

Notice of Meeting

Cabinet



Date and Time

Tuesday, 19
December 2023
2.00 pm

Place

Council Chamber,
Woodhatch Place,
11 Cockshot Hill,
Reigate,
Surrey,
RH2 8EF

Contact

Huma Younis or Sarah
Quinn
huma.younis@surreycc.gov.uk
or
sarah.quinn@surreycc.gov.uk

Web:

[Council and
democracy
Surreycc.gov.uk](#)



@SCCdemocracy

Committee:

Natalie Bramhall, Clare Curran, Kevin Deanus, Matt Furniss, Marisa Heath, David Lewis,
Sinead Mooney, Mark Nuti, Tim Oliver and Denise Turner-Stewart
Maureen Attewell, Jordan Beech, Paul Deach, Steve Bax

If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language, please email Huma Younis or Sarah Quinn on huma.younis@surreycc.gov.uk or sarah.quinn@surreycc.gov.uk.

This meeting will be held in public at the venue mentioned above and may be webcast live. Generally the public seating areas are not filmed. However, by entering the meeting room and using the public seating area or attending online, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If webcast, a recording will be available on the Council's website post-meeting. The live webcast and recording can be accessed via the Council's website:

<https://surreycc.public-i.tv/core/portal/home>

If you would like to attend and you have any special requirements, please email Huma Younis or Sarah Quinn on huma.younis@surreycc.gov.uk or sarah.quinn@surreycc.gov.uk. Please note that public seating is limited and will be allocated on a first come first served basis.

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES OF PREVIOUS MEETING: 28 NOVEMBER 2023

(Pages
1 - 10)

To agree the minutes of the last meeting as a correct record of the meeting.

3 DECLARATIONS OF INTEREST

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

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

NOTES:

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

4 PROCEDURAL MATTERS

a MEMBERS' QUESTIONS

The deadline for Member's questions is 12pm four working days before the meeting (13 December 2023).

b PUBLIC QUESTIONS

The deadline for public questions is seven days before the meeting (12 December 2023).

c PETITIONS

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

d REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE

To consider any representations received in relation why part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

5 REPORTS FROM SELECT COMMITTEES, TASK GROUPS AND OTHER COMMITTEES OF THE COUNCIL (Pages 11 - 32)

To consider any reports from Select Committees, Task Groups and any other Committees of the Council.

The following reports have been received,

- A. Surrey Roadsafe Vision Zero Road Safety Strategy 2024 To 2035: Communities, Environment & Highways Select Committee
- B. Surrey Fire And Rescue Service Performance Report & HMICFRS Inspection: Communities, Environment & Highways Select Committee
- C. Scrutiny Of Draft Revenue & Capital Budget 2024/25 And Medium-Term Financial Strategy To 2028/29

6 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING (Pages 33 - 36)

To note any delegated decisions taken by the Leader, Deputy Leader, Cabinet Members, Strategic Investment Board and Committees in Common Sub-Committee since the last meeting of the Cabinet.

7 CABINET MEMBER OF THE MONTH (Pages 37 - 38)

To receive an update from Matt Furniss, Cabinet Member for Highways, Transport and Economic Growth.

8 ANNUAL PROCUREMENT FORWARD PLAN FY2024/25 (Pages 39 - 52)

The Annual Procurement Forward Plan has been developed for 2024/25 and Cabinet is asked to approve the plan to allow implementation of the identified procurement activity.

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

N.B There is a Part 2 Annex to this report.

- 9 APPROVAL TO PROCURE SCHOOL MEALS TRANSPORTATION** (Pages 53 - 58)
- The purpose of this report is to secure the necessary approvals and delegated authority for School Meals Transportation. This report provides a high-level summary and rationale for the recommendations for approval to procure.
- (The decisions on this item can be called in by the Resources and Performance Select Committee)*
- N.B There is a Part 2 Annex to this report.
- 10 A NEW DRAFT VISION ZERO ROAD SAFETY STRATEGY AND 20 MPH SPEED LIMIT POLICY** (Pages 59 - 136)
- A new Surrey RoadSafe Partnership Vision Zero Road Safety Strategy has been drafted with the aim to help reduce death and injury on our roads in collaboration with Surrey Police, the Police and Crime Commissioner, Surrey Fire and Rescue Service and National Highways. Cabinet is asked to endorse the new Surrey RoadSafe Partnership Vision Zero Road Safety Strategy.
- (The decisions on this item can be called-in by the Communities, Environment and Highways Select Committee)*
- 11 CRANLEIGH CHURCH OF ENGLAND PRIMARY SCHOOL** (Pages 137 - 158)
- This report gives Cabinet oversight of the complex situation at Cranleigh Church of England Primary School that includes: rationalisation of two sites on to one; the future of a Special Educational Needs (SEN) Unit for infant-aged children with Communication and Interaction Needs (COIN); the need for capital works at the school required to bring this school up to a reasonable standard; and the plan for the school to convert to an academy.
- (The decisions on this item can be called in by the Children, Families, Lifelong Learning & Culture Select Committee)*
- N.B There is a Part 2 Annex to this report.
- 12 SPECIAL GUARDIAN AND FOSTER CARE REMUNERATION** (Pages 159 - 166)
- Cabinet is asked to agree increased remuneration to Special Guardians who are caring for children under a Special Guardianship Order and are eligible for financial support under Surrey County Council's policy.
- (The decisions on this item can be called-in by the Children, Families, Lifelong Learning & Culture Select Committee)*

- 13 SCHOOL BASIC NEED** (Pages 167 - 198)
- This report is to update Cabinet on the provision of mainstream school places through the capital programme, the demand for mainstream school places, sources of income, increased construction costs and linked capital funding issues.
- (The decisions on this item can be called in by the Children, Families, Lifelong Learning & Culture Select Committee)*
- N.B There is a Part 2 Annex to this report.
- 14 YOUR FUND SURREY APPLICATION - STANWELL EVENTS - ACORN PROJECT** (Pages 199 - 208)
- This report sets out the key information on the Stanwell Events Acorn Project Your Fund Surrey (YFS) application for the consideration of Cabinet.
- (The decisions on this item can be called-in by the Communities, Environment and Highways Select Committee)*
- 15 ACQUISITION OF CORPORATE OFFICE HUB IN NORTHWEST SURREY** (Pages 209 - 218)
- This report is seeking Cabinet approval for Surrey County Council to acquire the freehold interest in a new corporate office building in Woking as the Hub for the north-west quadrant of Surrey.
- (The decisions on this item can be called-in by the Resources and Performance Select Committee)*
- N.B There is a Part 2 Annex to this report.
- 16 2023/24 MONTH 7 (OCTOBER) FINANCIAL REPORT** (Pages 219 - 228)
- This report provides details of the County Council's 2023/24 financial position, for revenue and capital budgets, as at 31st October 2023 (M7) and the expected outlook for the remainder of the financial year.
- (The decisions on this item can be called-in by the Resources and Performance Select Committee)*
- 17 EXCLUSION OF THE PUBLIC**
- 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.

PART TWO - IN PRIVATE

- 18 ANNUAL PROCUREMENT FORWARD PLAN FY2024/25** (Pages 229 - 238)
- The Annual Procurement Forward Plan has been developed for 2024/25 and Cabinet is asked to approve the plan to allow implementation of the identified procurement activity.
- (The decisions on this item can be called in by the Resources and Performance Select Committee)*
- 19 APPROVAL TO PROCURE SCHOOL MEALS TRANSPORTATION** (Pages 239 - 242)
- The purpose of this report is to secure the necessary approvals and delegated authority for School Meals Transportation. This report provides a high-level summary and rationale for the recommendations for approval to procure.
- (The decisions on this item can be called in by the Resources and Performance Select Committee)*
- 20 CRANLEIGH CHURCH OF ENGLAND PRIMARY SCHOOL** (Pages 243 - 252)
- This report gives Cabinet oversight of the complex situation at Cranleigh Church of England Primary School that includes: rationalisation of two sites on to one; the future of a Special Educational Needs (SEN) Unit for infant-aged children with Communication and Interaction Needs (COIN); the need for capital works at the school required to bring this school up to a reasonable standard; and the plan for the school to convert to an academy.
- (The decisions on this item can be called in by the Children, Families, Lifelong Learning & Culture Select Committee)*
- 21 SCHOOL BASIC NEED** (Pages 253 - 262)
- This report is to update Cabinet on the provision of mainstream school places through the capital programme, the demand for mainstream school places, sources of income, increased construction costs and linked capital funding issues.
- (The decisions on this item can be called in by the Children, Families, Lifelong Learning & Culture Select Committee)*

22 ACQUISITION OF CORPORATE OFFICE HUB IN NORTH-WEST SURREY

(Pages
263 -
274)

This report is seeking Cabinet approval for Surrey County Council to acquire the freehold interest in a new corporate office building in Woking as the Hub for the north-west quadrant of Surrey.

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

23 PUBLICITY FOR PART 2 ITEMS

To consider whether the item considered under Part 2 of the agenda should be made available to the Press and public.

**Joanna Killian
Chief Executive**

Published: Monday, 11 December 2023

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available; please ask the committee manager for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation.

QUESTIONS AND PETITIONS

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

Please note the following regarding questions from the public:

1. Members of the public can submit one written question to a meeting by the deadline stated in the agenda. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 28 NOVEMBER 2023 AT 2.00 PM
COUNCIL CHAMBER, WOODHATCH PLACE, 11 COCKSHOT HILL,
REIGATE, SURREY, RH2 8EF.**

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

Members: *=present

- *Tim Oliver (Chairman)
- *Natalie Bramhall
- *Clare Curran
- *Matt Furniss
- *David Lewis
- *Mark Nuti
- *Denise Turner-Stewart
- *Sinead Mooney
- *Marisa Heath
- *Kevin Deanus

Deputy Cabinet Members:

- *Maureen Attewell
- *Paul Deach
- *Jordan Beech
- *Steve Bax

Members in attendance:

Catherine Baart, Member for Earlswood and Reigate South (joined the meeting virtually)

**PART ONE
IN PUBLIC**

168/23 APOLOGIES FOR ABSENCE [Item 1]

There were no apologies.

169/23 MINUTES OF PREVIOUS MEETING: 31 OCTOBER 2023 [Item 2]

These were agreed as a correct record of the meeting.

170/23 DECLARATIONS OF INTEREST [Item 3]

There were none.

171/23 PROCEDURAL MATTERS [Item 4]

There were none.

172/23 MEMBERS' QUESTIONS [Item 4a]

There were six member questions. The questions and responses were published in a supplement to the agenda.

With regard to her first question (part a), Catherine Baart asked for information on what expectations had been set for officers in senior positions to undertake Carbon Literacy Training. The Member also asked for clarification on whether the goal was to have 200 additional officers complete the training by 2024/25, or 200 in total. The Cabinet Member for Environment explained that it was not a requirement for officers to complete the training as it was possible that their knowledge of the subject proceeded the training material included. The Cabinet Member further added that other different training opportunities were being explored to potentially provide a more advanced overview of the subject. The Cabinet Member further added that she believed the goal was to have an additional 200 officers attend the training by 2024/25.

In regard to her first question (part b), Catherine Baart asked for detail on actions and timelines for Project 50. The Cabinet Member agreed to provide a written response outside the meeting.

173/23 PUBLIC QUESTIONS [Item 4b]

There were no public questions.

174/23 PETITIONS [Item 4c]

There were none.

175/23 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

There were none.

176/23 REPORTS FROM SELECT COMMITTEES , TASK GROUPS AND OTHER COMMITTEES OF THE COUNCIL [Item 5]

There were none.

177/23 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]

There were six decisions for noting.

RESOLVED:

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

178/23 CABINET MEMBER OF THE MONTH [Item 7]

The Cabinet Member for Children and Families, Lifelong Learning provided the Cabinet with an update on the work she, and the services she supports, had been undertaking. The following topics were highlighted and full details could be found within the published report.

- Children's safeguarding
- Children with Disabilities
- Corporate Parenting (including fostering and adoption)
- Children's Integrated Commissioning
- Relationships with Surrey schools
- Surrey Adult Learning (SAL)
- Home to School Travel Assistance
- The School Admissions
- Place planning
- SEND Inspection

RESOLVED:

That the Cabinet Member of the Month update be noted.

179/23 CLIMATE CHANGE PROGRESS ASSESSMENT 2022/23 [Item 11]

The Leader of the Council agreed to consider this item earlier on the agenda.

The report was introduced by the Cabinet Member for Environment who explained that Cabinet was being asked to note the findings within the assessment and approve the key areas of focus for next year as well as the approach to mitigate the evident shortfalls as set out in the conclusions. The Cabinet Member noted that It had been two years since the publication of the Delivery Plan [2] which set out to reduce between 1.2 and 2.4 million tonnes of carbon dioxide emissions by 2025, in line with Surrey's Climate Change Strategy [3]. The Cabinet Member said that, with a 34% reduction in emissions being achieved since 2019, the Council was on track to meet its 2030 net zero target. Further to this, the Council had reduced carbon emissions by 1 kilotonne through estate rationalisation and 6 kilotonnes from carbon reduction measures by March 2023. It had also delivered £2.8 M of annual bill savings, nearly £3.6 M of additional funding and 0.3 MW of solar

power. The Cabinet Member noted the key successes, as outlined in the report, and noted that the focus for next year was on solar energy.

The Cabinet Member concluded by stated that by working with multi-agency partners, across sectors, and with the council's own suppliers, the council would continue to use action on climate change and environment to deliver multiple benefits for the most vulnerable residents, Further to this the Cabinet noted the success of eco-schools in the county. The Leader added that there was a need for a clear and funded plan from central government to meet the target of net-zero by 2050.

RESOLVED:

1. That Cabinet note the findings and approve the key areas of focus for next year as well as the approach to mitigate the evident shortfalls as set out in the conclusions.

