1,530 effective from the date of the AGM.
12. Once governance arrangements and role descriptions have been confirmed, the Panel is asked to assess the role for an SRA against the requirements of the Regulations.
13. That the SRA for all committee Vice-Chairmen is abolished.
14. That the SRA for the office holders of political groups is abolished.

### **Relating to Inclusivity**

15. The hourly cap on childcare allowance is abolished. Members may claim actual costs incurred in performing approved duties.
16. Members can claim any additional costs incurred by them where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties. Individual claims under this provision to be scrutinised as usual by Democratic Services.
17. The hourly cap on dependent carers allowance is abolished. Members may claim actual costs incurred in performing approved duties.
18. That the Council introduces a shared parental leave policy for Members.

19. Democratic Services to be proactive about raising awareness that these costs are claimable with both existing and potential new Members.
20. Members to act as role models by claiming what they are entitled to, and thereby demonstrating to new Members that they will not be financially disadvantaged due to personal circumstances.

**Relating to Expenses and Approved Duties**

21. That mileage rates are linked with officer rates, apart from fully electric car rates.
22. That Members may claim 45p per mile for using fully electric cars to perform approved duties.

---

**Lead/Contact Officers:**

Rachel Basham, Member Services Manager, Democratic Services  
[rachel.basham@surreycc.gov.uk](mailto:rachel.basham@surreycc.gov.uk) / 020 8541 9133

**Sources/background papers:** None

---

This page is intentionally left blank

# Surrey County Council

## Report of the Independent Remuneration Panel

July 2020

## **CONTENTS**

|  |           |
|--|-----------|
| <b>EXECUTIVE SUMMARY</b>                           | <b>2</b>  |
| <b>PART ONE: BASIC ALLOWANCE</b>                   | <b>3</b>  |
| <b>PART TWO: SPECIAL RESPONSIBILITY ALLOWANCES</b> | <b>5</b>  |
| <b>PART THREE: INCLUSIVITY</b>                     | <b>10</b> |
| <b>PART FOUR: EXPENSES AND APPROVED DUTIES</b>     | <b>13</b> |
| <b>SUMMARY OF RECOMMENDATIONS</b>                  | <b>14</b> |

## Executive Summary

This report provides the Council with the recommendations from the Independent Remuneration Panel (IRP) as prepared under the Local Authorities (Members' Allowances) Regulations 2003.

Table 1 below summarises the financial impact of key recommendations on the basic and special responsibility allowances (SRA). Allowances have been indexed using CPI and rounded up. Additional changes to allowances are described in Part 2. The Panel has also made detailed recommendations to promote inclusion and participation, including the removal of caps on claimable childcare and dependent care costs, and the inclusion of a parental leave policy. Details are in Part 3. A summary of all recommendations has been provided at the end of this report.

**If implemented these recommendations reduce the total cost of the Scheme by £38k or 3 per cent.**

| <b>TABLE 1: SUMMARY OF RECOMMENDATIONS</b>  |                                    |  |
|---|------------------------------------|--|
| <b>ROLE</b>                                 | <b>2019-20<br/>ALLOWANCE<br/>£</b> | <b>RECOMMENDATION<br/>FROM 7 JULY 2020<br/>£</b> |
| Basic Allowance                             | 12,442.80                          | 12,660   |
| Leader                                      | 43,085.87                          | 43,820   |
| Deputy Leader                               | 27,924.00                          | 28,400   |
| Chairman of the Council                     | 18,035.95                          | 18,350   |
| Vice-Chairman of the Council                | 6,512.98                           | 6,630  |
| Cabinet Member                              | 22,544.93                          | 22,930   |
| Deputy Cabinet Member                       | 10,000.00                          | 10,170   |
| Corporate Overview Committee Chairman       | 12,024.00                          | N/A  |
| Select Committee Chairmen                   | 10,019.97                          | 10,200   |
| Select Committee Task Group Leads (interim) | N/A                                | 1,530  |
| Planning and Regulatory Committee Chairman  | 12,024.00                          | 12,230   |
| Audit and Governance Chairman               | 10,019.97                          | 10,200   |
| Surrey Pension Fund Committee Chairman      | 10,019.97                          | 10,200   |
| Local and Joint Committee Chairmen          | 8,015.98                           | 8,160  |
| Vice-Chairmen of Committees                 | 1,503.00                           | nil  |
| Opposition Leaders (total)                  | 12,024.00                          | 12,230   |
| Office Holders of Groups (per Member)       | 170.34                             | nil  |
| Adoption and Fostering Panels (per session) | 100.00                             | 102  |

The Independent Remuneration Panel consists of three members; Bryan Ingleby (Chair), Paul Eaves and Steve Banks-Smith. Panel members all live in Surrey, and are all independent of Surrey County Council (the Council) and of any political party. In approaching this work, the Panel has met with a wide range of Members and officers and is grateful for their input. The Panel conducted an online census of Members' views and provided all Members with the opportunity to meet with a Panel member. The Panel has reviewed documentation and data relating to roles and allowances, and collected information about the allowance schemes of other Councils to provide context.

The Panel is grateful for the support provided by Democratic Services, most notably Elliot Sinclair who provided a full induction to a new panel member, advice on Council business and governance and essential logistical support including the administration of a Members' Census. The Panel owes him and Democratic Services as a whole, its thanks.

## Part One: The Basic Allowance

### CONTEXT

1. The basic allowance is currently **£12,442.80**. It is payable to all county councillors (hereafter Members) for the discharge of their core duties, which excludes time spent on additional roles that attract a special responsibility allowance and excludes political activity.
2. Members are not employees and therefore the payment is an allowance and not a salary. The level of the allowance is set at a level that incorporates a public service discount, a recognition that the role of Member includes a proportion of voluntary work. The allowance is not intended to replicate a salary, and exists to ease the disadvantage experienced by Members in that it restricts their ability to undertake paid work elsewhere.
3. This section of the report looks at the level of basic allowance, but this is not the whole picture. In Part 3 we look at the range of allowances and other tools available to the Council to promote inclusion and diversity amongst Members, so that the Council can more effectively represent its population. In Part 4 we examine the list of approved duties and associated expenses, to ensure that Members are not expected to be out of pocket when conducting official duties.

### BENCHMARKING THE BASIC ALLOWANCE

#### Against the salaries of people in Surrey

4. The Local Median Hourly Rate for all people in Surrey in full time work (2019) is £18.66 (source: ONS annual survey of hours and earnings, median hourly pay excluding overtime for full time workers in Surrey in 2019).
5. The Panel has refreshed its understanding of the time commitment of being a Member through a variety of methods, including a survey and a significant number of conversations with Members. The traditional estimate of between two and three days still stands although a number of Members consider that the role is becoming more complex and gave estimates towards the top end. Whilst this is not a statistically robust estimate, it provides us with the means to sense check the allowance.
6. The time commitment to perform the role could be estimated at 1,040 hours per year, being 20 hours per week for 52 weeks, recognising that Members are never off duty. We then multiply the hours (1,040) by the reference hourly rate (£18.66) which provides a starting point of £19,406.
7. The Member role traditionally attracts a public sector discount of between 30 and 40 per cent. Applying this would give a range of between £11,644 and £13,584. The current basic allowance of £12,442 benchmarks within this range, although slightly below the midpoint.

#### Against other Councils

8. Basic allowances for the County Councils in the South East (using 2018-19 data) range from £10,509 in Oxfordshire to £15,138 in Kent.
9. Looking at London Boroughs, basic allowances (2018-19 data) range from £8,086 in Kingston-upon-Thames to £12,000 in Brent.

## VALUE OF THE BASIC ALLOWANCE OVER TIME

10. The basic allowance has been at its current level of **£12,442.80** since April 2016. No indexation has been applied to this allowance over this time. This IRP has recommended indexation of this allowance in previous reports but this recommendation was not accepted.
11. Prices change over time. It is common to apply a benchmark to allowances to ensure that their value does not erode. Typically, September CPI is used to adjust values to come into effect for the following financial year. For example, had the Council agreed to apply CPI indexation to the basic allowance since 2016 the basic allowance would currently be £13,255 following the application of the relevant September CPI annually from 2016.
12. Reference CPI at September 2019 was 1.7 per cent which if applied to the current basic allowance would provide an uplift to £12,654 or if applied cumulatively from April 2016 would provide an uplift to £13,480.
13. The Panel believes that failing to keep the basic allowance in line with prices erodes its value and increases the barriers faced by potential Members for whom the basic allowance is a necessity. The Panel notes that Members may no longer enrol in the Local Government Pension Scheme and that existing Members of that scheme may no longer contribute. We don't comment on the policy, as this is a matter for Government, but we note that this has eroded further the value of the basic allowance.

## CONCLUSION AND RECOMMENDATIONS

14. The level of the basic allowance is in the right ballpark. It benchmarks positively against median Surrey earnings and is not out of line with other Councils.
15. However, the failure to increase the basic allowance for a number of years has eroded its value. The Panel believes this makes it a less attractive role for people for whom the basic allowance will be a financial necessity. This risks the Council becoming increasingly less diverse and representative.
16. Accordingly, the Panel recommends that the basic allowance is increased from the AGM 2020 from its current level in line with CPI and that this becomes a principle to apply for future years.
17. We are also recommending that all allowances are rounded up to the nearest £10 to avoid allowances being to the nearest pence. Applying the CPI increase makes the basic allowance £12,654.33 which we recommend rounding to £12,660.

**Recommendation 1:** Following the application of all other recommendations in this report, all allowances are rounded up to nearest £10 to avoid allowances being stated to the nearest pence.

**Recommendation 2:** That the basic allowance is increased from its current level by 1.7 per cent to **£12,660** from the date of the 2020 AGM in line with CPI from September 2019.

**Recommendation 3:** That the basic allowance is adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowance.

18. Implementing the increase for 81 Members will increase allowances by £17.6k.

## Part Two: Special Responsibility Allowances

### CONTEXT

19. Special responsibility allowances (SRA) are made to Members who occupy positions of authority within the Council. The allowance is related to the level of responsibility that is discharged, not the workload associated with any one position. The Panel is required to assess the level of responsibility assumed by Members in a position of authority within the Council, and make recommendations as to the appropriate allowance payable. The Panel does not assess the associated workload, although it can take this into account in exceptional circumstances.

### PRINCIPLES

#### Number of SRA in total

20. Many Councils have what is known as the 50 per cent rule – a restriction that the number of SRAs available is less than half the number of Members. The Panel has considered this and decided that it is not an appropriate restriction. In doing so we note that Surrey has a local and joint committee structure which adds 11 committees not ordinarily present in other Councils. We are also keen to encourage Members to participate in activities such as adoption and fostering panels, which attract a small allowance, and any restriction on total numbers of allowances may be counterproductive.

#### Number of SRA per person

21. Most allowance schemes include a restriction of one SRA per Member. This is a difficult issue. On the one hand you want the best person to do the job, and there may be gifted individuals who are suitable for more than one role. On the other hand, you need to be realistic about the capacity of such individuals to perform more than one role whilst being able to be an effective constituency Member. On this last point, it is inevitable that those Members in positions of authority will have a reduced capacity to represent their constituents. But given the importance of the constituency role, the Panel believes that the scheme of allowances should facilitate this as far as is possible.

**Recommendation 4:** Each Member may only receive one Special Responsibility Allowance.

#### Indexation

22. The Panel believes that the arguments presented in the basic allowance section apply equally to the special responsibility allowances.

**Recommendation 5:** That all special responsibility allowances are increased from their current level by 1.7 per cent from the date of the 2020 AGM in line with CPI from September 2019. This recommendation does not apply to those allowances covered by recommendations 13 and 14.

**Recommendation 6:** That all special responsibility allowances are adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowances.

## SPECIFIC ALLOWANCES

23. The Panel has considered the individual roles that currently attract a special responsibility allowance. Below we set out our recommendations and, where we are recommending changes, our arguments to support that change.

**Recommendation 7:** That there are no changes, other than the indexation adjustment in recommendation 5, to the following allowances: Chairman of the Council, Vice-Chairman of the Council, Leader, Deputy Leader, Cabinet Member, Deputy Cabinet Members, Select Committee Chairmen, Planning Committee Chairman, Audit and Governance Committee Chairman, Pension Fund Committee Chairman, Local and Joint Committee Chairmen (where chaired by a Surrey Member), and Opposition Leaders.

## SPECIFIC PROVISIONS

### Deputy Cabinet Members

24. This role attracts an allowance of £10,000 and was the subject of a specific report by this Panel in November 2018. At that time the role was still developing and not subject to formal job description, but the intention for the role – quoting our 2018 report – was that “The Deputy Cabinet Members will add additional capacity to enhance the decision making of the Cabinet by providing additional and higher quality information within, often limited, timescales. In addition, these posts will be expected to take a leading role in ‘Task and Finish’ groups, providing Cabinet Members with a deeper knowledge of the subject than they could obtain themselves. They will act as leads on the development of business plans for the current transformation programme.”
25. The Panel has found this role hard to assess due to the lack of detail. The original ambition for the role in terms of leading groups has not materialised, the number of Deputy Cabinet Members has fluctuated, and the current role descriptions are vague. Our understanding of the role is that Members have particular skills and experiences that can support the Cabinet, that this can be time limited, and that it is not a pathway to a Cabinet role but is a way to make the Cabinet more effective. We support this but consider that the role needs to be updated to reflect current governance structures. We also note that whilst there are restrictions on the size of the Cabinet, there are no restrictions on the numbers of Deputy Cabinet Members, and we believe that this should be considered in order that the Council can show it is getting value for money from these allowances.

**Recommendation 8:** That the role description for the Deputy Cabinet Member role is updated.

**Recommendation 9:** That a limit is placed on the number of Deputy Cabinet Members in post at any one time, the Panel recommends four but accepts this is a matter for the Leader.

### Select Committee Chairmen

26. Under the previous Scheme, the scrutiny committee structure included a corporate overview committee supported by five additional select committees. The SRA reflected this structure, and provided for £12k for the Chairman of the corporate overview committee, with £10k for the select committee Chairmen.
27. The new structure comprises four select committees, each with a Chairman as before. Each committee has two Members designated as Vice-Chairmen and their role is to discharge specific

responsibilities that are delegated from the main committee to task groups, which the Vice-Chairmen lead.

