

## CABINET DECISION RECORD

The following decisions were taken by the Cabinet on Tuesday, 19 December 2023 and will take effect on 30/12/2023 unless the call-in procedure has been triggered.

**CALL-IN DEADLINE: 29/12/2023.**

The following represents a summary of the decisions taken by the Cabinet. It is intended to represent the formal record of the decisions taken and to facilitate the call-in process. The minutes will be published in due course to site alongside this decision sheet.

Members wishing to request a call-in on any of these matters, should contact the Regulatory Business Manager or relevant Committee Manager.

The Cabinet at its meeting on Tuesday, 19 December 2023 considered the following matters and resolved:

- **APOLOGIES FOR ABSENCE** (Item 1)

There were no apologies.

- **MINUTES OF PREVIOUS MEETING: 28 NOVEMBER 2023** (Item 2)

These were agreed as a correct record of the meeting.

- **DECLARATIONS OF INTEREST** (Item 3)

**Members' Questions** (Item 4a)

There were none.

- **PUBLIC QUESTIONS** (Item 4b)

There were none.

- **PETITIONS** (Item 4c)

There were none.

- **REPORTS FROM SELECT COMMITTEES, TASK GROUPS AND OTHER COMMITTEES OF THE COUNCIL** (Item 5)

**RESOLVED:**

That the three Select Committee reports be noted and recommendations considered.

- **LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING** (Item 6)

**RESOLVED:**

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

- **CABINET MEMBER OF THE MONTH** (Item 7)

**RESOLVED:**

That the Cabinet Member of the Month update be noted.

- **ANNUAL PROCUREMENT FORWARD PLAN FY2024/25** (Item 8)

**RESOLVED:**

1. That Cabinet gives Approval to Procure for the projects listed in Annex 1 – “Annual Procurement Forward Plan for FY2024 25” in accordance with the Council’s Procurement and Contract Standing Orders.
2. That Cabinet agrees that where the first ranked tender for any projects listed in Annex 1 is within the +5% budgetary tolerance level, the relevant Executive Director, Director, or Head of Service (as appropriate) is authorised to award such contracts.
3. That Cabinet agrees the procurement activity that will be returned to Cabinet prior to going out to market (Annex 1, column R).
4. That Cabinet notes projects that will be presented to Cabinet or the Strategic Investment Board for approval of the business case (Annex 1, column T).

**Reasons for Decisions:**

- To comply with the Procurement and Contract Standing Orders agreed by Council in May 2019 and further revised in March 2023.
- To provide Cabinet with strategic oversight of planned procurement projects for FY2024/25.
- To ensure Cabinet oversight is focussed on the most significant procurements.
- To avoid the need to submit multiple individual requests for Approval to Procure as well as individual contract award approvals for work taking place in FY2024/25.

*(The decisions on this item can be called-in by the Resources and Performance Select Committee)*

- **APPROVAL TO PROCURE SCHOOL MEALS TRANSPORTATION** (Item 9)

**RESOLVED:**

1. That Cabinet gives approval to procure for the supply of transport for school meals to primary schools that do not have adequate kitchen facilities to prepare and cook a compliant school meal service over 5 years (3 year with the option to extend up to a further 24 months).
2. That Cabinet approves the delegation of contract award decisions to the Deputy Chief Executive and Executive Director of Resources in consultation with the Cabinet Member for Finance and Resources and the Cabinet Member for Children, Families and Lifelong Learning.

### **Reasons for Decisions:**

The current School Meals Transportation contract will end on 31<sup>st</sup> August 2024.

*(The decisions on this item can be called-in by the Resources and Performance Select Committee)*

- **A NEW DRAFT VISION ZERO ROAD SAFETY STRATEGY AND 20 MPH SPEED LIMIT POLICY** (Item 10)

### **RESOLVED:**

1. That Cabinet welcome the new draft Surrey RoadSafe Partnership Vision Zero Road Safety Strategy and the collaborative work of Council Officers, Surrey Police, The Police and Crime Commissioner, Surrey Fire and Rescue Service, and National Highways that has produced the draft document.
2. That Cabinet agree that a public and stakeholder consultation on the draft strategy, inclusive of a new 20 mph speed limit policy, be held commencing in January 2024 and running for 10 weeks to mid-March 2024.
3. That Cabinet agree that the results of the public and stakeholder consultation, along with any proposed changes to the strategy and 20 mph speed limit policy, be brought back to Cabinet in Spring 2024 for final approval.

### **Reasons for Decisions:**

A new Surrey RoadSafe Partnership Vision Zero Road Safety Strategy, incorporating a new 20mph policy, based on best practice is crucial to reducing road death and injury throughout Surrey.