Reasons for Decisions:

Part of the council's net-zero commitments is to produce an annual report [1]; synthesising a substantial amount of national and local data to ensure we understand if carbon emissions are reducing in line with the net-zero targets. Whilst the scope has not changed, the progress report identifies where we need to focus our attention to address the most challenging areas and ensure the Delivery Plan is as impactful and cost effective as possible.

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

180/23 2024/25 DRAFT BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY TO 2028/29 [Item 8]

The report was introduced by the Leader of the Council who explained that the final Budget for 2024/25 would be presented to Cabinet in January 2024 and then Full Council in February 2024. Members noted that the overall outlook for 2024/25 was challenging as while budget envelopes were increasing, in line with projected funding levels, substantial increases in the cost of maintaining current service provision and increased demand were resulting in pressures increasing at a significantly higher rate than forecasted funding. The Leader outlined a number of spending efficiencies in place however noted that there was still a provisional budget gap of £13.5m for 2024/25 which would need to be closed before the budget was considered by Full Council. The Leader went on to highlight that there was financial pressure specifically in children's social care placements and Home to School Travel Assistance due to significant cost increases.

With regards to the capital budget, the Leader highlighted that aspirations remained high and that the Draft Capital Programme for 2024/25 – 2028/29 proposed ongoing investment in priority areas such as highways infrastructure, improving the condition of the council's property estate, creating additional school places which included for children with special educational needs and disabilities, the green agenda, transforming libraries and investing in adult social care accommodation with care and support. The Leader concluded by stating that the budget allowed the county council to be

fit for the future and supported and protected the county's most vulnerable residents.

The Cabinet Member for Finance and Resources commented that it was important to recognise the challenges but also to recognise that the budget would deliver positive improvements which would benefit residents, deliver statutory services, protect frontline services, and meet the objectives of the council to ensure that no one was left behind. The Cabinet Member also highlighted the significant engagement exercises which had taken place.

RESOLVED:

1. That Cabinet note the 2024/25 Draft Budget and Medium-Term Financial Strategy to 2028/29, including progress to date in setting out spending pressures and efficiencies, as set out in Annex A.
2. That Cabinet note the provisional budget gap of £13.5m for 2024/25 and the next steps required to close the gap.
3. That Cabinet note the proposed Draft Capital Programme for 2024/25 to 2028/29 of £1.9bn set out in Section 6 of the report and Annex B
4. That Cabinet note the summary of Resident Engagement and next steps set out in Section 9 of the report.

Reasons for Decisions:

In January 2024, Cabinet will be asked to recommend a Final Budget for 2024/25 to full Council for approval in February. The draft budget sets out proposals to direct available resources to support the achievement of the Council's corporate priorities, balanced against a challenging financial environment, giving Cabinet the opportunity to comment on the proposals and next steps.

The draft budget also provides an update on the Council's SWITCH (Surrey Way, Innovation, Transformation and Change) programme, setting out the medium to long term portfolio of redesign and transformational change that will enable greater financial sustainability for the Council.

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

181/23 SURREY SCHOOLS FUNDING 2024-25 [Item 9]

The report was introduced by the Cabinet Member for Children and Families, Lifelong learning who explained that the funding of all Surrey schools and the free entitlement to early years nursery provision was provided from the council's allocation of Dedicated Schools Grant (DSG). Each local authority was required to consult on and maintain local formula arrangements to allocate DSG to mainstream schools and early years providers. The Cabinet Member further highlighted that, in regard to Early Years, the proposals for principles to be adopted in the funding of early years in 2024/25 would be reported to Cabinet at a later date.

The Cabinet Member highlighted that the Safety Valve agreement included a 1% block transfer from the Schools' block DSG to the High Needs block in each year of the five-year term of the agreement. Although schools did not

have formal approval over the request, the Council was required to consult and share the outcome with the Secretary of State.

The Cabinet Member further noted that, following the Department for Education's (DfE) announcement that there had been an error in estimating the national total of 2024/25 pupil numbers in schools, resulting in lower formula rates, schools were advised that the council proposed to maintain the principles set out in the September consultation paper, but with a smaller increase in formula funding rates, in line with the changes made by DfE.

RESOLVED:

1. That the Council implements the Department for Education's (DfE) recommended Minimum Per Pupil funding Level in full;
2. That Cabinet approves the Schools Forum's formula recommendations for schools as set out in Annex 3, be approved; and the decisions in Annex 4 implemented;
3. That Cabinet approves the transfer of 1.0% (estimated at £8.2m) from the Schools' block DSG to the High Needs DSG (subject to approval by Secretary of State).
4. That delegated authority is given to the Director of Education and Lifelong Learning in consultation with the Executive Director of Children, Families and Lifelong Learning and the Cabinet Member for Children, Families and Lifelong Learning to approve amendments to the funding rates in the schools formula as appropriate, following receipt of the DSG settlement and DfE pupil data in December 2023. This is to ensure that total allocations to schools under this formula remain affordable within the council's DSG settlement.

Reasons for Decisions:

To comply with DfE regulations requiring formal council approval of the local funding formula for Surrey's primary and secondary schools.

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

182/23 COORDINATED ADMISSIONS SCHEME FOR SEPTEMBER 2025 [Item 10]

The report was introduced by the Cabinet Member for Children and Families, Lifelong learning who explained that the report was to ensure Surrey determined and published its coordinated admissions scheme for 2025 in accordance with the requirements of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations and the School Admissions Code. The Cabinet Member stated that the report was essentially unchanged from the previous year apart from a small point of clarification within Annex 1.

RESOLVED:

1. That Cabinet recommends that County Council approves the coordinated admissions scheme for 2025 in accordance with the requirements of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations and the School Admissions Code at its meeting on 12 December 2023.

Reasons for Decisions:

- The coordinated admissions scheme for 2025 is essentially the same as 2024 with dates updated
- There is just one point of clarification in paragraph 3 of the primary and secondary scheme (pages 3 and 9 of Annex 1), but this does not alter current practice
- The coordinated admissions scheme will enable the County Council to meet its statutory duties regarding school admissions
- The coordinated admissions scheme is working well
- The Local Authority has a statutory duty to publish its coordinated admissions scheme for 2025 by 1 January 2024
- The proposed scheme meets the statutory requirements of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code

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

183/23 APPROVAL TO PROCURE: SKILLS BOOTCAMPS [Item 12]

The report was introduced by the Cabinet Member for Highways, Transport and Economic Growth who explained that the skills Bootcamps helped Surrey County Council meet its strategic priority of 'Growing A Sustainable Economy So Everyone Can Benefit' and guiding mission 'No One Left Behind' through providing skills training to enable residents to access careers in sectors of the economy where there were skills gaps. Skills Bootcamps were an established model of addressing skills gaps in priority areas of the economy where there are recognised skills challenges and were funded by the Department for Education.

RESOLVED:

1. That Cabinet gives 'Approval to Procure' for the commissioning of Skills Bootcamps in Surrey up to the value of £2.325m for financial year 2024-25 in the priority sectors identified, should SCC be successful in its bid for Bootcamps.
2. That Cabinet approves the delegation of the appropriate procurement route to market and any contract award decisions to the Executive Director responsible for Economic Growth in consultation with the Cabinet Member for Highways, Transport and Economic Growth.

Reasons for Decisions:

Skills Bootcamps are an established mechanism for addressing skills gaps in key sectors of the economy. There is funding available from the Department for Education to cover the costs of delivery of Skills Bootcamps by local FE colleges and training providers, as well as Surrey County Council's setup and contract management costs.

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

184/23 2023/24 MONTH 6 (SEPTEMBER) FINANCIAL REPORT [Item 13]

The report was introduced by the Cabinet Member for Finance and Resources who provided the Cabinet with an update on the County Council's 2023/24 financial position, for revenue and capital budgets, as at 30th September 2023 (M6) and the expected outlook for the remainder of the financial year.

With regard to the revenue budget, local government continued to work in a challenging environment of sustained and significant pressures. At M6, the Council was forecasting an overspend of £0.9m against the 2023/24 revenue budget, after the application of the contingency budget. In addition to the residual overspend, £15.5m of net risks to the forecast position had been quantified, a reduction since month 5. The application of the contingency reduced the overall net forecast overspend position and enabled Directorates to focus on maximising the opportunities to offset further risks of overspends, in order to contain costs within available budget envelopes. Alongside this, the identification of these areas of focus, the Council had assessed the level of reserves, balancing the need to ensure ongoing financial resilience with the need to ensure funds were put to best use. The level of reserves held by the Council provided additional financial resilience should the residual forecast overspend not be effectively mitigated.

With regard to the capital budget, a capital budget reset was approved by Cabinet on 31 October 2023, to ensure that the budget reflected spend profiles more accurately, taking into account known delays, additional in-year approvals and reflecting the current supplier market and wider economic conditions impacting on programme delivery. At month 6, capital expenditure of £267.7m is forecast for 2023/24, a variance of £0.4m to the re-set budget of £267.3m.

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)

Meeting closed at 3.30 pm

Chairman

This page is intentionally left blank

**REPORT OF THE COMMUNITIES, ENVIRONMENT & HIGHWAYS SELECT
COMMITTEE**

Item under consideration: Surrey RoadSafe Vision Zero Road Safety Strategy 2024 to 2035

Date Considered: 4 December 2023

The Community, Environment and Highways Select Committee received a report on the **New Draft Vision Zero Road Safety Strategy and 20 mph Speed Limit Policy**. The report was presented by the Cabinet Member for Highways, Transport and Economic Growth.

In advance of receiving this report the Committee held a private evidence gathering session on 5 October to hear the views and experiences of key stakeholders and to learn from the experience of others in implementing new 20mph speed limit policies. External stakeholders including the Police and representatives from the campaign group 20s Plenty were present. The session was held in private to allow for frank and honest discussion. A note of this session is included at the Annex.

In considering the new draft Road Safety Strategy and 20mph Speed Limit Policy, the Select Committee, inter alia, noted that:

1. To realise the ambition of the Vision Zero road safety strategy there needs to be an enhanced focus on reducing speeds in town centres, residential areas, and village centres, especially near schools, where the exposure to risk for people walking, wheeling, and cycling is greater. Nearly half of all Surrey's road casualties (49%) are located on 30 mph speed limit roads most of which are in built up areas. In addition, 81% of pedestrian casualties and 69% of cycling casualties took place on 30 mph speed limit roads.
2. One of the central aims of the new strategy is therefore to allow greater flexibility to implement more 20 mph speed limits across a greater number of Surrey's roads, especially in town centres, village centres, residential areas and near schools where people want them. This will help reduce

casualty numbers and the high number of pedestrian and cyclist casualties on Surrey roads.

3. The proposed approach is pragmatic and designed to be flexible. Resident support for 20mph will need to be demonstrated and decision-making kept as local as possible. Blanket roll-out is not proposed.
4. The approach has been refined to address Police concerns that additional enforcement measures will place pressure on limited enforcement processing capacity and that a signed-only approach might not always be enough to change behaviour. The proposals are supported by the Fire and Police Service.
5. Under the proposed new model, physical traffic calming measures will only be required where the mean average speed is 28mph or above. Below that 20mph can be implemented with light touch accompanying measures such as vehicle-activate signs (VAS) and carriageway roundels or *signed only* 20mph where the mean average speed is below 24mph. This is a change from the existing policy under which physical traffic calming measures are required above 24mph.
6. A range of funding streams are available including additional funding of £2.5m for road safety, ITS scheme funding, and Members' highway maintenance allocations which are rising to £120k per annum. The exact size of public appetite and requirement is not yet clear however the expectation is that demand will be high.
7. There is more work to be done to work out the detail of the local consultation and decision-making process and that officers accept the risk that this new process could prove lengthier than the existing one. Officers highlighted the importance of introducing 20mph limits where they have the support of local communities and the greatest chance of success without enforcement measures.

After detailed discussion and noting the responses to its key lines of enquiry, the Select Committee agreed the following conclusions and recommendations for Cabinet to consider.

RESOLVED

That the Communities Environment and Highways Select Committee:

- I. Notes that Surrey has some of the highest numbers of pedestrian and cycling road casualties of any local authority in Great Britain and welcomes the draft Vision Zero Road Safety Strategy aimed at reducing fatal and serious collisions to zero by 2050. Further Welcomes the collaborative approach that has been taken and that the Strategy has been developed in partnership with Surrey Police (including the Police and Crime Commissioner), Surrey Fire and Rescue and National Highway colleagues.

- II. Supports the new target for reducing collisions by 50% by 2035 (and to zero by 2050) and the new 20mph policy which allows greater flexibility to implement more 20mph speed limits across Surrey where they are supported locally. Further supports the principles underpinning the new approach including that:
 - The focus should be on reducing speeds in town centres, residential areas, village centres and near schools.
 - That any new speed limit must be supported by local people and the local County Councillor.
 - and that requirements or expectations for additional enforcement by Surrey Police should be carefully managed.

- III. Is concerned over the available funding to meet the demand to implement more 20mph speed limits which is likely to be high and asks that further work is done to review and clarify funding arrangements including the funding position for each County Councillor (who will be responsible for making the final decision on whether to proceed with schemes in his/her area under the new policy). This should take account of the Integrated Transport Scheme budget for County Councillors and other available sources. Consideration should be given

to granting more flexibility to Councillors on how they choose to use their Members Highways Allocation.

5

IV. Urges further work to clarify the process of local community engagement including how to determine adequate levels of engagement and support to approve a scheme plus the process for agreeing schemes with RoadSafe Partners, and how any conflict will be managed. Expresses concern that the approach set out might in fact prove more onerous than the existing one, making 20mph more rather than less difficult to achieve.

V. Asks that clarity on this and the funding position above be brought back to the Committee in Spring/Summer 2024 following completion of the public consultation.