28. The Regulations allow the Panel to consider whether the leadership of such groups or sub-committees should attract an SRA. Whilst the Panel is aware of the nature of the work being delegated to these groups and the activities of the Members leading them, there is little formalised governance in respect of terms of reference, schedules of delegation from the select committee to the groups, and role descriptions for leading the groups. As a result, it is difficult for the Panel to assess fully this role against the requirements for an SRA, and hence we recommend the role is defined and codified as soon as practicable. The Panel can then assess the role properly.
29. The Panel believes this role should be defined separately from a Vice-Chairman role. The duties of a Vice-Chairman, which are to support the Chairman in the effective running of the committee and to deputise for them where appropriate, are significantly different from the duties of leading a formal sub-committee or task group with delegated responsibilities. The Panel has suggested this role could be called Select Committee Task Group lead as an interim title, pending the suggested work on defining the role.
30. Pending the outcome of that work, and acknowledging that some responsibility has been assumed, the Panel recommends that a new SRA is created for the Select Committee Task Group leads. On an interim basis, this would be equivalent in value to their current allowance, suitably indexed and rounded.

**Recommendation 10:** That the governance arrangements for select committees and their task groups or sub committees are clarified, including a role description prepared setting out the responsibilities assumed by Members currently designated as select committee Vice-Chairs.

**Recommendation 11:** The eight Members currently designated as select committee Vice-Chairs receive a new SRA. The role attracting this new SRA will be known as Select Committee Task Group leads and will be interim pending the formal review. These Members will receive an SRA of £1,530 effective from the date of the AGM.

**Recommendation 12:** Once governance arrangements and role descriptions have been confirmed, the Panel is asked to assess the role for an SRA against the requirements of the Regulations.

#### Vice-Chairmen of Committees

31. The Panel has in previous reports recommended the abolition of the SRA for Vice-Chairmen of committees. There are currently 18 such allowances available at a total cost of £27,054.
32. The Panel recognises the benefits of having a person designated as the Vice-Chairman. It is good for succession planning, and provides business continuity in the absence of the Chairman. It can require an additional time commitment in terms of attending agenda planning and other preparatory meetings.
33. The Panel must have regard to the principle of payments being made for the discharge of responsibility rather than an additional workload, unless that workload could be considered exceptional. In respect of Vice-Chairmen, the additional workload is not exceptional. The Panel has not observed any evidence to suggest that the situation has changed, and accordingly we repeat the recommendation that we have made consistently since 2017.

**Recommendation 13:** That the SRA for all committee Vice-Chairmen is abolished.

34. In making recommendations 10 through 13, the Panel wishes to clarify the impact on the eight Members who are currently Vice-Chairmen of the four select committees. These Members will lose their Vice-Chairman allowance, but will assume the new SRA relating to Select Committee Task Groups.

#### Office Holders of Political Groups

35. The scheme currently provides for an 'office holders' Special Responsibility Allowance of £170.34 per Member to be payable to the Group Leader, where a Group consists of more than one Member. This represents a total of nearly £14k per year. This is in addition to the SRAs payable to the Leader and the Opposition Group leaders.

36. Taxpayer funded payments to political parties are not unusual. In Parliament, all opposition parties receive 'Short Money' based on the number of MPs they have and the number of votes they received. The intention for this money is that opposition parties may hire staff to help them with political matters. The ruling party or parties do not receive such money, as it is expected they can access the Civil Service for assistance. In addition to Short Money, specific payments are made to fund the Leader of the Opposition's Office, recognising the important scrutiny function involved with that role.

37. Translating this into what happens within Surrey, the Opposition Group leaders share the Opposition Leaders SRA. This is currently set at £12,024 which is on a par with the highest Committee Chairman SRA. It reflects the responsibility associated with providing a robust scrutiny and opposition function, which includes the effective leadership of their Groups. The SRA is shared amongst the opposition Group Leaders in proportion to the size of their respective Group. All Members have access to officers, and the Cabinet has additional administrative support. In addition, the three largest Groups within the Council are provided with a taxpayer funded political assistant employed by the Council. Accordingly, the 'office holders' SRA is not needed to hire additional staff but is deployed at the discretion of the Group Leader to Members within that Group.

38. It is therefore unclear to the Panel what benefit the residents of Surrey are getting from the office holders SRA payment of £170.34 per Member to the Group Leaders. Further, the Panel has been advised by Democratic Services that the payments do not fall within a permitted provision under the Local Authorities (Members' Allowances) (England) Regulations 2003.

39. Taking these considerations into account, the Panel is not persuaded that payments made under the officer holders SRA are justified.

|   |
|---|
| <b>Recommendation 14:</b> That the SRA for the office holders of political groups is abolished. |
|---|

#### **FURTHER CONSIDERATIONS**

40. The Panel makes the following final observations:

- The Scheme provides for Members to forego their allowance and the Panel believes this arrangement should continue;
- The Scheme provides for the withholding of SRAs where a Member has been suspended or removed from a role attracting an SRA, and the Panel believes this should continue. The Panel notes that the Council cannot in law suspend or disqualify a Member from their role and therefore the basic allowance cannot be withheld, unless the Member commits an act that would prompt legal disqualification, for example accepting paid employment with the Council; and

- The Panel recommends no change to the Scheme in reference to co-opted members of committees.

#### **Total Cost of Special Responsibility Allowances**

41. Implementing these recommendations will reduce the SRA payable by £56k compared with the SRA payable under the last Scheme. They are not directly comparable, for example the number of select committees has changed, and this calculation assumes all joint and local committees are chaired by Members of the County Council.

## Part Three: Inclusivity

### CONTEXT

42. The Panel's terms of reference include the following provision: "The Panel will have regard to the need for the composition of the Council to better reflect the population of Surrey." The current demographic of the Council deviates significantly from the population:
- 63 per cent of the Council is male, 37 per cent female;
  - 43 per cent of the Council is over 65 compared with a Surrey percentage of 17 per cent;
  - Only 3 Members are under the age of 35;
43. The Council composition is currently more reflective when it comes to BAME representation (6 per cent versus Surrey 7.6 per cent) and disability (11 per cent versus Surrey 13 per cent).
44. There can be significant barriers to entry, particularly for those of working age. Members are not employees and so don't accrue a pension from Council business. There is no specific provision for sick leave or holiday. Assuming a backbench role whilst working elsewhere requires an understanding and flexible employer, and a move to part time employment with potentially a reduced income. In particular, Council business can be ad-hoc and unpredictable which can put further strain on a Member's relationship with an employer. How the Council conducts its business is beyond the remit of this report, but the Panel supports any efforts made to increase participation and reduce uncertainty, for example through more consistent scheduling and greater use of digital participation platforms.
45. The barriers to assuming a position of responsibility are even greater. Performing a role with an SRA requires even more flexibility from an employer, and potentially would prevent an individual from having work external to the Council. A leadership position is a full time role – a Cabinet Member receives an allowance of £35k in total, comprising the basic allowance plus the Cabinet Member SRA, and works full time discharging significant responsibility. For context, average graduate starting salaries in the UK are around £29k.
46. It is not for the Panel to attract people into local politics. But we can reduce the financial barriers to participation – we want our Members to take part and therefore we need to have a range of provisions in place to remove those barriers.

### SPECIFIC PROVISIONS

#### Childcare allowances

47. The current hourly cap for claiming childcare allowance is £8.02. This is below the minimum wage for a worker over 25. This penalises those with children as it effectively asks them to subsidise childcare that is required for Council business. Under this current system, if childcare is likely to be expensive, it may reduce the incentive of that Member to participate as they won't be fully reimbursed.
48. The Scheme contains clear criteria for when childcare can be claimed, which the Panel believes is sufficient to ensure only valid claims are made.

**Recommendation 15:** The hourly cap on childcare allowance is abolished. Members may claim actual costs incurred in performing approved duties.

### **Incremental expenses**

49. The Panel has heard evidence of situations where the Member is faced with a choice of participating and being out of pocket, or not participating. For example, in a situation where childcare cannot be sourced at short notice the Member may need to travel with the children. The current Scheme only permits reimbursement of costs of the individual Member. The Panel believes that there should be an opportunity for Members to claim additional costs where they can demonstrate that the cost was incurred wholly and necessarily due to Council business.

**Recommendation 16:** Members can claim any additional costs incurred by them where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties. Individual claims under this provision to be scrutinised as usual by Democratic Services.

### **Dependent carer allowances**

50. The hourly cap for dependent carers allowance is currently £14.52. The Panel has the same view on this allowance as for the childcare allowance.

**Recommendation 17:** The hourly cap on dependent carers allowance is abolished. Members may claim actual costs incurred in performing approved duties.

### **Parental Leave Policy**

51. There is at present no legal right to parental leave of any kind for people in elected public office. Any such rights need to be adopted on a voluntary basis by individual authorities, and the Panel believes that the Council should do so.
52. We suggest that the overall objective is that Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of special responsibility allowances during any period of leave taken. The existence of such a policy would assist with retention, as well as making public office more accessible to individuals.
53. It is for the Council to write such a policy, but in principle:
- All Members shall continue to receive their basic allowance in full whilst on maternity, paternity or adoption leave; and
  - Members entitled to a special responsibility allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave, subject to time restrictions as set out in the policy.

**Recommendation 18:** That the Council introduces a shared parental leave policy for Members.

### **Take up of allowances**

54. Take up of the dependent carers allowance and the childcare allowance have historically been very low. In 2017-18 a total of £283 was claimed and in 2018-19 a total of £131. The Panel has not performed any work in detail as to why, but from our discussions it is clear that Members either don't know that they can claim for these costs, or that there is a culture of not claiming.

**Recommendation 19:** Democratic Services to be proactive about raising awareness that these costs are claimable with both existing and potential new Members.

**Recommendation 20:** Members to act as role models by claiming what they are entitled to, and thereby demonstrating to new Members that they will not be financially disadvantaged due to personal circumstances.

## Part Four: Expenses and Approved Duties

### CONTEXT

55. The basic allowance is designed to ease the financial disadvantage of being a Member. It is important that the allowance is supported by an expenses system that allows Members to be reimbursed for costs wholly and necessarily incurred when performing approved duties. The level of reimbursement should be sufficient to defray those additional costs, and not more. In Part 3 we discussed the need for a catch-all provision covering care related costs not specifically categorised in the scheme, and the same principle should apply to expenses.

### SPECIFIC AREAS

#### Mileage and Travel Costs

56. The mileage rates in the current Scheme accord with the HMRC rates, which for a car journey are 45p per mile for the first 10,000 miles and 25p per mile thereafter. Analysis of Council data shows that the amounts claimed are falling: £83k in 2016-17, £62k in 2017-18 and £57k in 2018-19.

57. The rates are set by HMRC and therefore the Panel recommends no changes. The current rates are the same as for officers, and the Panel believes maintaining this link is a practical recommendation with one exception. That exception relates to electric cars – currently the officer rate is 35 per mile compared with 45p per mile for petrol, diesel and hybrids. Given that Members are highly visible in their communities the Panel believes that Members who buy fully electric cars should also be able to claim 45p per mile.

**Recommendation 21:** That mileage rates are linked with officer rates, apart from fully electric car rates.

**Recommendation 22:** That Members may claim 45p per mile for using fully electric cars to perform approved duties.

#### Approved Duties

58. The Panel's terms of reference require us to review the list of approved duties for which payments under the Scheme can be made. The current list of approved duties remains appropriate.

59. The Panel is aware that the Council is in the process of replacing its accounting system which will move it onto an e-expenses system. To operate this system will require a drop down menu for approved duties. The current list of duties is expansive and potentially unwieldy to operate in an e-expenses system. The Council should look to simplify the list of approved duties over the next 12 months in order to make the system easier to administer.

## **SUMMARY OF RECOMMENDATIONS**

### **Relating to the Basic Allowance**

1. Following the application of all other recommendations in this report, all allowances are rounded up to nearest £10 to avoid allowances being stated to the nearest pence.
2. That the basic allowance is increased from its current level by 1.7 per cent to **£12,660** from the date of the 2020 AGM in line with CPI from September 2019.
3. That the basic allowance is adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowance.

### **Relating to Special Responsibility Allowances**

4. Each Member may only receive one Special Responsibility Allowance.
5. That all special responsibility allowances are increased from their current level by 1.7 per cent from the date of the 2020 AGM in line with CPI from September 2019. This recommendation does not apply to those allowances covered by recommendations 13 and 14.
6. That all special responsibility allowances are adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowances.
7. That there are no changes, other than the indexation adjustment in recommendation 5, to the following allowances: Chairman of the Council, Vice-Chairman of the Council, Leader, Deputy Leader, Cabinet Member, Deputy Cabinet Members, Select Committee Chairmen, Planning Committee Chairman, Audit and Governance Committee Chairman, Pension Fund Committee Chairman, Local and Joint Committee Chairmen (where chaired by a Surrey Member), and Opposition Leaders.
8. That the role description for the Deputy Cabinet Member role is updated.
9. That a limit is placed on the number of Deputy Cabinet Members in post at any one time, the Panel recommends four but accepts this is a matter for the Leader.
10. That the governance arrangements for select committees and their task groups or sub committees are clarified, including a role description prepared setting out the responsibilities assumed by Members currently designated as select committee Vice-Chairs.
11. The eight Members currently designated as select committee Vice-Chairs receive a new SRA. The role attracting this new SRA will be known as Select Committee Task Group leads and will be interim pending the formal review. These Members will receive an SRA of £1,530 effective from the date of the AGM.
12. Once governance arrangements and role descriptions have been confirmed, the Panel is asked to assess the role for an SRA against the requirements of the Regulations.
13. That the SRA for all committee Vice-Chairmen is abolished.
14. That the SRA for the office holders of political groups is abolished.

### **Relating to Inclusivity**

15. The hourly cap on childcare allowance is abolished. Members may claim actual costs incurred in performing approved duties.
16. Members can claim any additional costs incurred by them where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties. Individual claims under this provision to be scrutinised as usual by Democratic Services.