*(The decisions on this item can be called -in by the Communities, Environment and Highways Select Committee)*

- **CRANLEIGH CHURCH OF ENGLAND PRIMARY SCHOOL** (Item 11)

### **RESOLVED:**

1. That Cabinet agrees Cranleigh Church of England Primary School will operate exclusively on the junior school site with reversion of the infant school site to Surrey County Council.
2. That Cabinet approves the retention of Acorn Nursery on the infant site.
3. That Cabinet approves the use of the reception building on the infant site by Acorn Nursery.
4. That Cabinet notes the uncertain future of the SEND Centre for COIN at the school.
5. That Cabinet approves the funding for the works to take place at the school to enable the junior school building to be transferred to the academy trust in a suitable state, as outlined in the Part 2 report of this report.

### **Reasons for Decisions:**

The recommendations are based on securing the future of the school by enabling the academy trust to have the best opportunity on a consolidated school site to

improve the education for the benefit of children in Cranleigh.

- **SPECIAL GUARDIAN AND FOSTER CARE REMUNERATION** (Item 12)

**RESOLVED:**

1. That Cabinet agrees, as per statutory guidance, to match Special Guardian allowances to those of foster carers, subject to the means test and Surrey County Council Allowance policy.
2. That Cabinet considers the request to back-date the improved remuneration package to 1 April 2023.

**Reasons for Decisions:**

To bring the current Special Guardianship allowances in line with statutory guidance.

- **SCHOOL BASIC NEED** (Item 13)

**RESOLVED:**

1. That Cabinet acknowledges the approved Mid Term Financial Strategy (MTFS) 2023/24 funding for School Basic Need (SBN) programme, as identified in Part 2 of this report.
2. That Cabinet approves the delegation of authority to allocate resources from the approved budget required for individual projects to the Cabinet Members for Children, Families and Lifelong Learning, and for Property, Waste and Infrastructure following Capital Programme Panel endorsement.
3. That Cabinet notes cost pressures arising from schemes for the purpose of meeting the requirements for schools safeguarding; disability access; and sustainability.
4. That Cabinet endorses the expenditure of Basic Need funding for safeguarding, disability access and sustainability where required.
5. That Cabinet notes the impact of increased construction costs.
6. That Cabinet approves delegated authority to the Director or Assistant Director(s) of Land & Property to authorise the Council to enter into all associated licences and agreements required to facilitate the capital works.

**Reasons for Decisions:**

The recommendations ensure relevant delegated authority and acknowledgement of revised benchmark costs to efficiently deliver basic need places. The paper outlines the strategy for the provision of additional mainstream school places within the Medium-Term Financial Strategy 2023/24 for school basic need. This takes account of the latest cost estimates and forecast needs for pupil places.

This paper reconciles the Basic Need grant spend to date, at year end 2023/34, and forecasts the next five-year projected capital spend for education project delivery. The delegations of authority allow for individual project level approvals within the programme funding envelope, as well as necessary legal authority to enter into agreements for the works.

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

- **YOUR FUND SURREY APPLICATION - STANWELL EVENTS - ACORN PROJECT** (Item 14)

**RESOLVED:**

1. That Cabinet approves the full amount requested of £1,105,834 (79% of total project cost), comprised of:
  - Up to £1,105,834 of capital funding towards the development of the pavilion to be paid in staged payments, on evidence of spend.
  - This includes 5% (£55,291) which will be retained as final payment until evidence of income, expenditure, building control sign-off and 25-year lease is provided.
  - A condition within the funding agreement will be to ensure we are satisfied with, and see, the Agreement for Lease with Spelthorne Borough Council before releasing any monies.

**Reasons for Decisions:**

- This application has been the subject of a rigorous assessment process by officers, as set out in the body of this report. Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding.
- The project aims to turn an existing community sports pavilion, currently not fit for purpose, into a modern and accessible community hub for residents and services in an identified Surrey County Council and Health and Wellbeing Board Key Neighbourhood.
- Stanwell Events already support many residents in the area and this project will enable them to have a long-term base that allows them to expand their service and support more residents. It is expected the new facility will increase services across all projects by 30-50%, with over 33,000 visits per year.

*(The decisions on this item can be called -in by the Communities, Environment and Highways Select Committee)*

- **ACQUISITION OF CORPORATE OFFICE HUB IN NORTHWEST SURREY** (Item 15)

**RESOLVED:**

1. That Cabinet approves the acquisition of the freehold interest in a corporate office building in Woking subject to the terms set out in the Part 2 report. The required capital investment to purchase the property and its details are commercially sensitive at this time and are set out in the Part 2 report.
2. That Cabinet approves procurement of appropriate supply chain partners to deliver design and fit out of the new corporate office space in accordance with the Council's Procurement and Contract Standing

Orders.