Johnathan Hulley

Chairman, Communities, Environment & Highways Select Committee

COMMUNITIES, ENVIRONMENT AND HIGHWAYS SELECT COMMITTEE

PRIVATE COMMITTEE SESSION ON 20MPH

Item under consideration: NEW 20 MPH SPEED LIMIT POLICY FOR SURREY

Issue:

1. On 5th October the Communities, Environment and Highways Select Committee held a private information gathering session on the development of a new 20mph speed limit policy for Surrey.
2. The session was attended by Council Transport Officers, Cabinet Members, the Police and representatives of the campaign group *20s Plenty*. A written submission was provided by Surrey Fire and Rescue Service as well as input from the Police and Crime Commissioner. A list of attendees is provided at the Annex.
3. This report provides an overview of the discussion along with key findings and interim conclusions of the Select Committee.

Recommendation/Action:

- For the report to be circulated for information to relevant Cabinet Members and Officers.
- For the report to inform iCab consideration of the revised draft policy on 21 November 2023.

Findings:

4. Fatal and serious collisions have not reduced in Surrey over recent years. Surrey has among the highest number of pedestrian and cyclist road casualties of any local authority with the majority taking place on 30mph speed limit roads. In 2022 Surrey was the second worst in the country for deaths and serious injuries.
5. When collisions occur at 20mph 90% survive and at 30mph around 40% survive. There is good evidence that reducing vehicle speeds reduces the severity and impact of collisions and can help to encourage more walking, wheeling, and cycling.
6. 20mph speed limits form part of a wider Vision Zero and Safe System approach to road safety which incorporates 5 elements: Safe Speeds, Safe road users and behaviours, Safe roads and streets, post collision care and safe vehicles. The County Council (including SFRS), Surrey Police, the Police and Crime Commissioner for Surrey, and National Highways are collaborating to develop a new partnership road safety strategy.
7. Surrey's aim is to
 - develop a flexible and targeted approach with 20mph speed limits introduced where they are judged to be **credible** and successful at reducing speed, **appropriate** for the local highway and **supported locally**.
 - to focus 20mph in certain priority areas and types of locations such as schools and village centres (where also appropriate and locally supported).

- To introduce limits where a reduction in speed is credible and successful without the need for enforcement or significant supporting measures (although supporting measures will be necessary in some areas). “**Lower speeds in the right places**”:
8. Enforcement processing capacity is already stretched, and additional enforcement measures would place further pressure on limited resource. A commensurate increase in Roads policing resource or back-office processing capacity is unlikely in the current environment in the short to medium term.
 9. In the Police’s view enforcement measures such as static or mobile cameras should not be routine. 20mph should be self-enforcing / ‘self-policing’ as far as possible with limits introduced where they have the support of local communities and the greatest chance of success without enforcement measures. Concerns were expressed that a signed-only approach might not always be enough to change behaviour and that additional traffic calming or other environmental measures may be necessary to achieve reductions in speed where 20mph is introduced.
 10. Existing national ACPO speed enforcement guidelines recommend locations are surveyed after implementation to measure the success of speed reduction interventions. If unsuccessful, further consideration of suitable alternative measures should take place and be implemented until successful speed reduction is achieved. The Police continue to support this approach for signage supported by environmental changes such as road markings or traffic calming, where necessary.
 11. Surrey Fire and Rescue Service support a data-driven and evidence-led approach to introduction of 20 mph where appropriate based on a robust assessment of benefits and impacts. The impact of 20 mph speed limits on emergency response should be factored in including the speed emergency vehicles can travel and ease of progress where there are limited pass points in urban areas. Where implemented, the impact of 20 mph speed limits should be regularly reviewed and evaluated.
 12. There are benefits in taking a holistic approach to implementation which considers the surrounding area as opposed to implementation street by street, or in the immediate vicinity of a hospital or school. Risk and speeds may be higher on more peripheral and less congested routes such as the journey to school from a neighbouring residential area.
 13. ‘20s Plenty for Us’ supports local communities in asking for 20mph speed limits where people work, live, learn, shop and play. Having analysed what has worked in other parts of the UK including Scotland and Oxford, *20s Plenty* advocate:
 - An approach tailored for Surrey: Half of all Local Authorities in UK are committed to 20mph on most residential streets but all are taking a different approach. Important to find an approach that is appropriate for Surrey and which suits its unique mix of urban and rural communities.
 - Not a blanket approach but focused where there is community support.
 - Targeting a wider surrounding area, not just individual streets: Many of the benefits are to be found in reducing speeds and road traffic accidents on surrounding roads.
 - Making certain types of areas the norm for roll-out such as schools, town centres and residential streets, then working out the exceptions.
 - Setting a central budget for implementation.

14. Research shows that 20mph speed limits reliably reduce speeds even where they are signed-only, although not necessarily by the full amount (e.g. reductions of 2-6mph where speed limit is reduced from 30mph to 20mph); and that speeds reduce even without enforcement as one slower driver helps others to comply.

Committee Conclusions:

That the Communities Environment and Highways Select Committee:

- I. Supports the current direction of travel in policy terms, specifically development of a flexible approach to the implementation of 20mph where credible, appropriate and supported locally.
- II. Supports the location-based approach with principles around the types of locations that should be considered as a priority for 20mph (e.g. schools, village centres)
- III. Notes that increasing enforcement of 20mph could place additional pressure on already stretched police road safety resource and back-office processing capacity and also on the courts.

JONATHAN HULLEY

Chairman of the Communities, Environment and Highways Select Committee

20MPH PRIVATE COMMITTEE SESSION ATTENDEES

- Assistant Chief Constable Sussex Police Simon Dobinson, Head of Operations Command (Joint with Surrey Police)
- Kevin Deanus, Cabinet Member for Highways and Community Resilience
- Matt Furniss, Cabinet Member for Transport, Infrastructure and Growth
- Katie Stewart, Executive Director for Environment, Transport and Infrastructure
- Paul Millin, Strategic Transport Group Manager
- Lucy Monie, Director, Highways and Transport
- Duncan Knox, Road Safety & Sustainable School Travel Manager
- Adrian Berendt, 20s Plenty
- Alistair Bayliss, 20s Plenty
- CEH Select Committee Members: Catherine Baart, Stephen Cooksey, Jonathan Hulley (Chairman), Andy Macleod, Lance Spencer (Vice-Chairman), Steve Bax (Vice-Chairman), Richard Tear, Buddhi Weerasinghe, John Beckett

This page is intentionally left blank

REPORT OF THE COMMUNITIES, ENVIRONMENT & HIGHWAYS SELECT COMMITTEE

Item under consideration: SURREY FIRE AND RESCUE SERVICE PERFORMANCE REPORT & HMICFRS INSPECTION

Date Considered: 4 December 2023

The Community, Environment and Highways Select Committee received a report on the Surrey Fire and Rescue Service Performance Report & HMICFRS Inspection. The report was presented by the Cabinet Member for Fire and Rescue, and Resilience and the Chief Fire Officer, Dan Quin.

In considering the report, the Select Committee noted that:

- The service was given a *Cause of Concern* in relation to the service's Risk-Based Inspection Programme (RBIP). Immediate action has been taken to address this Cause of Concern and an action plan was developed and shared with HMICFRS in October 2023. The HMICFRS report found that out of the eleven areas assessed one was graded as *good*, three areas were graded as *adequate* and seven areas graded as *requires improvement*. Twenty-four Areas for Improvement (AFI) have been identified and these have been brought together into the service's Inspection Improvement Plan (IIP). Since submission of the Inspection Report the Service are working closely with their HMICFRS service liaison lead who has reviewed both the *Cause of Concern* action plan and the Inspection Improvement Plan and reported that both are comprehensive and should address the issues highlighted in the report. The Inspection Improvement Plan will be developed and refined further over the coming weeks to ensure the service maintains a focus on the key actions required to meet the recommendations.
- The outcome of the inspection was disappointing for the service but has had a galvanising effect. There is momentum and commitment across the service to seeking further change and improvement. A revised RBIP has been developed covering which prioritises 2955 Very-High and High-Risk sites across Surrey. A new requirement for highest risk sites to be visited annually has been introduced. The new RBIP has been peer reviewed by the National Protection Policy and Reform Unit (PPRU), which sits within the National Fire Chiefs Council, and locally by West Sussex Fire and Rescue Service.

- Additional monitoring and scrutiny arrangements have been put in place including weekly meetings with the Cabinet Member and monitoring by the Place and Communities Board. Some changes have been made at a strategic leadership level to improve oversight, governance and monitoring within the organisation.
- A new Prevent and Protect software solution is being developed and rolled out. This will ensure firefighter's have the most up to date risk information available to them. The system connects premise information with operational risk information alongside service prevention and protection activities. Delivery of this IT project forms a vital part of the improvement plan and will be critical to improving workforce efficiency. The Fire and Rescue Service is confident, with the support of IT colleagues, that this and other aspects of the ICT strategy can be delivered.
- Prosecution rates have improved. Five Prohibition Notices have been issued since April 2022. Work has been undertaken to improve the robustness of processes to support enforcement action and prosecution where appropriate including improved engagement with the Council legal department. The Chief Fire Officer noted that enforcement action and Prohibition Notices do not always lead naturally to a prosecution and that prosecutions are quite rare. The outcome of any prosecution is to satisfy the Regulatory Reform (Fire Safety) Order and that premises are safe.
- HMICFRS will return in February 2024 for a four-day visit, which will include talking to the protection officers, reviewing the *Cause of Concern* action plan and conducting interviews with the Heads of Service and Fire Station-based staff. Following this visit a decision will be taken as to whether the *Cause of Concern* is closed. The Chief Fire Officer paid tribute to the incredible and ongoing work of committed members of Surrey Fire and Rescue Service staff.

After detailed discussion and noting the responses to its key lines of enquiry, the Select Committee agreed the following conclusions and recommendations for Cabinet to consider.

RESOLVED

That the Communities Environment and Highways Select Committee:

- I. Expresses appreciation of the efforts of Surrey Fire and Rescue Service and notes ongoing public support for the service and improvements that have been made to bring about a positive working culture.
- II. Expresses concern over the number of areas for improvement identified in the HMICFRS inspection and in particular the general lack of performance management and oversight within protection that is identified. This affects productivity and effectiveness. The Select Committee urges Officers to ensure there is clear direction and guidance to staff on prioritising risk and targeting activity; better performance management and quality assurance to ensure high risk premises are inspected in agreed timeframes; and audits carried out to a consistent and acceptable standard, whilst also maintaining the good progress that has been made in other areas.
- III. Echoes the concern of HMICFRS that only one prosecution was carried out in the five years from 1 April 2017 to 31 March 2022 and that the service doesn't consistently use its full range of enforcement powers or take appropriate opportunities to prosecute those who don't comply with fire safety regulations. The Select Committee notes that prosecution rates have improved since April 2022 and urges the Cabinet Member for Fire and Rescue, and Resilience to keep this issue under review; to ensure that the service's relationship with the Council legal team is effective and that adequate support is provided to enforce fire safety legislation.
- IV. Notes that HMICFRS identifies a number of areas where poor ICT systems are limiting productivity and operational effectiveness (e.g., where records cannot be adequately updated due to system constraints) and even outdated reliance on several paper-based systems which are inefficient and hinder productivity. The Select Committee urges a review of the adequacy of existing systems in supporting and maximising operational efficiency and effectiveness and a check on deliverability of the ICT Strategy to determine whether it remains fit for purpose and whether the Service has the capacity and capability to complete these projects.

Johnathan Hulley

Chairman, Communities, Environment & Highways Select Committee

This page is intentionally left blank

REPORT OF THE COUNCIL'S SELECT COMMITTEES

Item under consideration: **SCRUTINY OF DRAFT REVENUE & CAPITAL BUDGET 2024/25 AND MEDIUM-TERM FINANCIAL STRATEGY TO 2028/29**

5

Date Considered: 4 - 8 December 2023

- 1 The four Select Committees of the Council share responsibility for the scrutiny of the Council's budget. Each Committee held a public meeting in early December to consider the most up-to-date iteration of the draft revenue and capital budget 2024/25.
- 2 The budget scrutiny process in 2023 was revised from previous iterations. This year Finance, in conjunction with Cabinet Members, Executive Directors and Corporate Strategy and Policy, provided two full Committee briefings on the assumptions and emerging plans for Directorate revenue and capital budgets for each Select Committee.
- 3 In addition to the two briefings held in July and October 2023, Select Committees formed sub-groups to look at key areas of their remits in greater detail with support from Finance and Service Officers. It was envisaged that these sub-groups would begin the formulation of recommendations to Cabinet on their chosen areas. However, the testing and drafting of these recommendations took longer than anticipated and they could not be provided to the 28 November 2023 meeting of Cabinet. Reporting of recommendations to Cabinet has though, taken place earlier than in previous years by coming to its December meeting rather than its January meeting as before creating a greater opportunity to influence the draft budget recommended to Council by Cabinet.

Table of Deep Dive Work

Select Committee	Deep dive topics
Adults and Health	<ul style="list-style-type: none">• Demand Management• Assessed Fees and Charges in Adult Social Care• Direct Payments
Children, Families, Lifelong Learning and Culture	<ul style="list-style-type: none">• Children Looked After Placements• Home to School Travel Assistance• SEND
Communities Environment and Highways	<ul style="list-style-type: none">• Task & Finish Group Outcomes & Costs• Parking and Waste Services: Income Opportunities• Capital Programme
Resources and Performance	<ul style="list-style-type: none">• Rationalising Council Offices and

	Empty Buildings <ul style="list-style-type: none"> • Recruitment and Retention
--	---

- 4 Alongside the work done by the Select Committees, the informal Budget Task Group regularly reviewed in-year budget monitoring data. Furthermore, the Budget Task Group scrutinised aspects of budget setting this year. The Task Group, chaired by Catherine Powell and made up of the four Select Committee Chairs plus representatives from all the political groups at the Council considered items on the revised transformation programme, the Equality Impact Assessment (EIA) process, payments to Foster Carers and on demand transport plus the draft 2024/25 capital programme in detail.
- 5 When reviewing the draft budgets as presented by Cabinet Members and Executive Directors scrutineers sought to understand assumptions that underpin the figures, to probe the risks associated with efficiencies and to be sure that the budgets reflect resident and service-user priorities.
- 6 Brief summaries of the scrutiny undertaken by each Select Committee and the recommendations made at those public meetings are detailed below. Full minutes of the meetings will be available after Cabinet has taken place.