17. The hourly cap on dependent carers allowance is abolished. Members may claim actual costs incurred in performing approved duties.
18. That the Council introduces a shared parental leave policy for Members.
19. Democratic Services to be proactive about raising awareness that these costs are claimable with both existing and potential new Members.
20. Members to act as role models by claiming what they are entitled to, and thereby demonstrating to new Members that they will not be financially disadvantaged due to personal circumstances.

**Relating to Expenses and Approved Duties**

21. That mileage rates are linked with officer rates, apart from fully electric car rates.
22. That Members may claim 45p per mile for using fully electric cars to perform approved duties.



## OFFICER REPORT TO COUNCIL

### AMENDMENTS TO THE CONSTITUTION

#### **KEY ISSUE/DECISION:**

It is the Council's responsibility to approve changes to the Scheme of Delegation regarding non-executive functions, while amendments to executive functions are delegated to the Leader and are brought to County Council to note.

This report seeks Council's approval for the following changes to be made to the Constitution:

- To add new officer delegations to the Scheme of Delegation relating to the Firefighters' Pension Scheme.
- To approve a change to Standing Order 41(g) to permit substitutes on the Surrey Local Firefighters' Pension Board.
- To note that the Coroner's Service now sits within the remit of the Communities, Environment and Highways Select Committee.
- To set out how the Council will meet its requirements to implement a Local Authority member led engagement board for outbreak management in line with Government guidance as a sub-committee of the Health and Wellbeing Board.

These changes are brought to Council in accordance with Articles 4.09, 7.03(g) and 8A of the Council's Constitution.

#### **BACKGROUND:**

1. Changes to any non-executive functions require approval by Council. Proposed changes are detailed below.

#### **FUNCTIONS FOR DECISION BY COUNCIL:**

##### **Pensions Functions – proposed changes to the Scheme of Delegation**

2. As a result of the agreed ownership of the Scheme Manager responsibilities in relation to the Firefighters' Pension Scheme, it is necessary to introduce delegations to the Scheme Manager (Surrey Fire

and Rescue Service) to cover the Firefighters' Pension Scheme and Council are asked to approve the following delegations to be included within the Scheme of Delegation:

| No  | Service area    | TITLE OF POSTHOLDER                             | FUNCTIONS DELEGATED  |
|-----|-----------------|---|--|
| FR6 | Fire and Rescue | Scheme Manager (SFRS)<br><br>Chief Fire Officer | To take any decisions necessary (except those covered by FR7 and FR8 or reserved to a committee of the Council) pursuant to the operation of the Firefighters' Pension Scheme 1992 (FPS 1992), New Firefighters Pension Scheme 2006 (NFPS 2006) and Firefighters Pension Scheme 2015 (FPS 2015). |
| FR7 | Fire and Rescue | Chief Fire Officer<br><br>Chief Executive       | In consultation with the Executive Director of Resources or their deputy, to approve the medical discharge of a Firefighter under the terms of the FPS 1992, NFPS 2006 and FPS 2015.   |
| FR8 | Fire and Rescue | Scheme Manager (SFRS)<br><br>Chief Fire Officer | In consultation with the Executive Director of Resources or their deputy, to take decisions relating to the exercise of all discretions and matters under the FPS 1992, NFPS 2006 and FPS 2015, including those in the currently published policy of discretions.                                |

### **Local Firefighters' Pension Board Substitutes – proposed changes to Standing Orders**

3. The Audit and Governance Committee on 17 December 2019, approved the changes to the Terms of Reference of the Local Firefighters' Pension Board permitting the delegation of attendance to substitutes. The Board endorsed those changes amending its Terms of Reference at its meeting on 17 January 2020.

To reflect those changes, Standing Order 41 (g) of the Council's Constitution must be amended removing reference to the Surrey Local Firefighters' Pension Board:

- g) *Substitutes are not permitted on the Spelthorne and Woking Joint Committees and the Local Pension Board. ~~and the Surrey Local Firefighters' Pension Board.~~*

### **Update to select committee remits – Article 7**

4. Due to structure changes within the organisation the Coroner's Service now sits within the Environment, Transport and Infrastructure directorate. As a result, it is proposed that scrutiny of this service area moves to sit

within the remit of the Communities, Environment and Highways Select Committee and that Article 7 be updated accordingly.

### **Establishment of a Member-led outbreak engagement board – Surrey Local Outbreak Engagement Board**

5. The NHS Test and Trace service is part of the Government's COVID-19 recovery strategy. This strategy requires local authorities to work with partners to build on existing health protection plans to put in place measures to identify and contain outbreaks and protect the public's health.
6. The strategy requires a public-facing board led by council members to communicate openly with the public. Therefore, in line with this strategy the Council has set up the Surrey Local Outbreak and Engagement Board (LOEB). This Board will operate as a sub-committee of the Health and Wellbeing Board and membership will be made up from representatives from Surrey County Council, District and Borough Councils, Surrey Police and Health Partners.
7. The terms of reference for the Surrey Local Outbreak Engagement Board can be found at **Annex A** and Council is asked to note the establishment of this sub-committee of the Health and Wellbeing Board.

|                         |
|-------------------------|
| <b>RECOMMENDATIONS:</b> |
|-------------------------|

It is recommended:

- a) that the County Council agrees to approve the new officer delegated functions relating to the Firefighters' Pension Fund.
- b) That the County Council is asked to approve the changes to Standing Order 41 (g), permitting the delegation of attendance to substitutes to the Surrey Local Firefighters' Pension Board.
- c) That scrutiny of the Coroner's Service moves to sit within the remit of the Communities, Environment and Highways Select Committee.
- d) That council note the establishment of the Surrey Local Outbreak Engagement Board and its terms of references as set out in Annex A.
- e) That the Director of Law and Governance be authorised to make the necessary changes to the Council's Scheme of Delegation and the Constitution be updated accordingly.

---

**Lead/Contact Officer:**

Vicky Hibbert

Governance Lead Manager

Email: [vicky.hibbert@surreycc.gov.uk](mailto:vicky.hibbert@surreycc.gov.uk)

Tel: 020 8541 9229

**Sources/background papers:**

The Council's Constitution

## **Surrey Local Outbreak Engagement Board**

### **Terms of Reference**

### **DRAFT reviewed 18 June 2020**

#### **1. Context**

- 1.1 The NHS Test and Trace service is part of the Government's COVID-19 recovery strategy. It is aimed at controlling the COVID-19 rate of reproduction (R), reducing the spread of infection and saving lives. In doing so its aim is to help to return life to as normal as possible, for as many people as possible, in a way that is safe, protects our health and care systems and releases our economy.
- 1.2 This strategy requires local authorities to work with partners to build on existing health protection plans to put in place measures to identify and contain outbreaks and protect the public's health.
- 1.3 The strategy requires a public-facing board led by council members to communicate openly with the public. This will be through the Surrey Local Outbreak Engagement Board (LOEB).
- 1.4 This Board is a sub-committee of the Surrey Health and Wellbeing Board.

#### **2. Purpose**

- 2.1 The Board will oversee the local delivery of the primary objectives of the government strategy to reduce the spread of infection and save lives.

#### **3. Role and Responsibilities**

- 3.1 The Surrey Local Outbreak Engagement Board will be responsible for:
  - 3.1.1 Sign-off of the general direction of travel for Surrey's COVID-19 Local Outbreak Control Plan and ongoing development of the plan;
  - 3.1.2 Senior level oversight of outbreak responses in Surrey, outlined in Surrey's COVID-19 Local Outbreak Control Plan and implemented primarily via the local COVID-19 Health Protection Operational Group (HPOG);
  - 3.1.3 Oversight of resource allocation relating to the delivery of Test and Trace in Surrey;
  - 3.1.4 Direction and leadership for community engagement for outbreak response;
  - 3.1.5 Approving the public-facing communications for outbreak response; and
  - 3.1.6 Approving recommendations from the Surrey COVID-19 Health Protection Operational Group.

## 4. Principles

- 4.1 The same principles followed by the Surrey Health and Wellbeing Board describes how Board members will work together. Board members will:
- 4.1.1 Prioritise resources and make decisions in the best interests of the Surrey population based upon evidence and data;
  - 4.1.2 Embrace the opportunity for the collective leadership of place, recognising and balancing the needs and opportunities presented by Surrey's geography;
  - 4.1.3 Work in an open and transparent way ensuring there are no surprises for other partners – 'nothing about me without me';
  - 4.1.4 Use consensus as the primary driver for decision making;
  - 4.1.5 Hold each other (and the organisations and partnerships represented by Board members) to account for delivering on commitments made and agreed actions;
  - 4.1.6 Seek to align local and system level success wherever possible; and
  - 4.1.7 Champion an inclusive approach to engaging residents in the work of this Board.

## 5. Chairman

- 5.1 The Leader of the County Council will be the Chairman of the Surrey Local Outbreak Engagement Board.
- 5.2 A Vice-Chairman will be nominated at the first public meeting.

## 6. Membership

- 6.1 The Board membership will be as follows:
- The Leader of Surrey County Council
  - Chief Executive of Surrey County Council
  - Interim Director of Public Health of Surrey County Council
  - Cabinet Member for Adults and Health of Surrey County Council
  - Cabinet Member for Children, Young People & Families of Surrey County Council
  - Chief Executive of Mole Valley District Council
  - Strategic Director, Waverley Borough Council
  - The Leader of Reigate & Banstead Borough Council
  - The Leader of Elmbridge Borough Council
  - Regional Director and NHS Regional Director of Public Health, PHE South East
  - Clinical Chair of Surrey Heartlands Clinical Commissioning Group (CCG)
  - Chair of the Royal Surrey NHS Foundation Trust
  - Lead Primary Care Network (PCN) Clinical Director, representing the collective voice of PCNs across Surrey Heartlands
  - Chief Constable of Surrey Police
  - Surrey Police and Crime Commissioner
  - Independent Chair, Frimley Health & Care Integrated Care System

- 6.2 Board members are able to nominate a deputy (as agreed by the Chairman) who can attend and vote in their absence but must have delegated authority to make decisions.

## **7. Quorum**

- 7.1 There will be at least four representatives, one of whom will be the Chairman or Vice-Chairman.

## **8. Decision-making**

- 8.1 The decisions will be made by consensus. Decision making authority is vested in individual members of the Board. Members will ensure that any decisions taken are with appropriate authority from their organisation.
- 8.2 Any member can make a proposition or propose an amendment to a proposed resolution if backed by a seconder. Votes will be taken if consensus is not reached. Voting will be by a show of hands.

## **9. Board Support**

- 9.1 Surrey County Council Democratic Services are responsible for the distribution of the agenda and reports, recording minutes, maintaining the actions tracker and the organisation of the meetings.
- 9.2 The Surrey County Council Public Health team are responsible for the Board forward plan, developing the agenda and support for Board members to fulfil their role.

## **10. Meeting Frequency**

- 10.1 The first informal meeting of the Board was held on 18 June 2020, the Board will then meet from the week beginning 13 July 2020.
- 10.3 Meetings will be held every two months in public. In line with statutory requirements, notice and agendas for public meetings will be published 5 clear working days before the meeting. The frequency of the meetings will be kept under review.
- 10.3 The Board may convene additional informal meetings if required to further develop its role and partnership arrangements.
- 10.4 Meetings will be held virtually and, when feasible at venues across Surrey as agreed by the Board.
- 10.5 Conflicts of interest must be declared by any member of the Board.

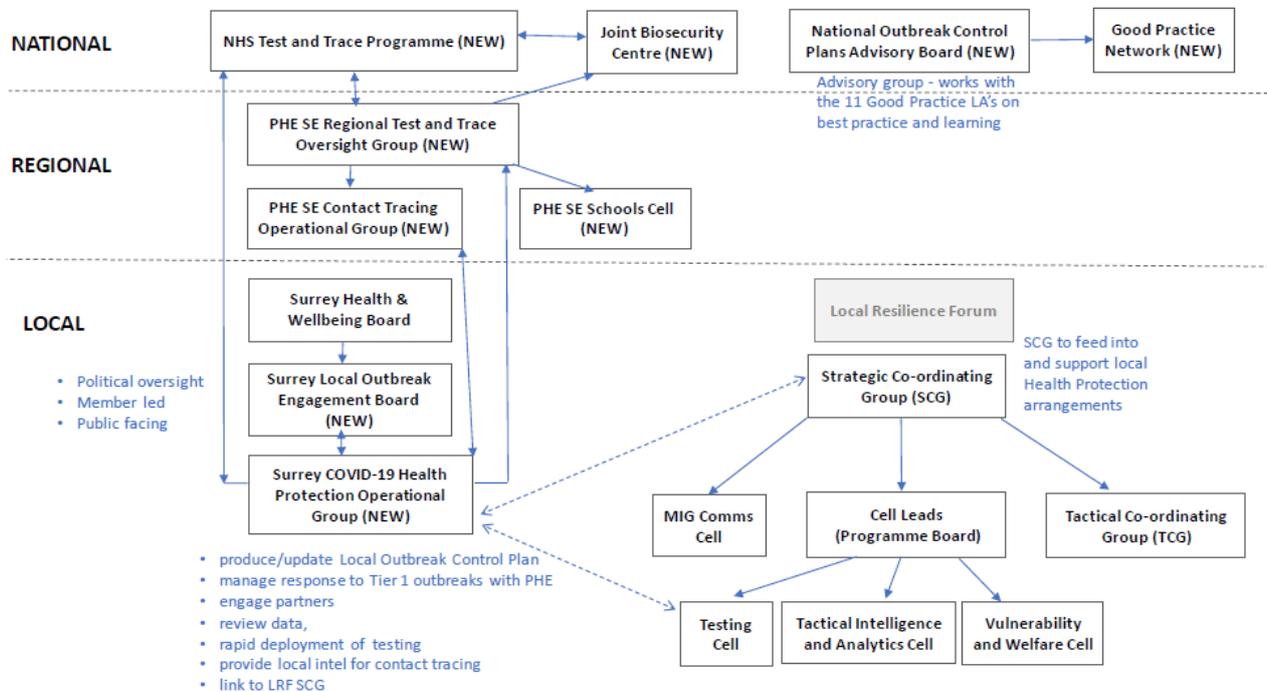
## **11. Review of Terms of Reference**

- 11.1 These terms of reference will be formally reviewed by the Board by mutual agreement of its members. Reviews will be undertaken to reflect any significant changes in circumstances as they arise. These terms of reference, together with any amendments, will be signed off by the Board members.