3. That Cabinet grants delegated authority to the Deputy Chief Executive and the Director of Land and Property in consultation with the Cabinet Member for Finance and Resources to (i) conclude the acquisition terms to purchase the corporate office building, (ii) undertake procurement and associated contract awards and (iii) provide approval to enter into required legal documentation as necessary to complete the purchase and fit out works.
4. That Cabinet notes that, regarding the procurement of supply chain partners, the Executive Director for Resources and the Director of Land and Property are authorised to award such contracts up to +10% of the budgetary tolerance level.

#### **Reasons for Decisions:**

Following the continued success of the Council's Agile Office Estate (AOE) strategy over the last two years, the purchase of the recommended property is the next step in the AOE programme.

As outlined in the Agile Office Estate – North-West and South-West Corporate Office Workspace report (the December 2022 report), the medium to long term costs for the Council to remain in Quadrant Court represent a financial risk to the Council. Quadrant Court would require a high level of investment to achieve desired standards for Services to be delivered in the best way for residents and meet our net zero targets by 2030.

Approving the recommendations in this report will allow the Council to continue its programme of rationalising its corporate estate, drive efficiencies, reduce the Council's carbon footprint, and deliver Services from a modern, agile environment which will better serve residents and employees. Services will be delivered from a central location in Woking, the preferred area in north-west Surrey. The property has good access to public transport and carparking.

*(The decisions on this item can be called-in by the Resources and Performance Select Committee)*

- **2023/24 MONTH 7 (OCTOBER) FINANCIAL REPORT** (Item 16)

#### **RESOLVED:**

1. That Cabinet notes the Council's forecast revenue budget (after the application of the full contingency budget) and capital budget positions for the year.

#### **Reasons for Decisions:**

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

*(The decisions on this item can be called-in by the Resources and Performance Select Committee)*

- **ANNUAL PROCUREMENT FORWARD PLAN FY2024/25** (Item 18)

See Minute 203/23.

- **APPROVAL TO PROCURE SCHOOL MEALS TRANSPORTATION** (Item 19)

See Minute 204/23.

*(The decisions on this item can be called-in by the Resources and Performance Select Committee)*

- **CRANLEIGH CHURCH OF ENGLAND PRIMARY SCHOOL** (Item 20)

**RESOLVED:**

1. That Cabinet approves the funding for the capital works to take place at the school to enable the junior school building to be transferred to the academy trust in a suitable state, as set out in this report.

**Reasons for Decisions:**

The approval of the capital expenditure for the increase in cost of the agreed works, the backlog of condition issues and the conversion at the junior block for infant places, will enable the conversion of the school to join the Good Shepherd Trust. This will give the school a good platform for improvement and be the best opportunity for the children attending the school.

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

- **SCHOOL BASIC NEED** (Item 21)

**RESOLVED:**

1. That Cabinet acknowledges the approved Medium Term Financial Strategy (MTFS) 2023/24 funding for School Basic Need (SBN) programme, as shown Annex B of this report.

**Reasons for Decisions:**

The recommendations ensure relevant delegated authority and acknowledgement of revised benchmark costs to efficiently deliver basic need places. The paper outlines the strategy for the provision of additional mainstream school places within the Medium-Term Financial Strategy 2023/24 for school basic need. This takes account of the latest cost estimates and forecast needs for pupil places.

This paper reconciles the Basic Need grant spend to date, at year end 2023/24, and forecasts the next five-year projected capital spend for education project delivery. The delegations of authority allow for individual project level approvals within the programme funding envelope, as well as necessary legal authority to enter into agreements for the works.

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

- **ACQUISITION OF CORPORATE OFFICE HUB IN NORTH-WEST SURREY** (Item 22)

**RESOLVED:**

1. That Cabinet approves acquiring the freehold interest in [E-18-23] at a

purchase cost of no more than [E-18-23].

2. That Cabinet approves the total capital budget for the project at [E-18-23]. (See paragraph 3 of the Executive Summary for a breakdown of all associated costs).
3. Approves procurement of appropriate supply chain partners to deliver design and fit out of the new corporate office space in accordance with the Council's Procurement and Contract Standing Orders.
4. That Cabinet grants delegated authority to the Deputy Chief Executive and the Director of Land and Property in consultation with the Cabinet Member for Finance and Resources to (i) conclude the acquisition terms to purchase the corporate office building, (ii) undertake procurement and associated contract awards and (iii) provide approval to enter into required legal documentation as necessary to complete the purchase and fit out works.
5. Notes that, regarding the procurement of supply chain partners, the Executive Director for Resources and the Director of Land and Property are authorised to award such contracts up to +10% of the budgetary tolerance level.

**Reasons for Decisions:**

See Minute 210/23.

*(The decisions on this item can be called-in by the Resources and Performance Select Committee)*



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