Adults and Health Select Committee:

1. The Committee raised the financial resilience of district and borough councils in Surrey and the risk that could be posed to their discretionary service delivery that complement the work of the Council's Adult Social Care. Officers advised that this Council does contribute funding for local services such as meals on wheels, handymen and technology enabled care. The Cabinet Member for Adult Social Care reiterated the Council's commitment to work collaboratively with its district and borough council partners.
2. Members challenged the ambition behind the extra care programme to deliver enough units for those in need. The Cabinet Member for Health and Wellbeing, and Public Health was confident in the level of ambition and commented that the Council wanted to provide exemplary housing and not simply high volume while complying with the requirements of the Care Quality Commission on the size of dwellings.
3. The Committee highlighted the opportunities for transformation of adult social care services and possible future efficiencies to be realised

through technology that could help mitigate rising demand for adult social care services in the county.

4. There was discussion on the difficulty of recruiting and retaining social workers including the potential for the Council to offer key worker housing. The Committee recognised the important work of social care staff and wanted the Council to do what it could to promote the value of care staff.
5. The Committee registered its disappointment in the minimal increase of 1.2% to the Public Health Grant and the negative impact of this funding level on the preventative approach the Council wishes to take to protect residents' wellbeing.

Children, Families, Lifelong Learning & Culture Select Committee:

1. The Committee scrutinised the impact of the proposed reduction in grant funding for organisations in the Voluntary, Faith and Community Sector (VCSF) given the importance of the services they provide on behalf of the Council. The Select Committee agreed to a recommendation that called for this proposal to be revisited. Witnesses did advise that no funding would be lost this year as this would be a transition period where an one-off, off-set fund was in place before reductions happened.
2. Witnesses were challenged on the likelihood of achieving the £9m of efficiencies identified in the Children, Families and Learning Directorate. Reassurance was offered by witnesses on the red and amber rated efficiencies as work was ongoing in these areas to model and analyse these proposals. Regarding the red-rated efficiencies witnesses acknowledged that these were ambitious in certain aspects and there was a big programme of work, but the key area of risk identified was the £1m of inflation management, given the inflation levels seen in 2023/24 and the knock-on effects that could have on 2024/25. There was £300K in the procurement plan that was still to be identified and how it could be achieved.
3. Members questioned the assumptions behind the proposed 10% reduction in spending on contracts. The Committee was advised that through efficient commissioning the Service expected to realise a base budget reduction in contract values of 10%. Inflation was built into the Medium-Term Financial Strategy for all the contracts let by the Service.
4. A Member raised the issue of high number of outstanding Education, Health & Care Plans (EHCPs) and the impact that could have on Home to School Travel Assistance spending. Officers advised that there was growth modelled of £7.3m over the MTFS that aligned with historic numbers of new EHCPs.
5. The Committee referenced its recommendation that short break services be protected but that was not present in the draft budget. The Cabinet

Member for Children and Families, Lifelong Learning emphasised the need to meet statutory obligations and those with the greatest needs within the constraints of the Council's budget. The Committee emphasised the importance of non-statutory services and the impact on early intervention and prevention efforts.

Communities, Environment and Highways Select Committee:

1. Witnesses were questioned about the impact on services of making efficiencies and were assured that this would be achieved through transformation, raising income and getting the best value out of contracts. The Cabinet for Highways, Transport and Economic Growth mentioned meetings with the Department for Transport to highlight the need to include the usage and amount of traffic on Surrey roads as part of the funding formula for highways as the Committee had stated that the state of highways and pavements was a high priority for Surrey residents.
2. The Cabinet Members were asked to comment on the affordability of the unfunded capital borrowing and particularly for highways. The Committee were advised that the Cabinet had reviewed the capital programme for affordability and sustainability. The Cabinet Member for Finance and Resources made the point that making reductions in the capital programme would not necessarily have significant revenue implications for the 2024/25 budget and the current budget gap. The Committee was told about the recently announced additional funding guaranteed for two years that would come from the cancellation of the High-Speed Rail 2 project.
3. The ongoing affordability of Your Fund Surrey was raised. The Committee was told how the Fund had been reduced from the initial £100m to figures of £60m and now £40m with the criteria continually reviewed. The Committee was advised that there were hundreds of projects in the pipeline, many of which proposed environmental benefits, but that the budget envelope allocated to You Fund Surrey was considered adequate.
4. The funding for the outcomes of the Task & Finish work done in the Environment, Growth and Infrastructure Directorate was raised with officers assuring the Committee that adequate funding was in place for the critical task of road maintenance. The outcomes of the Task & Finish work should be seen as an enhancement to existing arrangements and incorporated into the budget accordingly.

Resources and Performance Select Committee:

1. The Committee questioned witnesses of increased fees and charges. They were told that there was an expected 4% increase in fees and charges. The view was that for discretionary service, such as venue hire, the general taxpayer should not be subsidising these costs.
2. The Committee referenced the contract management pilot that took place in the ETI Directorate and the implications for other Directorates. They were advised that the focus had been on medium value contracts and optimising value by supporting managers through procurement processes. The Committee requested a briefing on the contracts that had been reviewed and any outcomes.
3. The Committee raised the issue of finding Reinforced Autoclaved Aerated Concrete (Raac) in the Council Estate. In Land and Property, the Council had added the additional year of the maintenance programs and also reflected latest inflationary impact on maintenance. However, there was nothing specifically in the budget for Raac. Land and Property colleagues explained that there was not an additional line in the budget for Raac costs or a contingency but over the next six months there would be a lot of condition surveys across the estate. Any additional capital costs would be subject to business cases and prioritization in the normal way.
4. The Chairman asked about the potential capital costs of the review into the accessibility of the main Council office buildings and plans to enable disabled people to gain employment at the Council. On the latter the Committee was told that £6m had been secured from the Department for Work and Pensions to help adults with long terms conditions and disabilities into work. The Council had also committed £200K to other organisations to provide employment support and had worked with the Surrey Coalition of Disabled People to map the employment support options available. On the former issue, these costs were being costed with Officers suggesting a return to the Committee in March 2024 for scrutiny. However, the Deputy Leader of the Council did comment that the recommendations from the Coalition were relatively modest in terms of their likely cost.
5. The Committee sought assurances on the plans to deliver IT projects particularly the two Customer Relationship Management systems in the light of the difficulties experienced when procuring and implementing the new Enterprise Resource Planning software (MySurrey) in 2023.

Recommendations to Cabinet:

Adults and Health Select Committee

1. Given the known trends for rising demand for services and rising costs, it is the view of the Select Committee that a major transformation project is needed based around the objective set in Section 2 of the Care Act 2014 of “Preventing needs for care and support” by:
 - Developing community based approaches to keeping residents healthy and in their own homes;
 - Reducing the overall market demand for high-cost care services by refocusing efforts on prevention;
 - Maximising the use of Technology Enabled Care including making the service available Surrey-wide as soon as possible for both self-funders and Surrey funded service users;
2. Recommends that the Cabinet Member for Health and Wellbeing and Public Health commits to work with Government and other agencies to raise the image of caring careers and the pay and salaries in the care industry.

Children, Families, Lifelong Learning & Culture Select Committee:

1. In order to give the voluntary sector stability, Cabinet should increase funding to VCSF organisations in the Medium-Term Financial Strategy in line with inflation and outline how it can offer the organisations longer term stability. These organisations play a crucial role in enabling and empowering communities and voluntary sector organisations.
2. The aspiration of prevention should be supported by restoring the £0.37m play and leisure short breaks cut from the 2023/24 budget, which has had significant detrimental repercussions on some of the most vulnerable families. This is in addition to applying for the Department for Education’s Short Breaks Innovation Grant, which supports new and complementary short breaks services. It should be noted that the DoE funding, if awarded, would not replace the play and leisure short breaks which were cut in 2023/24.
3. Rather than being classed as an overspend, the £16.3m 2023/24 pressures identified as historic (in Children Looked After placements, home to school travel assistance, Special Guardianship Order rates, children with disabilities packages of care, care leavers) should be incorporated into the CFLL budget envelope going forward.
4. If the Council is to stay on track with “getting to good” whilst meeting demands for statutory services and supporting the ambition of “no one left behind”, the CFLL budget envelope for 2024/25 should increase to £283.91m.

This comprises:

- 249.8m opening budget

- + 39.9m pressures
- + £0.37m play and leisure restoration
- - £6.16m for the green and 60% of red and amber identified efficiencies that the Committee considers are likely to be achieved.

A smaller budget risks both the “getting to good” strategy and the guiding principle of the 2030 Community Vision that no one is left behind.

5. Should any proposals to make changes to the delivery of adult education result from the current review of cost to run the Council’s sites versus fees earned, there should first be a full and formal exploration of how any changes would impact residents’ access to community learning and adult skills. This recommendation is made in the context of the Council’s strong commitment to deliver the Surrey Skills Plan and promote skills and education to grow a sustainable economy, together with the proposed Level 2 County Deal which would devolve Adult Education functions and the core Adult Education Budget to the Council.

Communities, Environment & Highways Select Committee:

1. Supports in broad terms the budgetary approach set out in the slides shared with the Committee including the directorate efficiency proposals and the broad goal to achieve efficiencies without any reduction in service or visible impact to residents over the immediate 24/25 financial period and in future years.
2. Supports the Capital programme which remains ambitious, specifically the ongoing investment in highways and roads improvement, flooding and drainage schemes and greener futures programmes.
3. Notes that revenue funding gaps persist particularly in relation to the Environment, Transport and Infrastructure budget where a further £8m reduction is still to be found. Notes with some concern that this gap does not reflect the full £8.7m required to fully implement the Task & Finish group recommendations although it does reflect the lower investment amount of c. £5m to address this work.
4. Further notes the results of the public engagement consultation and feedback to Councillors which shows that better roads and pavements is of the highest priority to residents; and therefore, recommends that spending on protecting our highways assets and infrastructure should be prioritised in line with residents wishes and priority given to plugging this funding gap in further budget discussions.
5. Supports continued investment in ITS schemes to improve Road Safety and urges Cabinet to remain focused on the need to reduce deaths and injury on Surrey’s roads and for funding to be looked at for future years.
6. Highlights that tackling climate change remains a high priority for residents as evidenced by the Surrey Says open survey exercise and

urges Cabinet to ensure this continues to be reflected in budget planning over the MTF period as further cuts are sought.

Resources and Performance Select Committee

5

1. Recommends that People and Change undertake a study to forecast how much will be needed in 2024/25 for reasonable adjustments for employees' equipment, taking into account historic demand, and on that basis a centralised budget is set that accommodates demand in full.

2.
 - (a) Sufficient funding is made available to resolve reasonable adjustments, taking all factors into account, identified by the tours of Woodhatch, Dakota and Fairmount House with Surrey Coalition of Disabled People in autumn 2023. This is in order to demonstrate its status as a Disability Confident employer, to support the guiding mission of "No One Left Behind" and to make a reality of the recruitment of people with disabilities and the ambition to have a workforce that better reflects the diverse needs of residents. An update on costing and progress will be brought to the Select Committee's March 2024 meeting.

 - (b) These adaptations to Council offices are carried out at the latest by the end of the 2024/25FY.

3. The corporate hubs and satellite offices involved in the agile office estate strategy, including disposals and business cases for acquisitions, are overseen by the Cabinet Member for Property and any departure from the strategy should be subject to Cabinet approval. The Committee notes that the agile office strategy represents a reduction in offices and recommends this approach is kept firmly on track.

4. In order to avoid significant annual revenue costs, Consort House in Redhill and Bittoms car park in Kingston, redundant since the move to Woodhatch Place, are disposed of without further delay.

5. Due to the Committee's concerns at the problems associated with the DB&I My Surrey project including overrun and overspend, in order to eliminate or minimise unplanned budget overspend, reputational damage, inadequate requirements and insufficient stakeholder engagement, the specification for the proposed replacement for the two Customer Relationship Management (CRM) systems should be brought to Select Committee, along with consultation with service users, at the earliest opportunity. Full lessons learned from MySurrey should be considered before awarding a new CRM contract.

Fiona Davidson
Chair - Children, Families, Lifelong
Learning and Culture Select
Committee

Bob Hughes
Chairman - Resources and
Performance Select Committee

Trefor Hogg
Chairman - Adults and Health Select
Committee

Jonathan Hulley
Chairman - Communities,
Environment & Highways Select
Committee

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE:** 19 DECEMBER 2023**REPORT OF:** N/A**LEAD OFFICER:** JOANNA KILLIAN, CHIEF EXECUTIVE**SUBJECT:** LEADER/DEPUTY LEADER/CABINET MEMBER/ STRATEGIC INVESTMENT BOARD AND COMMITTEE-IN-COMMON DECISIONS TAKEN SINCE THE LAST CABINET MEETING**SUMMARY OF ISSUE:**

To note the delegated decisions taken since the last meeting of the Cabinet.

RECOMMENDATIONS:

It is recommended that the Cabinet note the decisions taken by Cabinet Members since the last meeting as set out in Annex 1.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The Leader has delegated responsibility for certain executive functions to the Deputy Leader and individual Cabinet Members and reserved some functions to himself. These are set out in Table 2 in the Council's Scheme of Delegation.
2. The Leader has also delegated authority to the Strategic Investment Board to approve property investment acquisitions, property investment management expenditure, property investment disposals and the provision of finance to its wholly owned property company, Halsey Garton Property Ltd.
3. Delegated decisions are scheduled to be taken on a monthly basis and will be reported to the next available Cabinet meeting for information.
4. **Annex 1** lists the details of decisions taken since the last Cabinet meeting.