11.2 County Council will approve the terms of reference before the sub-committee is formally constituted and the Health and Wellbeing Board will note the terms of reference at its next meeting.

## 12. Governance

### COVID-19 Test and Trace – Governance Overview



County Council Meeting – 7 July 2020

## REPORT OF THE CABINET

The Cabinet met on 31 March, 28 April, 26 May and 23 June 2020. The 31 March meeting met as Leader Decisions with Cabinet Members (Acting as Cabinet).

In accordance with the Constitution, Members can ask questions of the appropriate Cabinet Member, seek clarification or make a statement on any of these issues without giving notice.

The minutes containing the individual decisions for the meetings above have been included within the original agenda at item 16. Any Cabinet responses to Committee reports are included in or appended to the minutes. If any Member wishes to raise a question or make a statement on any of the matters in the minutes, notice must be given to Democratic Services by 12 noon on the last working day before the County Council meeting (Monday 6 July 2020).

For members of the public all non-confidential reports are available on the web site ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) or on request from Democratic Services.

### RECOMMENDATIONS ON POLICY FRAMEWORK DOCUMENTS

There were no reports with recommendations for Council.

### REPORTS FOR INFORMATION / DISCUSSION

**At its meeting on 31 March 2020 Leader Decisions with Cabinet Members (Acting as Cabinet) considered:**

#### A. RETURNING THE COUNTRYSIDE TO RESIDENTS

This report set out a proposed new delivery model for Surrey County Council's Countryside Estate which returned the responsibility for property management, visitor services and access to the Council. Conservation and Habitat Management would still be managed by Surrey Wildlife Trust under a Deed of Variation to the current contract.

#### ***Cabinet AGREED:***

1. That the variation of the agreement with Surrey Wildlife Trust (SWT) for the management of the Countryside Estate in accordance with the proposals detailed in the report, noting the cost implications outline in paragraphs 34-38 of the submitted report be agreed.
2. That authority be delegated to the Executive Director for Environment, Transport and Infrastructure and the Executive Director for Resources in consultation with the Cabinet Member for Community Safety, Fire & Resilience and the Cabinet Member for Finance to:
  - a) enter into final negotiations with Surrey Wildlife Trust and complete the variation to the agreement, including the surrender of Phase 1 and 2 leases and re-grant of lease.

- b) agree the implementation of transitional arrangements with Surrey Wildlife Trust for the management of Countryside Visitor Services and property management responsibilities pending completion of the variation.
- c) transfer the responsibilities for visitor services to Surrey County Council on the 1 April 2020 subject to 'call-in' arrangements.

**Reasons for decision**

Approval of the recommendations to implement changes to the agreement with SWT, improves its effectiveness and efficiency. SWT are fully supportive of the proposed changes as set out in this report. The countryside is a natural resource offering significant opportunities to support and benefit the health and wellbeing of residents.

**B. DIGITAL STRATEGY 2025**

This report set out the Council's ambition for digital over the next five years and the direction of the Digital Transformation Programme, including the prioritisation of activity and resource deployment. It formed part of a suite of strategies that directed the Council service design and delivery to achieve the objectives of the Organisation Strategy 2025. The Cabinet Member gave an update on the effects of COVID-19 in that the strategy was being accelerated, that the rollout of Windows 10 devices had been reprioritised to those in most urgent need.

***Cabinet AGREED:***

- 1. That the Digital Strategy 2025 be approved.
- 2. That the Digital Strategy 2025 sets the direction for the Digital Transformation Programme, ensuring that resources deployed on the programme are core contributors to the delivery of the strategy was noted.

**Reasons for decision**

To enable the Council to adopt a consistent approach and level of ambition to the use of digital technology, and to ensure that the Digital Transformation Programme contributes directly to the outcomes described in the Organisation Strategy 2025.

**At its meeting on 28 April 2020 Cabinet considered:**

**C. SURREY CLIMATE CHANGE STRATEGY**

This report introduced the proposed Surrey's Climate Change Strategy that set out the intended approach to delivering its climate change ambitions over the next thirty years. It provided a joint framework for collaborative action across Surrey's 12 local authorities to reduce emissions to net zero between now and 2050. The Strategy specifically committed Surrey County Council to reducing carbon emissions from its own corporate estate to net zero by 2030. This target, although challenging, could be achieved as these emissions fall completely within the Council's control. Work on the delivery plan was underway. The strategy would have an impact on everyone who worked or travelled within the county and a major cultural shift was needed.

**Cabinet AGREED:**

1. That the Surrey's Climate Change Strategy be endorsed, and its associated actions approved.
2. That the continued development of the actions contained within the strategy to identify clear ownership, appropriate levels of funding and a set of key performance indicators (KPIs) by 2021 that can provide for robust monitoring be supported. Where required any respective projects and programmes will be brought back to Cabinet with costed delivery plans for approval.
3. That the continued engagement of the Council with boroughs and districts, with the intention of achieving joint endorsement across the 12 authorities be supported.
4. That further engagement of residents and key stakeholders with the Strategy and actions, so that collective action may be taken to achieve the outlined ambition be supported.
5. That the publication of our progress annually against our targets, with a complete review of the Strategy every five years be supported. Any minor changes outside this time frame will be approved by the leader in consultation with the borough and district authorities.
6. That the Select Committee recommendation to investigate mechanisms for joint oversight and monitoring of the Climate Change Strategy impact and delivery be supported.

**Reasons for decision**

Surrey's Climate Change Strategy enables us to deliver on Surrey's net zero carbon emissions ambition and build the resilience of our communities to the impacts of climate change.

The potential implications if we do nothing to address climate change in Surrey include increased risk of flooding and extreme heat, disruption to our critical infrastructure, networks and businesses, and increased risk to our health and wellbeing.

Not only will the implementation of the actions contained within the strategy help to reduce the potentially negative and far-ranging impacts of climate change, it will also have substantial co-benefits including improved health and wellbeing, e.g. from reductions in air pollution, the potential for job creation and investment in Surrey's green economy, and more local, sustainably produced food.

Further, baseline emissions research for Surrey, produced by researchers at Leeds University, has identified that there are a number of proven cost-effective and technically viable carbon reduction options that Surrey's local authorities could deliver in addition to the County Council's existing capital programme to reduce carbon emissions. These savings will be achieved across a range of stakeholders, from residents to businesses and public sector partners and could total £1.32 billion per annum by 2050 in savings on energy bills against a Business as Usual scenario (BAU).

Whilst the impacts of COVID19 on the County and the Government's response, including the facilitation of social distancing, will not change the ambition of the strategy, they will need to be considered against the actions identified to deliver the strategy.

#### **D. NEW TREE STRATEGY**

Cabinet considered the Council's New Tree Strategy which included the vision that 'by 2030 Surrey would benefit from 1.2 million new trees, with the right trees planted in the right places, including both urban and rural locations, and supported to grow to maturity'. This equated to one tree planted for each resident of Surrey. The first of the new trees in Surrey was planted on 5 October 2019 at the Surrey Hills Wood Fair. Many community organisations and borough & district councils had got involved and were identifying site for planting.

##### ***Cabinet AGREED:***

1. That the New Tree Strategy be approved.
2. That the continued engagement with partners in order to develop a delivery plan which will support the strategy and our ambition to facilitate the planting of 1.2 million trees by 2030 be supported. This will be completed by September 2020 to align with the start of the tree planting period.
3. That engagement with partners to develop a wider Land Use Framework, to be completed by March 2021 be supported.

##### **Reasons for decision**

Implementation of the Strategy will result not only in reductions in carbon emissions, thereby helping to mitigate climate change, but it will also have numerous co-benefits for residents' health and wellbeing. Trees and woodland have been proven to be good for both our mental health by minimising anxiety and stress for those able to enjoy green spaces, and our physical health by improving air quality through the same carbon capture that makes them so beneficial to the mitigation of climate change.

In addition, trees play an important role in climate change adaptation by providing areas of shade in built up urban areas during heatwaves as well as providing a source of natural flood risk management. Increasing tree cover in the county will create biodiversity benefits and increased habitats, provided that the right trees are planted in the right places.

Finally, it is important to note that other types of natural capital also play an important role in sequestering CO2 and minimising the impacts of climate change. The proposed Land Use Framework will provide a mechanism that enables the Council and our partners to understand the condition and full potential and value of our natural environment, as well as how we can best support that environment.

**At its meeting on 26 May 2020 Cabinet considered:**

**E. PUPIL REFERRAL UNIT (PRU) CAPITAL STRATEGY**

Cabinet were informed how existing Pupil Referral Unit (PRU) provision within Surrey was made up of eight providers (across Primary and Secondary phase and including hospital-based provision) delivered across 14 different sites within Surrey. All providers are rated Good or Outstanding as at March 2020. PRU was an integral part of education. The PRU estate in Surrey was no longer fit for purpose and did not meet the Department for Education minimum standards or best practice guidance for alternative provision. The proposed capital strategy underpinned the development of a revised delivery model for the education provision for pupils attending PRUs, enabling the Local Authority to meet the current need and projected future demand of some of our most vulnerable learners.

***Cabinet AGREED:***

1. That the approach set out in the submitted report to provide appropriate Pupil Referral Unit (PRU) provision that adhered to the statutory requirements and accommodation guidelines for alternative provision to support our ambition for children and young people be noted.
2. That £1m to support the relocation of the Pewley Hill PRU be approved.
3. That £1m to carry out a feasibility study for long term accommodation requirements and inform a business case to be considered at Cabinet in the Autumn 2020 be approved.

**Reasons for decision**

The existing PRU estate was not fit for purpose and did not meet the needs of our most vulnerable learners. The recommendations sought to ensure that the PRU settings met the minimum Department for Education space standards, were informed by national guidance on alternative provision and were suitably located within communities to appropriately meet the needs of our vulnerable learners.

The recommendations would ensure urgent relocation of the Pewley Hill provision in the short term, (mitigating the poor condition of the current estate on the site), inform a business case to ensure that there were appropriate educational facilities in the long term, and address the wide range of pupil needs and flexibility required to manage fluctuations in pupil numbers throughout the year - including early intervention programmes to reduce exclusions.

**At its meeting on 23 June 2020 Cabinet considered:**

**F. HOUSING INFRASTRUCTURE FUND FORWARD FUNDING - FUNDING ALLOCATION OF £41.8 MILLION TO THE A320 NORTH OF WOKING**

Cabinet considered a report that explained how Surrey County Council (SCC) in conjunction with Runnymede Borough Council (RBC) submitted a bid to the HIF in March 2019 to facilitate the provision of 3,687 additional homes currently included within the Runnymede Local Plan. There were several risks currently with the project

that needed to be mitigated and which officers were working to resolve before SCC signed the Funding Agreement.

However, in the interim, there was a need to commence work on the project as early as possible, to ensure the project could be delivered to the required timetable. Approval was sought to incorporate the Scheme within the Council's capital delivery programme to allow preliminary design to be undertaken in the development of the scheme. A further report would be brought to Cabinet in September 2020 with recommendations on the signing of the Funding Agreement.

**Cabinet AGREED:**

1. That an appropriate and suitable design consultancy be appointed to undertake the preliminary design work, with an estimated cost of £0.73m incurred by Surrey County Council, in advance of a full funding agreement being entered into with the Ministry of Housing, Communities & Local Government.
2. That a further report be brought to Cabinet in September 2020 regarding progress with the terms and conditions of the funding agreement and to seek full approval for the scheme.
3. That authority be given to officers to commence early discussions with landowners with respect to the acquisition of third-party land, it being understood that this may need to progress to compulsory purchase where necessary, which would be subject to both the signing of the Funding Agreement by the Council and a further Cabinet Member resolution.

**Reasons for decision**

The decisions recommended will enable the early work to develop the project to commence in a way that will ensure that the project has the best opportunity to meet the challenging HIF spend timetable of March 2024. It will also enable some of the currently identifiable risks to be better understood and mitigated before Cabinet are asked for a decision for SCC to give full approval for the scheme and to sign the proposed funding agreement.

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

**G. RETHINKING WASTE - SURREY COUNTY COUNCIL'S WASTE COMMISSIONING STRATEGY**

Cabinet considered a report that explained how the current Waste PFI contract with Suez provided for the treatment and disposal of all local authority collected waste arising within the county. That contract expired in September 2024, and Surrey County Council (SCC) needed to commission new service arrangements. In order to ensure that SCC commissioned an effective approach to the treatment of waste moving forward, it was proposed that a Waste Commissioning Strategy be developed to identify how to minimise the amount of residual waste treated, the infrastructure required, and options for delivering waste management system efficiencies with district and borough councils, to deliver the desired outcomes, the procurement process, and a timeframe.

**Cabinet AGREED:**

1. That the development of a Waste Commissioning Strategy be approved;
2. That the proposed outcomes for the Waste Commissioning Strategy be approved, to:
  - a) Meet Surrey County Council's Waste Disposal Authority (WDA) statutory duties.
  - b) Maximise the financial sustainability of waste management in Surrey.
  - c) Reduce the carbon impact of waste collection and disposal.
  - d) Maximise the integration of waste management in the county.
3. That the programme proposed for the development of the strategy and re-procurement of the waste disposal contract be approved; and
4. That the review of the variable elements of the funding mechanism through which the county council funds the Surrey Environment Partnership and the Waste Collection Authorities, within this programme, be approved.

**Reasons for decision**

The development of a Waste Commissioning Strategy as set out will enable the Council to fulfil its statutory obligations as a Waste Disposal Authority more effectively and will set a framework in which to work with partners and districts and boroughs in achieving a more efficient and financially sustainable approach to the management of waste in the county. Further, it will enable the Council to properly assess and identify ways of achieving the carbon reduction targets set out in the Council's recently adopted Climate Change Strategy.

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

**H. QUARTERLY REPORT ON DECISIONS TAKEN UNDER SPECIAL URGENCY ARRANGEMENTS: 1 MARCH – 23 JUNE 2020**

The Cabinet is required under the Constitution to report to Council on a quarterly basis the details of decisions taken by the Cabinet and Cabinet Members under the special urgency arrangements set out in Standing Order 57 of the Constitution. This occurs where a decision is required on a matter that is not contained within the Leader's Forward Plan (Notice of Decisions), nor available 5 clear days before the meeting. Where a decision on such matters could not reasonably be delayed, the agreement of the Chairman of the appropriate Select Committee, or in his/her absence the Chairman of the Council, must be sought to enable the decision to be made.

**At its meeting on 31 March 2020 Cabinet considered:**

**a) URGENT ITEM - COVID-19 SURREY COUNTY COUNCIL RESPONSE TO COVID**

This paper was presented under the General Exception Standing Order as it has not been possible to give 28 days' notice of decisions to be taken.

The Leader gave an overview of council's response to the Covid-19 situation and how the council with key organisations had come together to provide a co-ordinated effort to protect vulnerable residents and give reassurance to all residents. This update is now a standing item on Cabinet forward plan. Cabinet are also informed of officer delegated decisions in relation to COVID-19.

**Cabinet AGREED:**

1. That the latest public health situation with regard to COVID-19 and Surrey's response and the impact on Surrey's residents and the Council be noted.
2. That the changes to Local Authority powers and duties introduced by the Coronavirus Act be noted and that authority be delegated to the relevant Executive Director in consultation with the relevant Cabinet member to amend service provision in accordance with the Council's statutory duties as these may be varied by the Act, regulations and guidance made thereunder be noted.
3. That the initial assessment of the impact on Surrey County Council's short and medium-term financial position be noted.
4. That the development of a COVID-19 package of support for key suppliers and service providers and the Voluntary, Community and Faith Sector in Surrey, delegating authority to the Executive Director of Resources and Executive Director of Transformation, Prosperity and Partnerships in consultation with the Leader to determine the detail of the scheme was approved.
5. That the reprioritisation of services and transformation programmes due to the impact of COVID-19, acknowledging it was a fast-changing situation that would require regular review of priorities be agreed.
6. That the establishment of economic stimulus measures for businesses to support their survival and recovery from COVID-19, delegating authority to the Executive Director of Resources and Executive Director of Transformation, Prosperity and Partnerships in consultation with the Deputy Leader and Cabinet Member for Finance to determine the detail of the scheme be agreed.

**Reason for decision:**

We are facing unprecedented challenges due to the COVID-19 emergency and therefore need to supplement our established goals and ambitions for Surrey and its communities, as outlined in the Community Vision 2030, with very clear immediate priority objectives, to: delay the spread of the virus in Surrey and save lives, protect our most vulnerable residents and communities and support colleagues in health to ensure that we reduce pressure on the health system.

These will guide our decisions, both at a strategic level as we regularly re-prioritise services and redirect our staff and resources, and at an individual level as we make important choices day-by-day. The recommendations set out in this report will enable us to do this and provide the best services and support to our communities through the emergency and recovery phases.

## **B) COMMERCIAL PROGRAMME (WASTE) UPDATE**

This Part 2 paper was presented under the General Exception Standing Order as it has not been possible to give 28 days' notice of decisions to be taken. The Chairman of the Communities, Environment & Highways Select Committee was notified as this did not appear on the Leader's Forward Plan.

### **Cabinet AGREED:**

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

See [Exempt Minute E-2-20].

### **Reason for decision:**

See [Exempt Minute E-2-20].

***The Cabinet RECOMMENDS that the County Council notes that there has been TWO urgent decisions in the last four months.***

**Mr Tim Oliver, Leader of the Council  
7 July 2020**

This page is intentionally left blank

**MINUTES OF LEADER DECISIONS WITH CABINET MEMBERS  
(ACTING AS CABINET)  
HELD ON 31 MARCH 2020 AT 2.00 PM  
AT REMOTE MEETING.**

The Leader, further to Article 6 in the constitution and the executive scheme of delegation (Part 3, Section 1, paragraph 2), is authorised to take any executive decision. The Leader in consultation with 2 cabinet members can act as Cabinet further to any requirement of the Council's financial procedure rules agreed by Council on the 17 March 2020 (see Council minute 18/20a).

These minutes are subject to confirmation at the next meeting.

Members:

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

Deputy Cabinet Members:

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

\* = Present

Members in attendance:

Mr John O'Reilly, Chairman Communities, Environment & Highways Select Committee

**PART ONE  
IN PUBLIC**

**32/20 APOLOGIES FOR ABSENCE [Item 1]**

An apology was received from Mr Colin Kemp.

**33/20 MINUTES OF PREVIOUS MEETING: 25 FEBRUARY 2020 [Item 2]**

The Minutes of the meeting held on 25 February 2020 were approved as a correct record.

**34/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**35/20 MEMBERS' QUESTIONS [Item 4a]**

There was one question from Mr Will Forster, this and the response were published as a supplement to the agenda.

**36/20 PUBLIC QUESTIONS [Item 4b]**

There were none.

**37/20 PETITIONS [Item 4c]**

There were none.

**38/20 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

**39/20 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

**a) Special Educational Needs and Disabilities (SEND) Task and Finish Group**

There was one report from the Special Educational Needs and Disabilities (SEND) Task and Finish Group, the Cabinet Member for All-Age Learning explained that due to COVID 19 the timeframes had moved and a further response may be needed for this report.

The report and the initial written response was published with the agenda.

**b) Update from the Communities, Environment & Highways Select Committee on the Climate Change Strategy**

Mr John O'Reilly, Chairman of the Communities, Environment & Highways (CEH) Select Committee, introduced the recommendations and stated that the committee were happy with the emphasis on partnership working and the development of Key Performance Indicators.

The Cabinet Member for Environment & Waste thanked the CEH Select Committee for their help in shaping the climate change strategy which would be coming to the April meeting of Cabinet for approval.

The report and response was published with the agenda.

**40/20 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

Further to the decision of the Cabinet Member for All-Age Learning regarding the amalgamation of Christ Church C of E Infant School and Englefield Green Infant School and Nurseries it was reported that there was a pause for the consultation on the statutory notices. Therefore, the schools would not amalgamate in September. Consultation would take place after the COVID 19 emergency.

**RESOLVED:**

That the delegated decisions taken since the last meeting of the Cabinet and the further update 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.

**41/20 SURREY COUNTY COUNCIL RESPONSE TO COVID 19 [Item 7a]**

**A. COVID-19 – COUNCIL RESPONSE**

The Leader gave an overview of council's response to the Covid-19 situation and how the council with key organisations had come together to provide a co-ordinated effort to protect vulnerable residents and give reassurance to all residents. He spoke of the good work being done by volunteers and different parties such as military planners working with the emergency team. There were challenges in identifying residents that did not have their own network of support and the borough and district councils were helping with this.

The Leader also spoke of the costs and that £25m was coming from the government but this was not enough. He reassured that cash would be available to the council when needed and that the liquidity of the council was assured. A hardship fund had been set up and was administered by the district and borough councils. The residents helpline number for this hardship fund was 0300 200 1008. The council was also committed to supporting organisations from which services were commissioned.

The Leader and Cabinet Members thanked all the volunteers, foster carers, staff for being adaptable and the voluntary & faith sector for the phenomenal work they were doing.

The Leader concluded by reiterating the need for all to continue to stay at home and following social distancing rules to save lives. He also went on to explain that the council would look at planning for a smooth recovery when the emergency was over.

**RESOLVED:**

1. That the latest public health situation with regard to COVID-19 and Surrey's response and the impact on Surrey's residents and the Council be noted.
2. That the changes to Local Authority powers and duties introduced by the Coronavirus Act be noted and that authority be delegated to the relevant Executive Director in consultation with the relevant Cabinet member to amend service provision in accordance with the Council's statutory duties as these may be varied by the Act, regulations and guidance made thereunder be noted.

3. That the initial assessment of the impact on Surrey County Council's short and medium-term financial position be noted.
4. That the development of a COVID-19 package of support for key suppliers and service providers and the Voluntary, Community and Faith Sector in Surrey, delegating authority to the Executive Director of Resources and Executive Director of Transformation, Prosperity and Partnerships in consultation with the Leader to determine the detail of the scheme was approved.
5. That the reprioritisation of services and transformation programmes due to the impact of COVID-19, acknowledging it was a fast-changing situation that would require regular review of priorities be agreed.
6. That the establishment of economic stimulus measures for businesses to support their survival and recovery from COVID-19, delegating authority to the Executive Director of Resources and Executive Director of Transformation, Prosperity and Partnerships in consultation with the Deputy Leader and Cabinet Member for Finance to determine the detail of the scheme be agreed.

#### **B. COVID 19 - URGENT DECISIONS TAKEN BY OFFICERS (item 7b)**

Four decisions taken under Standing Order 54 were presented for noting.

##### **RESOLVED:**

That the four decisions taken by officers as set out in annexes to the submitted report be noted.

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

We are facing unprecedented challenges due to the COVID-19 emergency and therefore need to supplement our established goals and ambitions for Surrey and its communities, as outlined in the Community Vision 2030, with very clear immediate priority objectives, to: delay the spread of the virus in Surrey and save lives, protect our most vulnerable residents and communities and support colleagues in health to ensure that we reduce pressure on the health system.

These will guide our decisions, both at a strategic level as we regularly reprioritise services and redirect our staff and resources, and at an individual level as we make important choices day-by-day. The recommendations set out in this report will enable us to do this and provide the best services and support to our communities through the emergency and recovery phases.

#### **42/20 RETURNING THE COUNTRYSIDE TO RESIDENTS [Item 8]**

The Cabinet Member for Community Safety, Fire & Resilience introduced a report that set out a proposed new delivery model for Surrey County Council's Countryside Estate which returns the responsibility for property management, visitor services and access to the Council. Conservation and Habitat Management would still be managed by Surrey Wildlife Trust under a Deed of Variation to the current contract.

**RESOLVED:**

1. That the variation of the agreement with Surrey Wildlife Trust (SWT) for the management of the Countryside Estate in accordance with the proposals detailed in the report, noting the cost implications outline in paragraphs 34-38 of the submitted report be agreed.
2. That authority be delegated to the Executive Director for Environment, Transport and Infrastructure and the Executive Director for Resources in consultation with the Cabinet Member for Community Safety, Fire & Resilience and the Cabinet Member for Finance to:
  - a. enter into final negotiations with Surrey Wildlife Trust and complete the variation to the agreement, including the surrender of Phase 1 and 2 leases and re-grant of lease.
  - b. agree the implementation of transitional arrangements with Surrey Wildlife Trust for the management of Countryside Visitor Services and property management responsibilities pending completion of the variation.
  - c. transfer the responsibilities for visitor services to Surrey County Council on the 1 April 2020 subject to 'call-in' arrangements.

**Reason for decision:**

Approval of the recommendations to implement changes to the agreement with SWT, improves its effectiveness and efficiency. SWT are fully supportive of the proposed changes as set out in this report. The countryside is a natural resource offering significant opportunities to support and benefit the health and wellbeing of residents.

**43/20 GREENER FUTURES INVESTMENT PROGRAMME [Item 9]**

The Cabinet Member for Environment & Waste explained how the Council, after declaring a Climate Emergency and committing to becoming net zero carbon by 2050, needed to work with partners, residents, businesses and Government to deliver urgent action to reduce carbon emissions produced in our county. The Council was currently finalising an ambitious and forward-thinking climate change strategy for the county, working closely with borough and district partners. The strategy would be published in April. The submitted report set out the Greener Futures Investment Programme (GFIP) including the initial investment approach over the next five years. This would continue to evolve as the climate change strategic framework was developed. An outline of the GFIP was set out in annexes to the submitted report:

**RESOLVED:**

1. That the proposed investment in our Greener Futures Investment Programme was endorsed.
2. That officers will further develop the pipeline capital schemes so that they are fully scoped and costed, refining the information contained in Annex 2. Individual schemes will be brought to Cabinet for approval when they are developed to business case stage be noted.

### **Reason for decision:**

Surrey County Council is directly responsible for carbon emissions resulting from our own estate and operations. Due to the nature of the services we provide, there are also carbon emissions within the county which we can reduce through investment in infrastructure, planning policy and other measures.

To tackle our own emissions, and those which fall within our scope of influence, to meet our 2030 and 2050 carbon reduction targets, we will be required to make significant changes to the way we deliver services across the spectrum of local authority activities. This will require additional resource, significant investment in our buildings and infrastructure and other associated costs.

However, there is more that the Council will need to do to ensure that our capital investment maximises carbon reduction opportunities and that these schemes, once delivered, are monitored to determine that expected carbon reductions are realised. Baseline emissions research for Surrey, produced by Leeds University, has identified that there are a number of proven cost-effective and technically viable carbon reduction options that the County Council could deliver in addition to our existing capital programme to reduce carbon emissions. These types of initiatives and schemes are included below in Annexes 2 and 3. The majority of these schemes are still at feasibility stage and so further work is required by officers to develop these to business case stage with accurate costings. This report requests approval from Cabinet to continue to develop these initiatives.

### **44/20 DIGITAL STRATEGY 2025 [Item 10]**

The Cabinet Member for Corporate Support introduced a report that set out the Council's ambition for digital over the next five years and the direction of the Digital Transformation Programme, including the prioritisation of activity and resource deployment. It formed part of a suite of strategies that directed the Council service design and delivery to achieve the objectives of the Organisation Strategy 2025. The Cabinet Member gave an update on the effects of COVID-19 in that the strategy was being accelerated, that the rollout of Windows 10 devices had been reprioritised to those in most urgent need. She also explained recent firewall issues and that this was being dealt with in conjunction with BT. Further thought was being given to how to deal with calls from people wishing to volunteer separately to other calls as the numbers were rising every day.