Contact Officer:

Huma Younis, Committee Manager, huma.younis@surreycc.gov.uk

Annexes:

Annex 1 – Delegated Decisions taken

Sources/background papers:

None

This page is intentionally left blank

Annex 1

STRATEGIC INVESTMENT BOARD- 05 DECEMBER 2023

1. STRATEGIC INVESTMENT BOARD ANNUAL REPORT 2022/23

RESOLVED:

1. That the Strategic Investment Board Annual Report is endorsed and the reports are presented to Cabinet on 30 January 2024.

Reasons for Decisions:

To inform the Council about the activities of the Strategic Investment Board.

The Strategic Investment Board has been established in accordance with best practice governance to ensure effective oversight and alignment with the strategic objectives and values of the Council.

CABINET MEMBER FOR HIGHWAYS, TRANSPORT AND ECONOMIC GROWTH – 28 NOVEMBER 2023

2. BUS SERVICE IMPROVEMENT PLAN PLUS (BSIP+) GRANT INVESTMENT DECISIONS

Resolved:

The Cabinet Member agreed:

The prioritised programme for the application of the Bus Service Improvement Plan Plus (BSIP+) grant and the allocations of funding to the identified priority areas; and

The reporting process to the Department for Transport on delivering against our priorities through the application of Bus Service Improvement Plan Plus (BSIP+) grant.

Reasons for decision:

These recommendations are necessary to facilitate the allocation and spend of the allocated BSIP+ grant.

They will also ensure that the processes for reporting back to the DfT are clearly defined and in place to provide assurance around how the funding is being spent and any assessment of impact on passenger growth.

**CABINET MEMBER FOR CHILDREN AND FAMILIES, AND LIFELONG LEARNING – 28
NOVEMBER 2023**

3. Proposal to lower the age range of Hurst Green Infant School and Nursery

Resolved:

The Cabinet Member for Children, Families and Lifelong Learning determined the Statutory Notices approving the proposal without modifications to lower the age range at Hurst Green Infant School and Nursery.

Reasons for decision:

The nursery is currently meeting a need identified through the Surrey County Council Childcare Sufficiency assessment. The proposed change will incorporate the current nursery provision as part of the maintained school. This will enable the school to build on and strengthen the arrangements already in place and provide a joined-up approach for all children from 2 to 7 years old.

As nursery children will be on roll as part of the whole school, the systems and processes will be streamlined, enabling the school to deploy our resources across the nursery and school to ensure that every child realises their potential.

4. SEND AND AP CAPITAL PROGRAMME BUDGETS (PART 2 REPORT)

Resolved

The Cabinet Member approved the recommendations.

See exempt minute [E-17-23].

Reasons for decision

See exempt minute [E-17-23].

Name: Matthew Furniss, Cabinet Member **Portfolio:** Highways, Transport and Economic Growth

Highways: We were pleased to welcome the Secretary of State for Transport, Mark Harper, and several officers from the Department of Transport to our highways depot in Merrow on 13th October, where they were shown our new gritting fleet, including a fully electric gritter which is being trialled this winter. They were also taken on a site visit to see in action how we have started to carry out larger patches, rather than filling individual potholes in some circumstances, to improve the resilience of our road network.

Following our investment of nearly £300m in repairing and improving Surrey's roads over the five-year period (2023 – 2028), which is only partially covered by existing DfT grants, we were pleased by the government announcement on 17th October that [additional funding for highway maintenance](#) will be provided for the next 11 years. This additional funding over the next two years (£2.6m per annum) will help us to deliver our targeted investments.

We know that well-maintained road and pavement surfaces are highly important to our residents and as well as making journeys smoother and safer, can encourage more people to walk, cycle and rely less on their cars. We therefore will continue to ensure that every penny of available funding goes straight into delivering immediate improvements for our residents and others that travel through our county.

Horizon Update: Our teams are making good progress on the Road and Pavement Horizon programmes with around 70% of this years programmes now complete. Our other planned programmes of works on highway assets such as bridges, traffic signals and safety barriers are also progressing well.

The teams have started carrying out site visits for schemes on the provisional 2024/25 programmes so that they can be designed, planned, and programmed in advance of the new financial year.

When we include the other road and pavement programmes, such as the programmes determined in-year, we will be delivering between 800 and 1000 road and pavement schemes this year and the same volume again next year. This is a significant increase compared to the number of schemes carried out in previous years and both our staff and our contractors have been working very hard to deliver this significant volume of works.

We have trialled a number of new materials and systems this year including the [Pothole Pro](#) and [Roadmender](#) and are currently evaluating the outputs to determine their ongoing use on the Surrey network. We have also been evaluating more resilient and low carbon materials for infrastructure such as lining and street furniture.

Transport: On 28 November I approved £7.8m of Bus service Improvement Plan Plus funding that is being used to:

- Enhance specific bus services through improved frequency or greater hours/days of operation, including new or better evening and weekend services, which have been selected based on the highest chance of becoming commercially sustainable;
- Support the further expansion of Digital Demand Responsive Transport services across Surrey;
- Support the roll out of the Surrey LINK Card, which offers reduced price bus travel to all residents aged 20 and under; and
- Support some bus services to help them to continue to build back to pre-pandemic patronage levels, noting that the DfT's Covid Recovery funding has ended.

The Surrey LINK Card continues to be a success, offering half adult fares on single and return journeys to all residents aged 20 and under. The card remains free, with 5,580 young people already signed up (1,616 LINK Cards held by under 16s and 3,964 held by those aged 16 to 20). An email to promote the new £1 LINK fare on routes where the £2 national fare cap is available was sent to all LINK cardholders (or their parents) plus Surrey schools on Tuesday 28 November. This has generated an increase in applications that will lead to increased usage. LINK was also promoted at the Festival of Skills. During September and October, circa 25,000 journeys were made by LINK Card holders. This will increase during November with the £1 fare now available.

Five new Surrey Connect DDRT services started on 4 September, with more planned for 2024. DDRT was also promoted at the Festival of Skills. Over 32,000 journeys have been made across the Surrey Connect

DDRT network since May 2022. Also, 2,100 new digital users have registered since September this year when the new services started, with a total of 6,300 Surrey Connect digital subscribers across all the Surrey Connect schemes.

Planning: There have been recent consultations regarding the Gatwick Airport Northern Runway Development Consent Order application and the Farnborough Airport proposal to amend some of the operational constraints on their planning permission, including an increase in the maximum number of annual flights from 50,000 to 70,000.

I approved the County Council's Relevant Representation regarding the Gatwick application, and it was submitted to the Planning Inspectorate on 29th October. The key issues raised included the need for the development and control mechanisms; noise; traffic and transport; carbon and climate change; public health; and the environment. I have recently set up a member reference group for local members in the Tandridge, Reigate and Banstead and Mole Valley areas whose divisions will be impacted by the expansion with the aim of ensuring that local issues are included in the Local Impact Report to be submitted to the Planning Inspectorate. The first meeting is due to be held on 12th December prior to Council. The Gatwick proposal is currently in the pre-examination phase. The examination timetable has yet to be confirmed and there has been some slippage, but officers are currently expecting it to begin in late February/early March, following which there will be an intense 6-month period of hearings and scrutiny of the proposals.

There is significant local concern about the potential impact of the Farnborough Airport proposal. Officers notified affected local members to seek their views when we were formally consulted by Rushmoor Borough Council. The original closing date for comments was 4th December however this has now been extended and our representation has to be submitted by 17th December. Officers are drafting the representation for my approval.

Economic Growth: The government's decision to integrate LEP functions into county councils is a significant vote of confidence in our ability to deliver for local businesses. Crucially, it formally recognises the important role county councils play in understanding their local economies and in providing leadership on the priorities that will help support sustainable local economic growth. Significant progress continues to be made to plan for the integration of LEP functions through engagement with Enterprise M3, Coast to Capital, and the other relevant upper tier local authorities. A further cabinet report on LEP integration is planned for February, by which time we expect to be able to share more specific details on funding, assets, and staffing.

The council successfully held the inaugural Festival of Skills on 23 November jointly with the Association of Learning Providers in Surrey (ALPS) and other partners. It saw 80 exhibitors showcasing their opportunities to around 1500 students from Surrey schools. This builds on success of previous skills events (inc. Horley jobs fair, Green Skills summit, Camberley careers fair). Planning has already started for the 2024 Festival of Skills. Surrey Careers Hub is now fully operational and was formally launched at the Festival of Skills. The Careers Hub puts the council in an important position to support schools with careers strategies and programmes, as well as facilitate and coordinate collaborative working across education and business through a lens of future skills demand.

Through the (economic) town partnerships approach, we have now been able to establish a robust delivery programme for 2024 with RBBC and other local partners, which will include delivery of public realm improvements, wayfinding and signage, and a localised communications strategy led by local partners. The E&G team continues to seek funding opportunities to attract investment into Surrey targeted at supporting our key sectoral clusters. For example, Cabinet approved £3m capital investment to part fund a new CoSTAR satellite studio and incubator space on RHUL's campus. There has been a successful bid for £1.5m GAIN funding (with Uni of Surrey and UCA) to establish a Games Innovation Hub on University of Surrey campus. Finally, we are waiting to hear back from the Department for Education for the council's bid for £2.3m for Skills Bootcamp funding, which is focused on digital, green, engineering, and health and social care sectors. If successful, delivery starts in April 2024.

SURREY COUNTY COUNCIL**CABINET****DATE:** 19 DECEMBER 2023**REPORT OF CABINET MEMBER:** DAVID LEWIS, CABINET MEMBER FOR FINANCE AND RESOURCES**LEAD OFFICER:** LEIGH WHITEHOUSE, DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR OF RESOURCES FOR SURREY COUNTY COUNCIL**SUBJECT:** ANNUAL PROCUREMENT FORWARD PLAN FY2024/25**ORGANISATION STRATEGY PRIORITY AREA:** GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT/ TACKLING HEALTH INEQUALITY/ENABLING A GREENER FUTURE/ EMPOWERING COMMUNITIES**Purpose of the Report:**

The revised Procurement and Contract Standing Orders agreed by the Council in May 2019 (and further revised in March 2023) require the preparation of an Annual Procurement Forward Plan (APFP) during the business planning cycle. The APFP has been developed for 2024/25 and Cabinet is asked to approve the plan to allow implementation of the identified procurement activity.

Recommendations:

It is recommended that Cabinet:

1. 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. 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. Agrees the procurement activity that will be returned to Cabinet prior to going out to market (Annex 1, column R).
4. Notes projects that will be presented to Cabinet or the Strategic Investment Board for approval of the business case (Annex 1, column T).

Reason for Recommendations:

- 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.

Executive Summary:

Business Case

1. Annex 1 lists all known projects with a value over £213,477 (inc. VAT) and that are due for procurement in FY 2024/25 for each Directorate and Service. This threshold figure is the level at which the Council is currently bound by The Public Contracts Regulations 2015, as amended, to advertise in Find a Tender (UK e-notification service where notices for new procurements are required to be published) and conduct a public tender for goods and services. The threshold for works contracts is currently £5,336,937 and Light Touch Services are £663,540. These projects will be publicised in due time using the established e-procurement platform.

Annex 1 has been agreed with the relevant Executive Directors, Directors and Heads of Service.

2. Under section 1.6 of the Procurement & Contract Standing Orders (PCSO), Cabinet is asked to approve these forward plans so that they may proceed to procurement without delay and delegate award decisions to Executive Directors, Directors, or Heads of Service provided the tender outcome is within +5% of the budget agreed with Finance when each project begins. Any project with a tender outcome not within tolerance will be reported in line with PCSO table 2.7a:
 - i. Under £1m: S151 Officer
 - ii. Over £1m: S151 Officer and relevant service Portfolio Holder
 - iii. Over £5m: S151 Officer and Cabinet
3. By approving the APFP in this way, there will be no need to gain Approval to Procure for each individual project during 2024/25. This will streamline Cabinet input and ensure focus on the most important projects throughout the year. However, it is likely that unforeseen projects will arise, and officers will need to seek Approval to Procure for these separately.
4. Whilst the APFP is integral to the business planning cycle, it is not intended to set budgets for coming years, a task which is handled via the Council's annual budget report.

Consultation:

5. Consultation will take place for individual projects as appropriate to the goods or services required.

Risk Management and Implications:

6. If the Council does not manage the contract renewal programme effectively and efficiently it could lead to a detrimental impact on value for money and required outcomes and benefits from our contracted services. Good forward planning will enable adequate resources and sufficient time are dedicated to ensure appropriate procurement strategies and commercial negotiations to take place. Also, by bringing forward Cabinet approval there will be opportunity for Members to review and influence the plans in advance of any procurements being carried out.

Financial and Value for Money Implications:

7. The APFP approach has been designed to facilitate better planning, early engagement, and strategic oversight and, therefore, allows for more efficient and effective use of resources to support delivery of commissioning intentions.
8. In the current financial and economic climate with inflationary pressures continuing as well as raising material and labour costs, all projects will be subject to a full procurement report which details the commercial and value for money considerations.
9. Early market engagement will continue to be a significant step in addressing the market volatility risks, understanding which suppliers have the capability and capacity to provide the goods and services and ensuring good interest and competition at procurement stage for our projects. It's a crucial opportunity to openly discuss with potential providers any challenges that the Council is facing to help identify solutions, or even give the market an opportunity to jointly develop solutions to solve the problem(s).
10. SCC will continue to work closely with the supply market to form stronger relationships, mitigate risk and secure the appropriate procurement models to drive sustainability and affordability. Supplier and contract management will also be important, from appointing the right supplier to monitoring the vendor performance against the key deliverables of the contract. This will be supported by data and analytics to ensure deeper insights into market trends, supplier performance, challenges, and opportunities. Collaboration and sharing intelligence amongst key directorates and external partners on high value/high risk contracts will be fundamental to ensuring greater shared knowledge of suppliers' financial position and any mitigating actions.

Section 151 Officer Commentary:

11. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
12. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
13. It remains the responsibility of the relevant Executive Director, Director or Head of Service to ensure that any expenditure committed to as a result of these procurements remain within approved budget envelopes and is consistent with the Directorate Commissioning Strategy. As such, the Section 151 Officer supports the recommendations.

Legal Implications – Monitoring Officer:

14. Cabinet is being asked to give formal Approval to Procure for the projects listed in Annex 1 in accordance with the Council's Procurement and Contract Standing Orders. In making this decision, Cabinet should be cognisant of its fiduciary duty to Surrey residents to ensure services are provided effectively while also maintaining a balanced budget.
15. Notwithstanding Cabinet giving Approval to Procure, officers will have to ensure that The Public Contracts Regulations 2015, as amended, and any further legislation introduced are complied with in relation to any procurements undertaken. Furthermore, commissioners will need to be aware of the 'best value duty' under Section 3 of the Local Government Act 1999 and its requirements on them. It states that the Council "...*must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.*"
16. For projects where additional statutory duties arise at a later date, for example as a result of a change in commissioning strategy, the Approval to Procure given at this stage will no longer be valid and further approvals will be required. Once additional statutory requirements have been satisfied, the report will need to return to Cabinet for a new Approval to Procure. Legal Services will advise in relation to any such situations.
17. Cabinet will note that authority to grant Approval to Procure in relation to selected health and social care matters has been delegated to the Council's representatives on the Surrey-wide Committees in Common. The relevant projects are included in Annex 1 for information only.

Other Implications:

18. Procurement strategies will be developed for each of the APFP projects. Due consideration will be given to potential implications for the Council priorities and policy areas, such as Social Value, Environmental Sustainability as well as opportunities to contribute to the net-zero emissions target.

What Happens Next:

19. The approved plans will be delivered during the financial year 2024/25.

Contact Officer:

Anna Kwiatkowska, Head of Procurement, Procurement Service

Consulted:

Service Directors, Finance, Legal.

Annexes:

Annex 1 – "Annual Procurement Forward Plan FY 2024 25"

Sources/background papers:

Procurement and Contract Standing Orders March 2023 (Issue 12)

This page is intentionally left blank

ANNEX 1

PART 1

Directorate		Number of New Projects
	Corporate Resources	25
	Adults, Wellbeing and Health Partnerships	6
	Children Families Lifelong Learning	16
	Environment, Infrastructure & Growth	108
	Customer and Communities	2
	Surrey Fire and Rescue	5
For information	Integrated Commissioning - Committee in Common Projects	
	Adults, Wellbeing and Health Partnerships	17
	Children, Families & Lifelong Learning	0
	Total	179

CORPORATE RESOURCES

Directorate	Service	Contract Name (over Regulatory Threshold, £213,477 inclusive of VAT)	Contract Description (up to 250 characters)	Capital/ Revenue/Grant funded/Mixed	Contract Length in months (including extensions)	Current Contract End Date	Procurement Activity Required (Renewal of Existing/ Replacement with New Service/ New Procurement Requirement)	Route to Market	Start date of new contract(s) (enter as dd/mm/yy)	To be reserved by Cabinet to review commissioning and procurement strategy before going to market? (Yes / No)
Corporate Resources	Business Operations	Corporate Print Management	Corporate print management services	Revenue	36	31/03/2025	Renewal of Existing	Accessing Framework Agreement	01/04/2025	No
Corporate Resources	Fleet	Driver Training and Risk Assessment	When a new staff member joins Surrey County Council as part of the mitigation of risk and training, they undergo an online risk assessment which they pass or identifies areas of training required - requirement to initially check all Surrey County Council essential work drivers.	Revenue	60	N/A	New Procurement Requirement	Accessing Framework Agreement	01/11/2024	No
Corporate Resources	Fleet	Driver License Checking	To ensure legal compliance of all drivers that drive on SCC business or make business mileage claims. To ensure that they have the correct license for the vehicle type being driven and that they hold a valid license. To cover 2,000 allocated drivers and 6,000 Grey Fleet Drivers.	Revenue	60	N/A	New Procurement Requirement	Accessing Framework Agreement	01/10/2024	No
Corporate Resources	Fleet	Corporate Glass Account	To facilitate effective cost and operational fleet management for Surrey County Council and Surrey Fire & Rescue vehicles a centralised corporate account is to be procured.	Revenue	60	N/A	New Procurement Requirement	Accessing Framework Agreement	01/12/2024	No
Corporate Resources	Fleet	Corporate Tyre Account	To facilitate effective cost and operational fleet management for Surrey County Council and Surrey Fire & Rescue vehicles a centralised corporate account is to be procured.	Revenue	60	N/A	New Procurement Requirement	Accessing Framework Agreement	01/01/2025	No
Corporate Resources	Fleet	Corporate Roadside Assistance and Recovery	Provision of a centralise and cohesive roadside assistance provision that covers all of Surrey County Council and not ad hoc as is currently facilitated.	Revenue	60	N/A	New Procurement Requirement	Accessing Framework Agreement	01/02/2025	No
Corporate Resources	HR & OD	HR e-Recruitment	Provision of an e-Recruitment System for HR	Revenue	48	31/03/2025	Renewal of Existing	Accessing Framework Agreement	01/04/2025	No
Corporate Resources	Insurance	Orbis Insurance Broker and Policies	Provision of insurance broker services and purchases across Orbis	Revenue	60	31/03/2025	New Procurement Requirement	Accessing Framework Agreement	01/11/2024	No
Corporate Resources	IT & Digital	Community Worker Platform re-procurement 2024	IT Mobile Working Platform that could provide a tailored mobile working offering for community-based workers within Adults Social Care Reablement team and potentially wider application across a variety of different Services.	Revenue	48	12/11/2024	Renewal of Existing	Accessing Framework Agreement	TBC	No
Corporate Resources	IT & Digital	Microsoft Licence Solution Provider 2025 (Orbis wide)	Agreement provides licensing and access to Microsoft applications.	Revenue	48	30/06/2025	Replacement with New Service	Accessing Framework Agreement	01/03/2025	No
Corporate Resources	IT & Digital	Education Management System	Renewal of the Liquidlogic EYE's system	Revenue	48	30/08/2025	Renewal of Existing	Accessing Framework Agreement	31/08/2025	No
Corporate Resources	IT & Digital	IT Systems Development	Contract for a developer or developer(s) to provide development services for key council systems. For example Low-Code and DB&I solutions.	Revenue	36	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Corporate Resources	IT & Digital	Low-Code Application Development	The provision of a low-code application development platform	Revenue	48	05/11/2024	Renewal of Existing	Accessing Framework Agreement	06/11/2024	No
Corporate Resources	IT & Digital	Schools Management Information System (MIS) and Financial Management System (FMS)	Contract for the provision of Management Information and Financial Management Systems by Surrey Services for Schools.	Revenue	48	31/03/2027	New Procurement Requirement	Accessing Framework Agreement	01/04/2027	No
Corporate Resources	IT & Digital	OCAP - Service Management System	Procurement for the provision of a Service Management System for IT&D.	Revenue	48	14/10/2026	Replacement with New Service	Accessing Framework Agreement	15/10/2026	No
Corporate Resources	IT & Digital	Chatbot platform	Chatbot platform	Revenue	48	30/11/2025	Renewal of Existing	Accessing Framework Agreement	01/12/2025	No
Corporate Resources	IT & Digital	Corporate Complaints Tracker	Complaints tracker platform used by Customer Services, Adults, Childrens and Coroners	Revenue	60	31/03/2025	Renewal of Existing	Accessing Framework Agreement	01/04/2025	No
Corporate Resources	Democratic Services (IT & Digital)	Webcasting at Woodhatch 2025	Ongoing requirement for hosting and services to support the Council's webcasting functionality	Revenue	48	14/02/2025	Renewal of Existing	Accessing Framework Agreement	15/02/2025	No
Corporate Resources	Design and Transformation	Design and Transformation External Support	Provision of external support to various Design and Transformation projects	Revenue	12	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Corporate Resources	Design and Transformation	Digital Innovation Support	Provision of expertise to help drive forward our digital agenda (incl customer service offer)	Revenue	12	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Corporate Resources	Libraries (IT & Digital)	Public Access Terminals & Print Management	Renewal of Public Access Terminals & Print Management contract	Revenue	48	17/01/2025	Renewal of Existing	Accessing Framework Agreement	18/01/2025	No
Corporate Resources	Libraries (IT & Digital)	Library Kiosk Refresh	Refresh of the Library Kiosks	Capital	48	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Corporate Resources	Libraries (IT & Digital)	Libraries Open Access - Phase 2	Open access equipment, installation and support.	Mixed	48	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Corporate Resources	Pensions	Actuarial Services	Actuarial services for the Pensions administration	Revenue	72	08/04/2025	Renewal of Existing	Accessing Framework Agreement	09/04/2025	No
Corporate Resources	Pensions	Pensions Administration Services	Administration Services for the Pension Administration.	Revenue	36	30/09/2024	Renewal of Existing	Accessing Framework Agreement	01/10/2024	No

ADULTS, WELLBEING AND HEALTH PARTNERSHIPS

Directorate	Service	Contract Name (over Regulatory Threshold, £213,477 inclusive of VAT)	Contract Description (up to 250 characters)	Capital/ Revenue/Grant funded/Mixed	Contract Length in months (including extensions)	Current Contract End Date	Procurement Activity Required (Renewal of Existing/ Replacement with New Service/ New Procurement Requirement)	Route to Market	Start date of new contract(s) (enter as dd/mm/yy)	To be reserved by Cabinet to review commissioning and procurement strategy before going to market? (Yes / No)
Adults, Wellbeing and Health Partnerships	Adult Social Care	Pre Paid Accounts Service	As part of it's Direct Payments offer to individuals & families, we provide the offer of a pre-paid account to manage the direct payments funding allocated to the individual. The Pre-Paid Account is similar to a standard bank account that allows payments to be made to individuals and providers of care & support services through functionality such as - online payments, direct payments and standing orders.	Revenue	48	01/02/2025	Renewal of Existing	Light Touch Regime	01/03/2025	No
Adults, Wellbeing and Health Partnerships	Adult Social Care	Provision for Various Support Services	Provision for Various Support Services mainly for adults with Learning Disabilities requiring support	Revenue	60	30/03/2025	New Procurement Requirement	Light Touch Regime	01/04/2025	No
Adults, Wellbeing and Health Partnerships	Adult Social Care	Technology Enabled Care	Provision for Technology Enabled Care Services	Revenue	48	N/A	New Procurement Requirement	Light Touch Regime	TBC	No
Adults, Wellbeing and Health Partnerships	Adult Social Care	Adult Social Care Operational Support Services	Provision of Operational Support Services to Adult Social Care	Revenue	36	N/A	New Procurement Requirement	Light Touch Regime	TBC	No
Adults, Wellbeing and Health Partnerships	Adult Social Care	Temporary Agency Staff	Provision for Temporary Agency Staff	Revenue	24	01/07/2025	Renewal of Existing	Accessing Framework Agreement	TBC	No
Adults, Wellbeing and Health Partnerships	Adult Social Care	Adult Social Care Commissioning digital support systems	To support Adult Social Care with digital growth of Contract management data repository and Quality monitoring and management systems	Revenue	48	N/A	New Procurement Requirement	Light Touch Regime	TBC	No