The Leader reported that helpline times were being extended with the help of the police. The Council website was a good source of information – <https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/community-support/need-help>. A flyer was to be posted out to residents which gave basic information on how to look after themselves. Residents needed to be aware of scammers and the Cabinet Member for Communities, Fire & Resilience gave thanks to Trading Standards for the work being done on this issue.

**RESOLVED:**

1. That the Digital Strategy 2025 be approved.
2. That the Digital Strategy 2025 sets the direction for the Digital Transformation Programme, ensuring that resources deployed on the programme are core contributors to the delivery of the strategy was noted.

**Reason for decision:**

To enable the Council to adopt a consistent approach and level of ambition to the use of digital technology, and to ensure that the Digital Transformation Programme contributes directly to the outcomes described in the Organisation Strategy 2025.

**45/20 2019/20 MONTH 10 (JANUARY) FINANCIAL REPORT [Item 11]**

The Cabinet Member for Finance gave a brief overview of the report which reflected revenue and capital budgets, the expected outlook for the remainder of the financial year and, also as a quarter-end report. It also included Treasury Management and Debt. The Cabinet Member explained how the COVID 19 had affected the target of a balanced budget for this year. He explained that he expected little effect for this year but that the council would need to look at the impact<sup>6</sup> for 2021/22 revenue and capital budgets.

The Leader explained that the council would be looking for reimbursement from government and that whilst the council would be under great strain going forward the council was in a good position due to the work undertaken over the last few years.

**RESOLVED:**

That the Council's forecast revenue and capital budget positions for the year be noted.

**Reason for decision:**

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

**46/20 EXCLUSION OF THE PUBLIC [Item 12]**

**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.

**47/20 COMMERCIAL PROGRAMME (WASTE) UPDATE [Item 13]**

**RESOLVED:**

That this Part 2 report contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to

the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

See [Exempt Minute E-2-20].

**Reason for decision:**

See [Exempt Minute E-2-20].

Meeting closed at 3.20 pm

---

**Chairman**

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 28 APRIL 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)      | *Mr Mike Goodman          |
| *Mr Colin Kemp (Vice-Chairman) | *Mrs Mary Lewis           |
| *Dr Zully Grant-Duff           | *Mrs Julie Iles           |
| *Mrs Sinead Mooney             | *Mr Matt Furniss          |
| *Mr Mel Few                    | *Ms Denise Turner-Stewart |

Deputy Cabinet Members:

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

\* = Present

**PART ONE  
IN PUBLIC**

**48/20 APOLOGIES FOR ABSENCE [Item 1]**

There were none.

**49/20 MINUTES OF PREVIOUS MEETING: (31 MARCH 2020) [Item 2]**

The Minutes of the meeting held on 31 March 2020 were approved as a correct record.

**50/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**51/20 MEMBERS' QUESTIONS [Item 4a]**

There was one question from Mr Chris Botten and four questions from Mr Jonathan Essex, these and the responses were published as a supplement to the agenda.

**52/20 PUBLIC QUESTIONS [Item 4b]**

There were none.

**53/20 PETITIONS [Item 4c]**

There were none.

**54/20 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

**55/20 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

There were none.

**56/20 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

**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.

**57/20 COVID-19 UPDATE [Item 7a]**

The Leader gave a detailed update on the Council's response to COVID-19 (C19) which included the following:

- That the demand and supply of Personal Protection Equipment (PPE) was being constantly monitored and people should not be asked to do a job without the correct equipment.
- That so far C19 had cost the Council £70m. £25.2m had been received from the Government and a second tranche was yet to come. It was expected that there would be a shortfall and the Council would continue to liaise with the Government regarding this.
- A full risk assessment had been undertaken in children's services and there was close liaison with families.
- There had been an increased demand for support in adult social care and redeployment had been undertaken to address the demand.
- Planned highways works would be undertaken.
- Recognised the work undertaken by the voluntary, community & faith sector organisations in responding to the C-19 pandemic.

Cabinet Members highlighted the work undertaken in each of their areas and thanked staff and teams for the outstanding work being undertaken.

**RESOLVED:**

Cabinet resolved to note:

1. the latest public health situation with regard to COVID-19 and the latest information on Surrey's response,

2. the updated guidance on changes to local authority powers under the Coronavirus Act, including powers available to the County Council should the system for managing the deceased risk becoming overwhelmed,
3. the efforts being made to source, procure, supply and distribute Personal Protective Equipment to employees, in accordance with national guidance and the potential sanctions and liabilities in this respect,
4. the updated assessment of the impact of COVID-19 on Surrey County Council's short and medium-term financial position, and the impact on services, and
5. the measures being taken through the Surrey Local Resilience Forum Recovery Coordinating Group to plan and prepare for the immediate, operational Recovery of services from lockdown and COVID-19.

**Reason for decision:**

The county and Council continue to face unprecedented challenges due to the COVID-19 emergency. The focus of response activity remains: i) delay and suppress the progress of the virus in Surrey, ii) save lives, iii) support our most vulnerable residents and communities through the delivery of core services, iv) reduce pressure on the NHS.

These priority objectives are guiding our decisions and ensuring our response and emergent recovery strategies and work remain tightly focused. The recommendations set out in this report will support our efforts across the Council to protect, sustain and support our residents and communities and the economy of Surrey.

**58/20 COVID-19 CONTINGENCIES - URGENT AND DELEGATED DECISIONS TAKEN [Item 7b]**

The Leader gave a brief precis of decisions taken by officers.

**RESOLVED:**

That the five decisions taken by officers since the last meeting be noted.

**Reason for decision:**

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

**59/20 APPROVAL OF COMMISSIONING AND PROCUREMENT STRATEGY FOR COMBINED SENSORY SERVICES FOR ADULTS AND CHILDREN [Item 8]**

The Cabinet Member for Adults & Public Health introduced a report that explained how the current contract for Children's Vision and Sensory Loss Support and Adults' Combined Sensory Services was due to expire on 31 March 2021 and a new contract was required to enable continued provision of these services. Cabinet approved the Annual Procurement Forward Plan and reserved for review the commissioning and procurement strategy for the new

contract(s) which was set out in the submitted report. The Cabinet Member for All-Age Learning spoke in support of the recommendations.

**RESOLVED:**

1. That the commissioning and procurement strategy developed by Adult Social Care, Children's Services and Procurement for the re-procurement of Children's Vision and Sensory Loss Support and Adults' Combined Sensory Services contract or contracts be approved.
2. That the procurement of the sensory services contract(s) to commence on 1 April 2021 be approved. The new contract will be in place for three years with an option to extend for up to a further 36 months.

**Reason for decision:**

We are requesting approval of the commissioning and procurement strategy for the contracts for:

- a. Children's Vision and Sensory Loss Support, of value £132,000 from the Vulnerable Learners element within the Education budget, and
- b. Adults' Combined Sensory Services, of value £1,376,004.

This will enable Adult Social Care and Children's Services to continue providing the services required in accordance with the relevant regulations.

This strategy incorporates publishing a Prior Information Notice (PIN), which will allow us to test the market with regard to the provision of these services. The outcome of the PIN notice will determine the actual procurement route: if there is no interest in the services other than the incumbent provider, SCC might consider whether a direct award the incumbent provider might be desirable rather than continuing with a full re-procurement.

The new contract(s) will ensure continued delivery of these services to the adults and children in Surrey who require these support services and addressing SCC's responsibilities under the Children Act 1989, the Children and Families Act 2014 and the Care Act 2014.

**60/20 REPROVISION OF DILAPIDATED BUILDING (JUNIOR BLOCK) AT TADWORTH PRIMARY SCHOOL TO PROVIDE MODERN FACILITIES (PSBP2 PROJECT - DFE FUNDED) [Item 9]**

The Cabinet Member for All-Age Learning introduced a report that set out the business case for the re-provision of the Junior Block (a single stand-alone building) at Tadworth Primary School. Financial details were contained in a Part 2 report. The project has been awarded funding under the Department for Education's (DfE) Priority Schools Building Programme 2 (PSBP2). A full Business Case would be formed following planning consent. The Governing Body had signed off on the plans and the admission criteria would not change.

The Cabinet Member for Adults & Public Health spoke in favour of the recommendation.

## **RESOLVED:**

That, subject to the agreement of the detailed financial information for the project as set out in the Part 2 annex to the submitted report, the business case for the re-provision of the school building be approved.

### **Reason for decision:**

The current block is dilapidated and beyond economic repair. The funding from the Department for Education (DfE) affords the opportunity to replace the existing block and provide children with a new education facility to use for another 60+ years rather than an old, outdated and worn out building.

If this is not undertaken SCC will lose the PSBP2 funding from DfE, and will need to carry out the same project at a later date at its own cost while suffering on going inefficient maintenance costs.

## **61/20 SURREY CLIMATE CHANGE STRATEGY [Item 10]**

The Cabinet Member for Environment & Waste introduced the proposed Surrey's Climate Change Strategy that set out the intended approach to delivering its climate change ambitions over the next thirty years. It provided a joint framework for collaborative action across Surrey's 12 local authorities to reduce emissions to net zero between now and 2050. The Strategy specifically committed Surrey County Council to reducing carbon emissions from its own corporate estate to net zero by 2030. This target, although challenging, could be achieved as these emissions fall completely within the Council's control.

He went on to explain that a two-page summary document would be published on the Council's website and that the strategy had eight major themes which would each have two or three priorities for. Work on the delivery plan was underway. He emphasised the impact the strategy would have on everyone who worked or travelled within the county and the major cultural shift needed. He gave thanks to staff for pulling the information together and in particular the Project Manager, Esme Stallard.

In response to the questions from the Cabinet Team the Cabinet Member for Environment & Waste explained that:

- a. The Government would need to produce its own strategy and invest in greener futures. He would need to ask the Government to support the Council's Strategy and would continue to speak with Government regarding support.
- b. In order to get residents signed up to this and involved there had been various community engagement exercises including a survey, focus meeting and workshops. Various meetings had taken place with businesses and the Chamber of Commerce. The district and borough councils would be instrumental in the success of the strategy and the need to keep the momentum.
- c. District and boroughs had been instrumental in shaping the strategy and the newly formed Surrey Leaders Group had set the strategic direction of the strategy using a partnership approach. Councils had been very positive and it was hoped they would adopt the strategy.

This was not a one size fits all strategy and different councils would have different priorities dependent on their locations. Work would continue with district and boroughs on key performance indicators etc.

- d. The strategy would be benchmarked according to scientific evidence and Leeds University would use the public information going forward. They were to hold a workshop with borough and district councils to explain how they shaped the data.

**RESOLVED:**

1. That the Surrey's Climate Change Strategy be endorsed, and its associated actions approved.
2. That the continued development of the actions contained within the strategy to identify clear ownership, appropriate levels of funding and a set of key performance indicators (KPIs) by 2021 that can provide for robust monitoring be supported. Where required any respective projects and programmes will be brought back to Cabinet with costed delivery plans for approval.
3. That the continued engagement of the Council with boroughs and districts, with the intention of achieving joint endorsement across the 12 authorities be supported.
4. That further engagement of residents and key stakeholders with the Strategy and actions, so that collective action may be taken to achieve the outlined ambition be supported.
5. That the publication of our progress annually against our targets, with a complete review of the Strategy every five years be supported. Any minor changes outside this time frame will be approved by the leader in consultation with the borough and district authorities.
6. That the Select Committee recommendation to investigate mechanisms for joint oversight and monitoring of the Climate Change Strategy impact and delivery be supported.

**Reason for decision:**

Surrey's Climate Change Strategy enables us to deliver on Surrey's net zero carbon emissions ambition and build the resilience of our communities to the impacts of climate change.

The potential implications if we do nothing to address climate change in Surrey include increased risk of flooding and extreme heat, disruption to our critical infrastructure, networks and businesses, and increased risk to our health and wellbeing.

Not only will the implementation of the actions contained within the strategy help to reduce the potentially negative and far-ranging impacts of climate change, it will also have substantial co-benefits including improved health and wellbeing, e.g. from reductions in air pollution, the potential for job creation and investment in Surrey's green economy, and more local, sustainably produced food.

Further, baseline emissions research for Surrey, produced by researchers at Leeds University, has identified that there are a number of proven cost-effective and technically viable carbon reduction options that Surrey's local authorities could deliver in addition to the County Council's existing capital programme to reduce carbon emissions. These savings will be achieved across a range of stakeholders, from residents to businesses and public sector partners and could total £1.32 billion per annum by 2050 in savings on energy bills against a Business as Usual scenario (BAU).

Whilst the impacts of COVID19 on the County and the Government's response, including the facilitation of social distancing, will not change the ambition of the strategy, they will need to be considered against the actions identified to deliver the strategy.

## **62/20 NEW TREE STRATEGY [Item 11]**

The Cabinet Member for Environment & Waste introduced a report that set out the Council's New Tree Strategy which included the vision that 'by 2030 Surrey will benefit from 1.2 million new trees, with the right trees planted in the right places, including both urban and rural locations, and supported to grow to maturity'. This equates to one tree planted for each resident of Surrey. The first of the new trees in Surrey was planted on 5 October 2019 at the Surrey Hills Wood Fair. Many community organisations and borough & district councils had got involved and were identifying site for planting.

Several Cabinet Members thanked both the Cabinet Member for Environment & Waste and the Cabinet Member for Highways for the work they had undertaken in bringing this about.

### **RESOLVED:**

1. That the New Tree Strategy be approved.
2. That the continued engagement with partners in order to develop a delivery plan which will support the strategy and our ambition to facilitate the planting of 1.2 million trees by 2030 be supported. This will be completed by September 2020 to align with the start of the tree planting period.
3. That engagement with partners to develop a wider Land Use Framework, to be completed by March 2021 be supported.

### **Reason for decision:**

Implementation of the Strategy will result not only in reductions in carbon emissions, thereby helping to mitigate climate change, but it will also have numerous co-benefits for residents' health and wellbeing. Trees and woodland have been proven to be good for both our mental health by minimising anxiety and stress for those able to enjoy green spaces, and our physical health by improving air quality through the same carbon capture that makes them so beneficial to the mitigation of climate change.