CHILDREN, FAMILIES AND LIFELONG LEARNING

Directorate	Service	Contract Name (over Regulatory Threshold, £213,477 inclusive of VAT)	Contract Description (up to 250 characters)	Capital/ Revenue/Grant funded/Mixed	Contract Length in months (including extensions)	Current Contract End Date	Procurement Activity Required (Renewal of Existing/ Replacement with New Service/ New Procurement Requirement)	Route to Market	Start date of new contract(s) (enter as dd/mm/yy)	To be reserved by Cabinet to review commissioning and procurement strategy before going to market? (Yes / No)
Children Families & Lifelong Learning	Adolescent Services	Building Belonging Programme (BBP) – Surrey Vanguard	Early Prevention support for children / young people and their families who may be at risk of exclusion, offending, behaviours, conflict, drugs/alcohol, gangs etc	Mixed	24	31/03/2025	New Procurement Requirement	Tender	01/04/2025	No
Children Families & Lifelong Learning	Corporate Parenting	Provision of Translation & Interpreting Services	Translation and Interpreting Services	Revenue	48	31/12/2025	Renewal of Existing	Light Touch Regime	01/01/2026	No
Children Families & Lifelong Learning	Corporate Parenting	Regulation 44 Independent Visitor to SCC Children's Homes in Surrey	A statutory requirement (under Regulation 44 of the Children's Homes Regulations, 2015) for all children's homes to be assessed monthly by an independent person (who) must make a rigorous and impartial assessment of the home's arrangements for safeguarding and promoting the welfare of the children in the home's care.	Revenue	60	03/11/2024	Renewal of Existing	Light Touch Regime	01/11/2024	No
Children Families & Lifelong Learning	Edu/SEND	SCC Schools effectiveness_SAFE	Schools Alliance for Excellence statutory obligation for school improvement services. SaFe is a schools-led improvement partnership to re-energise leadership of school effectiveness and to deliver some of the statutory duties.	Revenue	60	31/08/2024	Renewal of Existing	TBC	01/09/2024	No
Children Families & Lifelong Learning	Edu/SEND	Provision of Multiply Services for All Ages	Services across the county of Surrey delivering innovative and creative numeracy courses to develop confidence and skills for those aged 19+ and over without a GCSE Grade C/Level 4 or equivalent math's qualification.	Grant Funded	12	31/03/2023	New Procurement Requirement	Open	TBC	No
Children Families & Lifelong Learning	Edu/SEND	Provision of Independent Travel Training	Independent Travel Training for young people between 11 and 25 currently accessing funded travel assistance	Revenue	36	31/08/2024	Replacement with New Service	TBC	01/09/2024	No
Children Families & Lifelong Learning	Edu/SEND	Family Voice - Parent Carer Forum	Family Voice is the parent carer forum for Surrey. They provide representation of families and carers of disabled children and young people.	Revenue	48	31/03/2025	Renewal of Existing	TBC	01/04/2025	No
Children Families & Lifelong Learning	Edu/SEND	Provision of Clinically Trained Travel Companions	Clinically trained carers to accompany children and young people (CYP) with additional medical needs on school transport.	Revenue	12	31/08/2024	Replacement with New Service	TBC	01/09/2024	No
Children Families & Lifelong Learning	Edu/SEND	SCC Support for Surrey's Standing Advisory Council for Religious Education (SACRE)	Contract for the provision of Support for Surrey's Standing Advisory Council for Religious Education (SACRE)	Revenue	60	31/08/2024	Replacement with New Service	TBC	01/09/2024	No
Children Families & Lifelong Learning	Family Resilience	Family Support Programme	Family Support Programme (FSP) offers individual family support for where there is for example, parenting, domestic or substance misuse, financial debt and or work related issues in the home that are adversely affecting the outcomes for children. This service is accessible to families that have children aged between 5-18 years across the county. The five FSP SLAs have already been extended by one year to end on the 31 March 2024. SCC spends £2m p.a. which is funded through the governments Supporting Families Grant on these services.	Grant Funded	60	31/03/2025	Replacement with New Service	TBC	01/04/2025	No
Children Families & Lifelong Learning	Family Resilience	Refuge	SCC will provide a service to its residents that provides specialist domestic abuse services in Surrey. We will work to ensure that all survivors of domestic abuse are safe and empower them to effect change.	Grant Funded	24	31/03/2025	Replacement with New Service	TBC	01/04/2025	No
Children Families & Lifelong Learning	Family Resilience	Young Persons Abusive Behaviour intervention	This is an outcome focused intervention service for young people who demonstrate abusive or unhealthy behaviours in their relationships or towards their parent/carer	Revenue	48	31/03/2025	Replacement with New Service	TBC	01/04/2025	No
Children Families & Lifelong Learning	Family Resilience	Refuge for all	This is a service that is providing a service for survivors that cannot use a women's refuge. This is dispersed accommodation across Surrey	Grant Funded	48	31/03/2025	Replacement with New Service	TBC	01/04/2025	No
Children Families & Lifelong Learning	Family Resilience	Surrey Appropriate Adult Volunteer Service (SAAVS)	Appropriate Adult Service for children and young people aged 10-18 years and vulnerable adults aged 19 plus to be provided to all Police Stations with custody suites	Revenue	60	31/03/2025	Renewal of Existing	Tender	01/04/2025	No
Children Families & Lifelong Learning	Family Resilience	Facilitation and Collaboration with the Third Sector	Facilitation and Collaboration with the Third Sector	Revenue	12	31/03/2025	Replacement with New Service	TBC	01/04/2025	No

CUSTOMER AND COMMUNITIES

Directorate	Service	Contract Name (over Regulatory Threshold, £213,477 inclusive of VAT)	Contract Description (up to 250 characters)	Capital/ Revenue/Grant funded/Mixed	Contract Length in months (including extensions)	Current Contract End Date	Procurement Activity Required (Renewal of Existing/ Replacement with New Services/ New Procurement Requirement)	Route to Market	Start date of new contract(s) (enter as dd/mm/yy)	To be reserved by Cabinet to review commissioning and procurement strategy before going to market? (Yes / No)	
Customer and Communities	Coroners	Agreement with Berkshire & Surrey Pathology Services (BSPS) for delivery of mortuary and pathology services.	Replacement of existing SLA for the Provision of Pathology & Mortuary Services to SCC by BSPS	Revenue	60	31/12/2024	Renewal of Existing	Other	01/01/2025	No	JA
Customer and Communities	Trading Standards and Health and Safety	Trading Standards Database	Replacement of the existing Trading Standards Database	Revenue	60	01/05/2025	Renewal of Existing	Accessing Framework Agreement	31/03/2025	No	JA

SURREY FIRE AND RESCUE

Directorate	Service	Contract Name (over Regulatory Threshold, £213,477 inclusive of VAT)	Contract Description (up to 250 characters)	Capital/ Revenue/Grant funded/Mixed	Contract Length in months (including extensions)	Current Contract End Date	Procurement Activity Required (Renewal of Existing/ Replacement with New Service/ New Procurement Requirement)	Route to Market	Start date of new contract(s) (enter as dd/mm/yy)	To be reserved by Cabinet to review commissioning and procurement strategy before going to market? (Yes / No)
Surrey Fire and Rescue	Surrey Fire and Rescue Service	Unimogs wildfire Replacement	Purchase of Replacement Unimogs for Wildfire	Capital	48	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Surrey Fire and Rescue	Surrey Fire and Rescue Service	JFC Mobilising System Software support and maintenance services	Vision software is the mobilising solution for the Joint Fire Control which enables fire and rescue services to be sent to incidents in Surrey, East Sussex and West Sussex. West Sussex County Council (West Sussex Fire and Rescue)	Mixed	48	31/03/2025	Renewal of Existing	Tender	01/04/2025	No
Surrey Fire and Rescue	Surrey Fire and Rescue Service	Contract for the provision of digital Fire Ground Radios on behalf of Surrey Fire & Rescue Service	Surrey Fire & Rescue Service (SFRS) requires replacement fire ground radios (PGRs) and associated equipment to replace the current provision that is no longer supported by the manufacturer.	Capital	48	04/01/2025	Renewal of Existing	Tender	05/01/2025	No
Surrey Fire and Rescue	Surrey Fire and Rescue Service	SFRS White Fleet Vehicles	Replacement white fleet vehicles	Capital	36	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No
Surrey Fire and Rescue	Surrey Fire and Rescue Service	Introduction of Workforce Healthcare Support	Workforce Additional Healthcare Support	Revenue	18	N/A	New Procurement Requirement	Accessing Framework Agreement	TBC	No

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 19 DECEMBER 2023****REPORT OF CABINET MEMBER: DAVID LEWIS, CABINET MEMBER FOR FINANCE AND RESOURCES****CLARE CURRAN, CABINET MEMBER FOR CHILDREN, FAMILIES AND LIFELONG LEARNING****LEAD OFFICER: LEIGH WHITEHOUSE, DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR OF RESOURCES****SUBJECT: APPROVAL TO PROCURE SCHOOL MEALS TRANSPORTATION****ORGANISATION STRATEGY PRIORITY AREA: EMPOWERING COMMUNITIES****Purpose of the Report:**

The purpose of this report is to secure the necessary approvals and delegated authority for School Meals Transportation. This report provides a high-level summary and rationale for the recommendations for approval to procure.

This will enable the Council to continue providing school meals for primary school children in reception, year 1-year 6 across Surrey, where the school does not have their own kitchen facilities, this will positively contribute to the Empowering Communities priority objective in the refreshed organisational strategy.

Recommendations:

It is recommended that Cabinet:

1. 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. 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.

Reason for Recommendations:

- The current School Meals Transportation contract will end on 31st August 2024.

Executive Summary:

1. Twelve15 are a department of Surrey County Council who provide school meals to Surrey schools and some nurseries. Whilst most schools have a kitchen facility, some do not and rely on nearby schools with adequate facilities to prepare and cook the school lunch. There is then the requirement to transport the meal. From September 2014 every Key Stage 1 pupil (Reception, year 1 and year 2), became entitled to a free school meal (Universal Infant Free School Meals [UIFSM]). Pupils eligible to pupil premium are also entitled to a free school meal regardless of age group. The school meal must comply with the Government School Food Standards (www.gov.uk/school-meals-food-standards).
2. Twelve15 has a binding agreement with 23 school settings that do not have adequate facilities to prepare and cook a school meal that meets the Government School Food Standards. There is a requirement in each of these settings to provide a transported school meal service from another school.
3. The Twelve15 Business Continuity Plan includes the use of a transported school meals for schools where infrastructure default has arisen (i.e. gas/water supply/equipment failure in a school kitchen). This measure ensures the continuity of school meal provision to all pupils.

Procurement route to market and market testing

4. Procurement have carried out an options appraisal to determine the most appropriate and compliant routes to market to source School Meal Transportation services which can be delivered from 1st September 2024.
5. The options considered and the reasons they were/weren't chosen are below.
6. Crown Commercial Services (CCS), Yorkshire Purchasing Organisation (YPO) and Eastern Shires Purchasing Organisation (ESPO) were approached to understand if any suitable existing framework options were available. No existing framework options for the transport of school meals are available.
7. To ensure continuity of the school meal service provision, it was determined that a competitive tender process in accordance with The Public Contracts Regulations 2015 is necessary.
8. Market intelligence suggests that there are a limited number of suppliers that currently provide a school meal transport service. It is anticipated that a tender in the open market will attract new suppliers to bid to deliver these services, ensuring competition and value for money.

Benefits of the proposals

9. The proposal will ensure continuity of the school meal provision in line with Twelve15's binding arrangement with schools.

10. The proposal will support schools in complying with their statutory duty in the provision of Free School Meals as determined in The Children’s and Families Act 2014.
11. Approval of the recommendations in this report will allow the Council to carry out a new procurement for the supply of transport for school meals to those school settings that do not have adequate kitchen facilities to prepare and cook a compliant school meal. The proposal will seek to achieve value for money in carrying out this activity.

Consultation:

12. A benchmarking process was undertaken with other LA catering services to consider available options to enable service delivery to schools without adequate kitchen facilities. A transported school meal service was the preferred solution in this exercise.

Risk Management and Implications:

13. The risks of the procurement for the supply of transport for school meals to primary schools are summarised in the table below.

The key risks include:

Risk	Mitigation
The procurement is delayed, and there is no ability to provide service continuity to schools without adequate kitchen facilities.	There is a sufficient timeframe to allow for a robust tender process.

Financial and Value for Money Implications:

14. The contract is funded from the Twelve15 budget.

Section 151 Officer Commentary:

15. Significant progress has been made in recent years to improve the Council’s financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
16. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
17. The estimated costs of this proposed procurement are provided for in the current Medium Term Financial Strategy. As such, the Section 151 Officer supports the recommendations.

Legal Implications – Monitoring Officer:

18. Officers are recommending approval of the recommendations cited in paras 1 and 2 of this report. A competitive tender exercise for the services is being recommended as the preferred route to market. The services which are the subject of this procurement are classed as over the UK Procurement Threshold Schedule 3 (Public Contracts Regulations 2015) services, therefore the procurement must be conducted in accordance with the requirements of Regulations 74-76 of the Public Contracts Regulations 2015. A contract notice or PIN must be published advertising the opportunity and the procurement must be conducted in conformity with the information contained in such notice. Provided the above are followed this will meet the requirements of Table 2.7a column F of the Council's Procurement and Contract Standing Orders (PCSOs) and offers a legally compliant route to market.
19. As to the second recommendation section 9E of the Local Government Act 2000 would permit this delegation.

Equalities and Diversity:

20. This will enable Twelve15 to fulfil its obligations to schools in the provision of a compliant school meal service and support schools in complying with their statutory duty in the provision of Free School Meals as determined in The Children's and Families Act 2014.

Other Implications:

21. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	These proposals have no significant implications on this area.
Safeguarding responsibilities for vulnerable children and adults	These proposals have no significant implications on this area.
Environmental sustainability	The procurement will contain environmental criteria.
Compliance against net-zero emissions target and future climate compatibility/resilience	The procurement will contain compliance against net-zero emissions target and future climate compatibility/resilience criteria.
Public Health	These proposals have no significant implications on this area.

What Happens Next:

22. Subject to Cabinet approval:
- Completion of procurement documentation, and drafting and agreement of contracts with successful supplier (June 2024)
 - New supplier mobilisation (July – August 2024)
 - New service to commence (September 2024)

Report Author: Amanda Moody, Commercial Delivery Manager,
amanda.moody@surreycc.gov.uk

Consulted:

- Finance
- Legal

Annexes:

Part 2 Report

Sources/background papers:

None

This page is intentionally left blank

SURREY COUNTY COUNCIL

CABINET

DATE: 19 DECEMBER 2023



REPORT OF CABINET MEMBER: MATT FURNISS, CABINET MEMBER FOR HIGHWAYS, TRANSPORT AND ECONOMIC GROWTH

LEAD OFFICER: KATIE STEWART, EXECUTIVE DIRECTOR - ENVIRONMENT, TRANSPORT & INFRASTRUCTURE

SUBJECT: A NEW DRAFT VISION ZERO ROAD SAFETY STRATEGY AND 20 MPH SPEED LIMIT POLICY

ORGANISATION STRATEGY PRIORITY AREA: GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT / TACKLING HEALTH INEQUALITY / ENABLING A GREENER FUTURE / EMPOWERED AND THRIVING COMMUNITIES

Purpose of the Report:

A new Surrey RoadSafe Partnership Vision Zero Road Safety Strategy has been drafted in collaboration with Surrey Police, the Police and Crime Commissioner, Surrey Fire and Rescue Service and National Highways. The aim of this new strategy is to help us collectively reduce death and injury on our roads. It has been drafted following a best practice Vision Zero and Safe Systems approach, with a target to reduce collisions where someone has been killed or seriously injured by 50% by 2035. The strategy also includes a new policy for a more flexible approach to implementing 20 mph speed limits.

The new Vision Zero Road Safety Strategy and new 20 mph speed limit policy will contribute to **growing a sustainable economy so everyone can benefit** because fewer road collisions will make road journeys more reliable, and this will support the prosperity of Surrey's businesses. It will also contribute to **tackling health inequality**, as research and evidence demonstrate a link between greater road risk and deprivation¹. It will also contribute to **enabling a greener future**, because making walking, wheeling, and cycling safer and more pleasant in place of using motor vehicles will reduce carbon emissions and air pollution, including that derived from congested motor vehicle traffic when collisions occur. The new road safety strategy includes road safety training and opportunities for local people to contribute to improving road safety, for example, Community Speed Watch, thus **empowering communities**.