In addition, trees play an important role in climate change adaptation by providing areas of shade in built up urban areas during heatwaves as well as

providing a source of natural flood risk management. Increasing tree cover in the county will create biodiversity benefits and increased habitats, provided that the right trees are planted in the right places.

Finally, it is important to note that other types of natural capital also play an important role in sequestering CO2 and minimising the impacts of climate change. The proposed Land Use Framework will provide a mechanism that enables the Council and our partners to understand the condition and full potential and value of our natural environment, as well as how we can best support that environment.

#### **63/20 2019/20 MONTH 11 (FEBRUARY) FINANCIAL REPORT [Item 12]**

The Cabinet Member for Finance gave a brief overview of the report which provided details of the County Council's 2019/20 financial position as at 29 February 2020 (M11) for revenue and capital budgets, and the expected outlook for the remainder of the financial year. The Cabinet Member explained that 88% of the planned efficiencies would be achieved.

The Leader gave praise for the achievements on the transformation services and explained that COVID-19 would have a future impact.

#### **RESOLVED:**

That the Council's forecast revenue and capital budget positions for the year be noted.

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

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

#### **64/20 EXCLUSION OF THE PUBLIC [Item 13]**

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

#### **65/20 REPROVISION OF DILAPIDATED BUILDING (JUNIOR BLOCK) AT TADWORTH PRIMARY SCHOOL TO PROVIDE MODERN FACILITIES (PSBP2 PROJECT - DFE FUNDED) [Item 14]**

#### **RESOLVED:**

1. That the project be approved to provide:
  - A replacement building (Junior Block) delivered by Easter 2021
  - Provision of Temporary Classroom Accommodation to enable continued education during the reprovision of the current building
  - Demolition of the current building
  - Associated enabling and external works
  - At a total cost of [Exempt Minute E-3-20]

2. That the arrangements by which a variation of up to [Exempt Minute E-3-20] of the total value may be agreed by the Executive Director for Resources and Executive Director for Children, Families, Learning and Communities, in consultation with the Cabinet Member for All-Age Learning, the Cabinet Lead Member for Finance and the Leader of the Council was approved.
3. That authority to approve the award of contracts for works be delegated to the Director of Land & Property in consultation with the Leader of the Council, Cabinet Member for All-Age Learning, Head of Procurement and Section 151 Officer when a competitive tender is procured through the new Southern Modular Building Framework.

**Reason for decision:**

See Minute 60/20.

**66/20 PROPERTY ACQUISITION [Item 15]**

**RESOLVED:**

That this Part 2 report regarding a property acquisition contained information which was exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

See [Exempt Minute E-4-20].

**Reason for decision:**

See [Exempt Minute E-4-20].

**67/20 PUBLICITY FOR PART 2 ITEMS [Item 16]**

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

Meeting closed at 3.38 pm

---

**Chairman**



**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 26 MAY 2020 AT 2.00 PM  
AT REMOTE.**

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     |

\* = Present

Members in attendance:

Mr Chris Botten (Caterham Hill)

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

**68/20 APOLOGIES FOR ABSENCE [Item 1]**

There were none.

The Leader announced that Mr Mike Goodman had stood down from the Cabinet after serving seven years. He thanked Mr Goodman for his enormous contribution and the work he had undertaken on the Environment Strategy and Tree Strategy. Mrs Natalie Bramhall was to take on the slightly amended portfolio and all portfolio details could be found on the Council's website.

He also introduced and welcomed two new deputy Members, Miss Marisa Heath and Mrs Becky Rush, to the Cabinet.

**69/20 MINUTES OF PREVIOUS MEETING: 28 APRIL 2020 [Item 2]**

The minutes of the meeting held on 28 April 2020 were approved as a correct record.

**70/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**71/20 MEMBERS' QUESTIONS [Item 4a]**

There were none.

**72/20 PUBLIC QUESTIONS [Item 4b]**

There were none.

**73/20 PETITIONS [Item 4c]**

There were none.

**74/20 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

**75/20 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

There was one report from Children, Families, Lifelong Learning & Culture Select Committee in relation to Item 9 - PRU Capital Strategy. The report was considered with that item.

**76/20 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

There were none.

**77/20 CABINET MEMBER UPDATES [Item 7]**

The Leader of the Council explained that the Council was starting to move forward with unlocking restrictions and that some services were re-opening such as the community recycling centres; details of materials taken and opening times were available on the Council's website. He spoke of the work being undertaken with businesses and borough & district councils with regards to putting in extra lanes for cycles and walking. He went on to speak of the excellent response from Surrey Heartlands and Surrey Fire & Rescue in dealing with issues and for helping the most vulnerable residents. He explained that the pandemic was not over yet and urged all to follow Government guidelines.

The Leader explained that this monthly agenda item was to receive an update from a Cabinet Member to highlight some of the work undertaken under their portfolio.

The Cabinet Member for All-Age Learning presented a portfolio update that detailed some of the work that had been undertaken to support our children and young people with special educational needs and disabilities (SEND) and their families throughout the unprecedented circumstances of the pandemic. The update was published as a supplement to the agenda.

**RESOLVED:**

The Cabinet Member for All-Age Learning portfolio update was noted.

## **78/20 COVID-19 UPDATE [Item 8a]**

The Leader introduced a report that set out the latest Public Health information about COVID-19, an update on the strategic and sensitive issues arising from the extensive response work and initial recovery planning going on across Surrey as the national and local situation developed rapidly. He pointed out that there were some good infographics on the Council's website that showed the scale of the work undertaken. There had been good partnership working with borough and district councils as well as the voluntary, community and faith sector. He thanked businesses and residents that responded to the callout for personal protective equipment with 1,500 offers of help and over 100,000 pieces donated. He recognised the health implications to staff of the lockdown and encouraged them to take advantage of the support available online.

The Leader went on to say that Surrey was one of 11 authorities that were working together to submit a local outbreak control plan to Government by the end of June 2020. There would also be a public facing local outbreak engagement board set up to engage with residents and borough councils as a forum for communication.

### **RESOLVED:**

That the following were noted:

1. the latest public health situation with regard to COVID-19 and the latest information regarding the government's Test and Trace programme,
2. the support being provided to the council's most vulnerable residents and the plans to ensure that this continued into the next phase of the COVID-19 pandemic,
3. the updated assessment of the impact of COVID-19 on Surrey County Council's short and medium-term financial position, and
4. the council's response as an employer to support staff and to ensure appropriate guidance was followed to ensure safety in the workplace.

### **Reason for decision:**

The county and council continue to face unprecedented challenges due to the COVID-19 crisis. In addition to response activity, attention is turning to the re-starting, restoration and recovery of services and day-to-day life, as lockdown measures are eased nationally.

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

## **79/20 COVID-19 DELEGATED DECISIONS [Item 8b]**

The Leader gave a brief precis of decisions taken by officers and highlighted the adult social care providers support in which different financial arrangements had been made in order to keep services going. He also stated

that an order had been placed for £1.5m of personal protective equipment and the council would seek reimbursement from Government.

**RESOLVED:**

That the 15 decisions taken by officers as set out in the annex to the submitted report be noted.

**Reason for decision:**

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

**80/20 PUPIL REFERRAL UNIT (PRU) CAPITAL STRATEGY [Item 9]**

The Cabinet Member for All-Age Learning introduced a report that reported how existing Pupil Referral Unit (PRU) provision within Surrey was made up of eight providers (across Primary and Secondary phase and including hospital-based provision) delivered across 14 different sites within Surrey. All providers are rated Good or Outstanding as at March 2020. PRU was an integral part of education. The PRU estate in Surrey was no longer fit for purpose and did not meet the Department for Education minimum standards or best practice guidance for alternative provision. The proposed capital strategy underpinned the development of a revised delivery model for the education provision for pupils attending PRUs, enabling the Local Authority to meet the current need and projected future demand of some of our most vulnerable learners.

She went on to explain that the Children, Families, Lifelong Learning & Culture Select Committee (CFLL&C SC) had concluded that this was a long overdue investment in the estate.

In response to a Member query about how primary and secondary age groups were to be separated in the new development the Cabinet Member for All-Age Learning stated that the CFLL&C SC had also raised this question. She went on to explain that whilst there was no agreed plan the spaces would be designed that each year group could work separately and would be risk assessed.

**RESOLVED:**

1. That the approach set out in the submitted report to provide appropriate Pupil Referral Unit (PRU) provision that adhered to the statutory requirements and accommodation guidelines for alternative provision to support our ambition for children and young people be noted.
2. That £1m to support the relocation of the Pewley Hill PRU be approved.
3. That £1m to carry out a feasibility study for long term accommodation requirements and inform a business case to be considered at Cabinet in the Autumn 2020 be approved.

**Reason for decision:**

The existing PRU estate was not fit for purpose and did not meet the needs of our most vulnerable learners. The recommendations sought to ensure that the PRU settings met the minimum Department for Education space standards, were informed by national guidance on alternative provision and were suitably located within communities to appropriately meet the needs of our vulnerable learners.

The recommendations would ensure urgent relocation of the Pewley Hill provision in the short term, (mitigating the poor condition of the current estate on the site), inform a business case to ensure that there were appropriate educational facilities in the long term, and address the wide range of pupil needs and flexibility required to manage fluctuations in pupil numbers throughout the year - including early intervention programmes to reduce exclusions.

**81/20 2019/20 FINANCIAL OUTTURN REPORT [Item 10]**

The Cabinet Member for Resources highlighted various aspects of this report stating that it was the third consecutive year without the need for the use of reserves and there was a small surplus at year end. He reported that 88% of efficiency savings had been achieved over the year and a total of £200m over three years. It was explained that COVID-19 happened after the year end but that £47m had been received for incremental rise in costs which was ongoing and being monitored.

The Leader stated that it was no mean feat to achieve a balanced budget and that the council was in a good position with flexibility in choices going forward.

**RESOLVED:**

1. That the Council's revenue and capital financial positions for the year be noted:
  - £0.2m surplus against the original 2019/20 budget that will be added to the General Fund Reserve;
  - Contributions to reserves adding £2.8m to General Fund Reserve (inclusive of the £0.2m surplus), as set out in paragraphs 13-14;
  - Use of £13m capital receipts in-year to support transformation (paragraphs 11-12); and
  - £117.2m service capital expenditure against £126.7m budget.
2. That the Council's newly created reserves for Children, Families, Lifelong Learning & Culture Inspection and System renewals (£1.2m) and COVID-19 Emergency Funding (£24.3m) (paragraphs 15-16) be approved.

**Reason for decision:**

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

Meeting closed at 2.53 pm

---

**Chairman**

**MINUTES OF THE REMOTE MEETING OF THE CABINET  
HELD ON 23 JUNE 2020 AT 2.00 PM**

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     |

\* = Present

Members in attendance:

Mr John O'Reilly, Chairman of Communities, Environment & Highways Select Committee  
Mrs Kay Hammond, Horley West, Salfords & Sidlow  
Mr Jonathan Essex, Redhill East

**PART ONE  
IN PUBLIC**

**82/20 APOLOGIES FOR ABSENCE [Item 1]**

There were no apologies.

**83/20 MINUTES OF PREVIOUS MEETING: 26 MAY 2020 [Item 2]**

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

**84/20 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**85/20 MEMBERS' QUESTIONS [Item 4a]**

There were four Member questions, one from Mrs Kay Hammond and three from Mr Jonathan Essex. These and the responses were published as a supplement to the agenda.

There was no supplementary question from Mrs Hammond but she wanted, on behalf of her select committee, to pass on the gratitude for the support from all staff who were caring for the most vulnerable.

Mr Essex asked how the council would re-establish youth work and youth centres and highlighted the recent reports of large gatherings of young people. The Cabinet Member for Children, Young People & Families responded that the youth team were eager to work with distancing measures and were looking at activities that could be undertaken. Summer activities were being organised for vulnerable children that had missed out on schooling. She also stated that large gatherings were a matter for the police who were trying to deal with it sensitively.

In relation to Mr Essex's third question he asked for a further written response to part 2 of that question. The Cabinet Member for Adults & Health undertook to provide this.

#### **86/20 PUBLIC QUESTIONS [Item 4b]**

There were no public questions.

#### **87/20 PETITIONS [Item 4c]**

One petition of 1,348 signatories has been received. It requested that the Council; a) Halt the demolition of Longmead Adult Education Centre in Redhill, b). Retain the Edwardian character of the building, and c) Develop it into a community hub. The response to the petition was published as part of the supplementary agenda and on the petitions website.

Ms Maulucci presented the petition and included the following points:

- That this was a historical building that should not be lost to the area
- The building was structurally sound.
- Local architects had designed a community function and restored the historical features.
- The local council had objected to the demolition.

She also requested a written response to several questions:

- Have you considered using Longmead outside space or another car park or other location to temporarily house Colebrook? Please share you viability study with the public?
- Please can you share publicly full details of the grant form Homes England including which site it is for, what conditions and what type of homes it will deliver?
- Please confirm that this will be for truly affordable homes, NOT shared ownership and NOT feudal and unfair residential leasehold with abhorrent ground rent?

The Cabinet Member for Resources stated that he would provide Mrs Maulucci with the additional information requested and also confirmed that the building was in a significant state of disrepair.

Mrs Natalie Bramhall, as the local Member, stated that The Reigate Society had never taken any interest in this building and Reigate & Banstead Council had locally listed the building, but it was not protected. It was suitable for provision of affordable housing and a fit for purpose community hub. She went on to say that council needed to take difficult decision sometimes and that provision of housing was what Redhill really needed.

The Leader added that he accepted that the situation needed better explanation to residents and hoped that Mrs Maulucci would help in that regard. He also explained that the demolition had stopped whilst the council waited for the determination from Historic England in response to the application.

**88/20 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

**89/20 REPORTS FROM SELECT COMMITTEES , TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

Cabinet considered a report received from the Communities, Environment & Highways Select Committee (CEHSC) in relation to Item 12 - Rethinking Waste – Surrey County Council's Waste Commissioning Strategy.

Mr John O'Reilly, Chairman of the CEHSC, presented the report and explained the recommendations to Cabinet. He highlighted that the select committee were of the opinion that the next waste contract should not last for 25 years and should be for a shorter period. He was aware that the waste strategy was a work in progress and informed Cabinet that the CEHSC were setting up a Waste Task Group to look at the future in regards to waste and recycling. He wanted the council to be a vanguard in this area and praised the work undertaken so far under the new Leader and Chief Executive.

The Cabinet Member for Waste & Climate Change requested the following change to Recommendation 2 of the CEHSC report which was agreed:

*'That the Cabinet Member provide ~~assurances~~ **due consideration** that the recommendations made by the Waste Task Group in September 2019 and reported to Cabinet in October 2019 are inputted into the development of the new Waste Commissioning Strategy'*

She went on to say that many of the recommendations had already been included in the strategy.

The Leader thanked Mr O'Reilly for the work of the CEHSC and that the recommendations would be considered in work going forward.

**90/20 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

The Cabinet Member for Transport highlighted the decision taken regarding bus lanes in that they would operate for 24 hours and would only be accessible to buses, bicycles and taxis. Heavy Goods Vehicles usage had been removed.

**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.

**91/20 CABINET MEMBER UPDATE [Item 7]**

The Cabinet Member for Transport presented a portfolio update that detailed some of the work that had been undertaken to support the transport and highways system. Covid-19 and the resulting lockdown had created challenges, but also unlocked new opportunities to promote low and zero carbon modes of transport, enabling the council to be proactive in tackling the climate emergency.

The update was published as a supplement to the agenda.

**RESOLVED:**

The Cabinet Member for Transport portfolio update was noted.

**92/20 COVID-19 UPDATE [Item 8]**

The Leader presented a detailed briefing on the work undertaken to support residents during this time and work to do over the coming months. He highlighted the test and trace system and encouraged anyone with symptoms to get tested. Those that test positive would be contacted by the test and trace team and whilst voluntary, it was important for those people to give details of contacts. It was expected that analysed data would be available down to postcode level soon and even more locally in the near future. If a particular location is identified by the data then the council would post information and advice through social media and mainly via the council's Facebook page. Lastly, he explained that there was a Local Outbreak Plan which was to be submitted to Government and would be available on the council's website soon.

**RESOLVED:**

1. That the latest public health situation nationally and in Surrey with regard to COVID-19 and the latest information regarding the government's Test and Trace programme be noted.
2. That the financial support being provided to social care providers and Care Homes be noted.
3. That the support being provided to local businesses through a range of grants, guidance and signposting be noted.
4. That the activity underway across the county to restore and restart services, activities and the economy, as national lockdown measures were eased be noted.
5. That a contribution of £200,000 to the Community Foundation Surrey Coronavirus Support Fund was approved to provide additional

financial support to the Voluntary, Community and Faith Sector, match-funded where possible.

**Reason for decision:**

The county and council continue to face unprecedented challenges due to the COVID-19 crisis. In addition to response activity, attention is turning to the re-starting, restoration and recovery of services and day-to-day life, as lockdown measures are eased nationally.

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.]*

**93/20 CHILDREN'S IMPROVEMENT UPDATE [Item 10]**

The Cabinet Member for Children, Young People & Families gave a detailed precis of the submitted report and highlighted that since last reporting to Cabinet at the 28 January 2020 meeting, the fifth scheduled Ofsted Monitoring Visit had been cancelled as all Ofsted inspections were suspended due to the COVID-19 pandemic. The improvement programme was continuing to be delivered at pace despite the impact from the pandemic and shift of resources to support frontline services.

The submitted report provided further information on the impact of the pandemic on the improvement programme and the priorities for the Children, Families, Lifelong Learning & Culture (CFLLC) directorate. The directorate plan had been revised this month and further detail was included in the report.

The Cabinet Member for All-Age Learning stated that it was a strong report detailing the improvements made and the planned activities, highlighting the 1000 day programme, our graduated response model and early help and support services enabling children to live, learn and grow up locally and achieve their full potential, due to the right support being available in education settings.

In response to a question put by a Deputy Cabinet Member regarding improving handovers the Cabinet Member for Children, Young People & Families explained that there were still some inadequate cases identified where handovers were not good between social workers and team managers. She explained the ongoing improvements in management oversight and stated that supervision levels were up. Vacancy levels were reduced which would help to eliminate inadequate practices and there was a robust induction programme in place.

**RESOLVED:**

1. That the revised priorities and directorate plan for the Children, Families, Lifelong Learning & Culture directorate be agreed.
2. That the overall findings and feedback from the recent quality assurance activity included in this report and the impact on frontline

children's services resulting from delivery of the Children's Improvement Plan be noted.

3. That a further report to come to the September 2020 meeting was agreed – to include an update on the children's improvement programme and the next steps for the re-inspection of Surrey's children's services by Ofsted.

**Reason for decision:**

It is not yet known when the next Ofsted Monitoring Visit or full re-inspection will take place following cancellation of the 7 & 8 April 2020 visit.

The revised directorate plan has been updated to reflect the evolving situation with the COVID-19 pandemic. While significant effort and resources are working to manage and mitigate the impact of the pandemic, we are committed to delivering the vital improvement priorities also included in the directorate plan.

As outlined in the main section of the report, the improvement programme is progressing well with Surrey's children's services successfully delivering the actions from the improvement plan to address Ofsted recommendations from the 2018 full inspection. There are comprehensive scrutiny arrangements already in place for 2020 with involvement from Surrey County Council (SCC) officers, Members, partner agencies, the Department for Education (DfE) and other key stakeholders.

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

**94/20 COVID-19 DELEGATED AND URGENT DECISIONS TAKEN [Item 9]**

The Leader highlighted the continuing support to care homes which amounted to £14m so far and that there was further funding available for discretionary use.

**RESOLVED:**

That the seven decisions taken by officers since the last meeting be noted.

**Reason for decision:**

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

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

**95/20 HOUSING INFRASTRUCTURE FUND FORWARD FUNDING - FUNDING ALLOCATION OF £41.8 MILLION TO THE A320 NORTH OF WOKING [Item 11]**

The Deputy Leader introduced a report that explained how Surrey County Council (SCC) in conjunction with Runnymede Borough Council (RBC) submitted a bid to the HIF in March 2019 to facilitate the provision of 3,687 additional homes currently included within the Runnymede Local Plan. He

explained that there were several risks currently with the project that needed to be mitigated and which officers were working to resolve before SCC signs the Funding Agreement.

However, in the interim, there is a need to commence work on the project as early as possible, to ensure the project could be delivered to the required timetable. Approval was sought to incorporate the Scheme within the Council's capital delivery programme to allow preliminary design to be undertaken in the development of the scheme prior to the signing of the Funding Agreement with MHCLG. A further report would be brought to Cabinet in September 2020 with recommendations on the signing of the Funding Agreement.

A discussion was had about the wording of the third recommendation and it was agreed that the following changes be made:

*'Authority be given to officers to commence ~~initial negotiations~~ early discussions with landowners in respect of the ~~for the~~ acquisition of third-party land, it being understood that this may need to progress to compulsory purchase where necessary, which would be subject to both the signing of the Funding Agreement by SCC and a further Cabinet Member resolution.'*

**RESOLVED:**

1. That an appropriate and suitable design consultancy be appointed to undertake the preliminary design work, with an estimated cost of £0.73m incurred by Surrey County Council, in advance of a full funding agreement being entered into with the Ministry of Housing, Communities & Local Government.
2. That a further report be brought to Cabinet in September 2020 regarding progress with the terms and conditions of the funding agreement and to seek full approval for the scheme.
3. That authority be given to officers to commence early discussions with landowners with respect to the acquisition of third-party land, it being understood that this may need to progress to compulsory purchase where necessary, which would be subject to both the signing of the Funding Agreement by the Council and a further Cabinet Member resolution.

**Reason for decision:**

The decisions recommended will enable the early work to develop the project to commence in a way that will ensure that the project has the best opportunity to meet the challenging HIF spend timetable of March 2024. It will also enable some of the currently identifiable risks to be better understood and mitigated before Cabinet are asked for a decision for SCC to give full approval for the scheme and to sign the proposed funding agreement.

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

**96/20 RETHINKING WASTE - SURREY COUNTY COUNCIL'S WASTE COMMISSIONING STRATEGY [Item 12]**

The Cabinet Member for Waste & Climate Change presented a report that explained how the current Waste PFI contract with Suez provided for the treatment and disposal of all local authority collected waste arising within the county. That contract expired in 2024, and Surrey County Council (SCC) needed to commission new service arrangements. In order to ensure that SCC commissioned an effective approach to the treatment of waste moving forward, it was proposed that a Waste Commissioning Strategy be developed to identify how to minimise the amount of residual waste treated, the infrastructure required, and options for delivering waste management system efficiencies with district and borough councils, to deliver the desired outcomes, the procurement process, and a timeframe. The Cabinet Member also explained the distinctions between the Strategy and the Waste Local Plan.

**RESOLVED:**

1. That the development of a Waste Commissioning Strategy be approved;
2. That the proposed outcomes for the Waste Commissioning Strategy be approved, to:
  - a) Meet Surrey County Council's Waste Disposal Authority (WDA) statutory duties.
  - b) Maximise the financial sustainability of waste management in Surrey.
  - c) Reduce the carbon impact of waste collection and disposal.
  - d) Maximise the integration of waste management in the county.
3. That the programme proposed for the development of the strategy and re-procurement of the waste disposal contract be approved; and
4. That the review of the variable elements of the funding mechanism through which the county council funds the Surrey Environment Partnership and the Waste Collection Authorities, within this programme, be approved.

**Reason for decision:**

The development of a Waste Commissioning Strategy as set out will enable the Council to fulfil its statutory obligations as a Waste Disposal Authority more effectively and will set a framework in which to work with partners and districts and boroughs in achieving a more efficient and financially sustainable approach to the management of waste in the county. Further, it will enable the Council to properly assess and identify ways of achieving the carbon reduction targets set out in the Council's recently adopted Climate Change Strategy.

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

## **97/20 SURREY LANE RENTAL SCHEME [Item 13]**

The Cabinet Member for Transport introduced a report that described how Surrey suffered with traffic congestion during peak periods, particularly at congestion hotspots. Surrey's congestion levels were 25% higher than the average for the South East region as a whole. This congestion was exacerbated when utility companies and highway authorities, undertook works on the highway, closing or limiting traffic flows, particularly at peak times. It was therefore proposed to introduce a lane rental scheme, by which organisations working on the highway paid into a fund for such usage, and could be applied to the most congested sections of the road network. He cited the positive outcomes for both Transport for London and Kent County Council who had both introduced lane rental schemes.

### **RESOLVED:**

1. That Surrey County Council undertake a consultation as prescribed in the Department for Transport Lane Rental Schemes Guidance for English Local Highway Authorities with a view to introducing a lane rental scheme. Subject to the results of that consultation having been taken into account and a scheme being considered appropriate to make a submission to the Secretary of State for an Order to bring a scheme into legal effect.
2. That delegated authority be given to the Director for Infrastructure and Delivery in consultation with the Cabinet Member for Transport to approve the commencement of a lane rental scheme once the Secretary of State approval has been obtained.

### **Reason for decision:**

Surrey County Councils' Community Vision for Surrey in 2030 has an aspiration that "Journeys across the County are easier, more predictable and safer". A lane rental scheme will help us achieve this aspiration. Analysis from pioneer lane rental schemes, introduced by Transport for London (2012) and Kent County Council (2013) demonstrate clear benefits from a scheme. These benefits are derived from behaviour changes by organisations undertaking works, to avoid lane rental charges, and additional control by both Authorities to coordinate works.

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

## **98/20 2020/21 MONTH 1 (APRIL) FINANCIAL REPORT [Item 14]**

The Cabinet Member for Resources gave a detailed overview of a report that provided details of the County Council's 2020/21 financial position as at 30 April 2020 (M1) for revenue and capital budgets, and the expected outlook for the remainder of the financial year. M1 is a high-level review focussing on risks, opportunities and the impact of COVID-19.

### **RESOLVED:**

1. That the Council's forecast revenue and capital budget positions for the year be noted.

2. That the confirmed increase to the Public Health grant due to the initial Agenda for Change (AfC) uplift and the revision to the Public Health budget approved by the Executive Director – Resources be noted.
3. That the transfer of the school surplus balance relating to Darley Dene Primary School to its successor academy of £427,554 revenue and £11,543 capital was supported.

**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 Performance & Resources Select Committee]*

**99/20 FINANCE IMPROVEMENT PLAN UPDATE [Item 15]**

The Cabinet Member for Resources presented a report that gave details of why the Finance Improvement Programme was set up alongside a performance board and an external assurance panel. It also detailed improvements made and the success of the Finance Team who had been nominated for the Finance Team of the Year Award. The report sought closure of the Programme.

Several Members thanked the Finance Team, Director of Resources and Cabinet Member for Resources highlighting the improved change of culture and driving through efficiency savings.

Thanks was also extended to the external chairman, Mike Lockwood.

**RESOLVED:**

1. That the closure of Finance Improvement Programme be approved.
2. That the continued focus of the Finance Service on improvements (both people and process), learning from others and a culture of no complacency was endorsed.
3. That the importance of the organisation's continued focus on its financial discipline was recognised and the further development of the Finance Academy to continue to address and develop financial management capabilities across the organisation was endorsed.
4. That the progress made on the Digital, Business & Insights programme and recognises the importance of this programme in the further work required to improve financial processes and data insights was noted.
5. That thanks be extended to the members of the External Assurance Panel, recognising the importance of their involvement, honest feedback, experience and expertise throughout the programme was agreed.

**Reason for decision:**

The collective commitment to stabilising the financial position of the Council was demonstrated when the finance improvement plan was supported by the Cabinet in September 2018. Since then a new medium-term financial strategy has been developed, aligned to the Community Vision for Surrey and a balanced budget has been set for consecutive years that does not rely on the use of reserves.

Having achieved the ambitions of the action plan and addressed the issues raised by the CIPFA report, these recommendations enable the closure of the programme and ensure a continued focus on the development of, and investment in, financial management skills across the whole organisation, to ensure that excellent financial management is at the heart of all our decision making.

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

Meeting closed at 3.55 pm

---

**Chairman**

This page is intentionally left blank