¹ [Pedestrian safety in areas of deprivation - Report and review of the research, June 2021, RoSPA, Birmingham](#)

Recommendations:

It is recommended that Cabinet:

1. 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. 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. 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.

Reason for Recommendations:

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.

Executive Summary:

Introduction

1. Whenever there is a road collision reported to the police resulting in personal injury, the details are recorded by each police service using a national standard format. This data is then compiled nationally to inform national road safety policy and interventions. It is also shared with the local highway authority who use computer mapping to identify locations and patterns of collisions on the road network to prioritise casualty reduction highway improvements, and to analyse overall trends in the data². Casualties are categorised as either fatal, serious, or slight depending on the severity of the injury suffered, using standard definitions.
2. Summary analysis of the trend in the total annual numbers of fatal, serious, and total number of road casualties on Surrey's roads has shown that:
 - The longer-term reduction in fatal casualties has stalled in recent years.
 - The trend in the combined total of fatal and serious casualties has remained mainly static since 2020, with some recent increases due mostly to recent changes in the recording method use by the police.
 - Overall, the total number of road casualties continues to decrease.
3. Considering this data, the County Council and partners need to do things differently if we are to be successful in reducing fatal and serious casualties in the future. Therefore, the County Council has worked with Surrey Police, the

² Summary data is available for viewing on www.crashmap.co.uk and national data (including an interactive dashboard) is available here: [Road accidents and safety statistics - GOV.UK \(www.gov.uk\)](http://Road%20accidents%20and%20safety%20statistics%20-%20GOV.UK%20(www.gov.uk))

Police and Crime Commissioner, Surrey Fire and Rescue Service, and National Highways to create a new Surrey RoadSafe Partnership Vision Zero Road Safety Strategy as presented in **ANNEX 1**.

4. The new strategy includes a summary analysis of the trend in road casualties, proposes a new casualty reduction target, and describes a new flexible approach to implementing 20 mph speed limits. This meets the commitment set out in [Local Transport Plan 4](#) to develop a new road safety strategy for Surrey, building on the best practice Vision Zero and Safe Systems approach, replacing the previous [Surrey Road Safety Strategy](#) that has now expired.

Vision Zero and Safe Systems

5. Our new Surrey RoadSafe Partnership Vision Zero Road Safety Strategy puts people at its centre, coming from the belief that every road death or serious injury is preventable. It is built upon the underlying principles that:
 - Human beings make frequent mistakes that lead to road collisions.
 - The human body by nature has a limited ability to sustain collision forces with known tolerance to injury thresholds.
 - It is a shared responsibility between stakeholders (road users, road managers, vehicle manufacturers, etc) to take appropriate actions to ensure that road collisions do not lead to serious or fatal injuries.
6. A Safe System approach recognises these facts and seeks to design them out of the equation. Put simply, it means that all elements of the road system, for example, vehicles, infrastructure, road users, and post-collision care work together as one to minimise the chance of a collision, or, if a collision does take place, to prevent death or serious injury from occurring. The approach is a shared responsibility (road users, highway managers, enforcement agencies and vehicle manufacturers) to act to ensure that road collisions do not lead to serious or fatal injuries.
7. A Safe System approach has five pillars that work together to minimise risk, namely:
 - Safe roads and streets
 - Safe speed
 - Safe vehicles
 - Safe road users and behaviours
 - Post collision care
8. A Vision Zero approach to road safety was endorsed by the intergovernmental conference on road safety in 2019 which resulted in the Stockholm Declaration for a 50% reduction in fatal and serious collisions by 2030, compared to 2020³. To achieve a similar ambitious reduction in road

³ [Stockholm Declaration - RoadSafetySweden](#)

casualties in Surrey, we will need to work toward roads that are designed with a 'forgiving' infrastructure, that recognises the vulnerability of human beings and the mistakes they make. This includes setting speed limits and managing vehicle speeds to an appropriate level for the different types of roads and their use by vulnerable road users such as people walking, wheeling, cycling and riding horses.

Our Vision Zero Target

9. The draft strategy outlines a vision for zero death or serious injury on Surrey's roads by 2050. In the early 2000s there used to be 60 to 70 fatal collisions per year in Surrey, whereas in more recent years that number has reduced to 20 to 30 fatal collisions per year. Therefore, we believe that this vision zero target will be challenging, yet achievable.
10. To work toward Vision Zero by 2050, we have set an interim target for a 50 per cent reduction in people being killed or seriously injured (KSI) by 2035 with reference to a baseline average for 2019 and 2022. We have selected these two years for the baseline because they are more likely to represent the typical annual number of KSIs in Surrey as they were unaffected by COVID (unlike 2020 and 2021), and were less affected by a change in the police reporting system (unlike 2018). We have also set the year 2035 for the target as by the time our final strategy is published in 2024, we will be several years into the current decade.

Speed Management and a New Approach to 20 mph Speed Limits

11. There is overwhelming research and evidence that faster motor vehicles increase the risk of collision and make the consequences worse⁴. Concern over vehicle speeds is a frequently mentioned highway issue raised by Surrey's residents.
12. In June 2022 the Cabinet Member with responsibility for road safety allocated an additional £3million over three years to help tackle excessive vehicle speeds and road safety on Surrey's roads⁵. This funding is being invested in more average speed cameras, spot speed cameras, traffic calming and junction improvements at the sites with the worst speeding and collisions.
13. The County Council has also embarked on a proactive, strategic review of rural speed limits with the aim of replacing all the existing 60 mph national speed limits on rural roads with lower speed limits set at a more appropriate level and more in keeping with the use and nature of the road. The first of these began to be implemented in September 2023.

⁴ [Road Crash Trauma, Climate Change, Pollution and the Total Costs of Speed: Six graphs that tell the story | GRSF \(roadsafetyfacility.org\)](#)

⁵ [Cabinet Member for Transport, Infrastructure and Growth Decisions - Monday, 27 June 2022.](#)

14. To realise the ambition of the Surrey RoadSafe Partnership Vision Zero Road Safety Strategy, there also needs to be an enhanced focus on reducing speeds in town centres, residential areas, and village centres, especially near schools, where the exposure to risk for people walking, wheeling, and cycling is greater. For example, in 2022, nearly half of all Surrey's road casualties (49%) were located on 30 mph speed limit roads, most of which are in built up areas. Also, 81% of pedestrian casualties took place on 30 mph speed limit roads, with nearly all involving collision with a motor vehicle. Similarly, 69% of cycling casualties took place on 30 mph speed limit roads, with 79% of these resulting from collisions with a motor vehicle.

15. Most leading international and national organisations that advocate for road safety, public health and climate change also advocate for lower 20 mph speed limits in urban areas. This was also endorsed in the Stockholm Declaration. Therefore, we want to allow greater flexibility to implement more 20 mph speed limits across a greater number of Surrey's roads, especially in town centres, village centres, residential areas and near schools where local people want them. This is because lower speeds, especially where there are more people walking, wheeling, and cycling, will provide a range of benefits including:

- Reduced risk and severity of collisions, especially for people walking, wheeling and cycling
- Making places easier and more pleasant to walk, wheel and cycle
- Reduced noise and air pollution

16. Our new approach to 20 mph limits is presented in detail within the Surrey RoadSafe Vision Zero Road Safety Strategy and has been developed with consideration to the following principles:

- Any new 20 mph speed limits should be supported by local people and local County Councillor(s).
- We do not advocate a blanket approach and recognise that some main roads could remain at 30 mph.
- We will only implement 20 mph speed limits that are predominantly self-enforcing to retain credibility with road users. Therefore we will use additional supporting measures where existing speeds are higher.
- There should be no expectation that Surrey Police would be required to provide additional enforcement across Surrey's road network over existing levels to make any new 20 mph limits work.
- Any new speed limit will be evaluated to check how successful it has been in reducing speeds, and if necessary further supporting measures will be considered to improve compliance.

Consultation:

17. The draft Surrey RoadSafe Vision Zero Road Safety Strategy presented in **ANNEX 1** was developed in collaboration with colleagues from Surrey Police,

the Police and Crime Commissioner, Surrey Fire and Rescue Service and National Highways.

18. A previous draft of the strategy was submitted to the Surrey RoadSafe Governance Board for their endorsement on 30 October 2023 with their comments and amendments incorporated into the latest draft presented in **ANNEX 1**.
19. There was a private meeting of the Communities, Environment and Highways Select Committee on 5 October 2023 to hear evidence from witnesses on different approaches to 20 mph speed limit policy.
20. The draft strategy as shown in **ANNEX 1** was also presented to the Communities, Environment and Highways Select Committee on 4 December 2023 for scrutiny. The comments and views from that meeting will be provided to Cabinet for their consideration.
21. Subject to Cabinet approval, it is proposed that the draft Surrey RoadSafe Partnership Vision Zero Road Safety Strategy, including the new 20 mph speed limit policy, be subject to a public and stakeholder consultation starting in January and running for 10 weeks to mid-March 2024. The results of the consultation and any recommended changes to the strategy and 20 mph policy will be brought back to Cabinet for consideration and final approval in Spring 2024. An outline plan of how the consultation will be undertaken is provided in **ANNEX 2**.

Risk Management and Implications:
--

22. The experience of other local authorities highlights public engagement and communications campaign work as being vital to explain the reasoning for implementing 20 mph speed limits and to assess and secure resident support for any proposed changes. This will also help improve compliance and the success of new 20 mph speed limits, likely reducing the demand for additional enforcement.
23. The implementation of 20 mph speed limits has proved popular in other local authority areas, so there is potential for an increased resident demand for lower speed limits in Surrey if the proposed policy is adopted. To manage any increased demand, requests will need to be prioritised in consultation with the Cabinet Member and local divisional member(s).
24. Experience elsewhere has shown that the impact on overall journey times following the introduction of 20 mph speed limits is minimal, with most of the delay occurring at junctions rather on the links (sections of road) between junctions. However it will be particularly important to assess the impacts on bus journey times, and where possible mitigate any adverse impacts with bus priority schemes.

Financial and Value for Money Implications:

25. The consultation on the draft Surrey RoadSafe Partnership Vision Zero Road Safety Strategy will be undertaken within existing budgets and resources. Implementation of new highway road safety schemes, including new 20 mph speed limit schemes, will be undertaken using existing budgets or external funding. These funding opportunities will include, but are not limited to:

- Central road safety scheme budget
- Central road safety outside schools budget
- Funding from Active Travel England for cycling or walking schemes
- The Countywide Integrated Transport Scheme budget (following nomination and prioritisation of County Councillor nominated schemes)
- County Councillor individual highway allocations
- Local Street Improvements programme
- Major Transport Schemes
- Funding from new or amended developments as a condition of planning consent
- Community Infrastructure Levy

26. Following the public and stakeholder consultation and the planned approval of the final new 20 mph speed limit policy by Cabinet in the Spring, if resident desire for new 20 mph schemes is very high, there will potentially be a need to prioritise scheme delivery. If this does arise, a prioritised list of new 20 mph schemes will be agreed with the Cabinet Member, including the prioritisation methodology, noting the various funding sources available for highway improvements as set out above.

27. The Department for Transport publish the average value of prevention per reported casualty and per reported road collision for Great Britain every year, for use in cost benefit calculations. The most recent data published in September 2022 is presented in **TABLE 1** below.

28. In recent years, within Surrey there have been between 24 to 36 fatal collisions per year. The resulting estimated value of preventing these would be between £50million to £76million.

Table 1: Average value of prevention per reported casualty and per reported road collision: Great Britain

Severity	Cost per casualty (£)	Cost per collision (£)
Fatal	2,114,526	2,342,203
Serious	237,614	270,421
Slight	18,318	27,320
Average for all severities	83,752	112,243
Damage only	-	2,522

29. It can be seen that reductions in road collisions and casualties can result in large savings to society, though it should be noted that these savings do not necessarily accrue to the organisations undertaking the investment.

Section 151 Officer Commentary:

30. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

31. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.

32. The cost of implementing highway safety improvements including 20 mph speed limits will be considered alongside other priorities and funding within the Council's overall budget, as it develops its Medium Term Financial Strategy for approval.

Legal Implications – Monitoring Officer:

33. In the [Local Transport Plan 4](#) the County committed to developing a new road safety strategy for Surrey, building on the best practice Vision Zero and Safe Systems approach and the Vision Zero strategy will form a sub strategy of the Local Transport Plan 4.

34. While there is no legal requirement to have a Vision Zero road safety strategy, there is a legal duty under section 39 of the Road Traffic Act 1988 for local highway authorities to:

- Prepare and carry out a programme of measures designed to promote road safety.
- Carry out studies into accidents arising out of the use of vehicles.
- In light of those studies take measures to prevent road accidents (this includes advice and training, construction and improvement of roads); and
- In constructing new roads, take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use.

35. The report refers to the 3rd Global Ministerial Conference on Road Safety and the consequent Stockholm Declaration which is not a legally binding declaration but calls on nations to take steps to promote road safety. The UK Government have not adopted a Vision Zero strategy, but many local authorities have, as it is recognised as international best practice and advocated by leading road safety organisations.
36. With regards to implementing lower speed limits, highway authorities are empowered by the Road Traffic Regulation Act 1988 to set speed limits on the highway.

Equalities and Diversity:

37. A full Equalities and Diversity Impact Assessment is presented in **ANNEX 3**.
38. In summary it was noted that improvements in road safety and successful management of vehicle speeds will make it easier for people with mobility impairment to walk, wheel, cycle or ride horses. It will also make using roads safer for more vulnerable age groups such as children, older people, and pregnant women. There is also research evidence of a link between people from more deprived areas being at greater risk of road collisions, so a successful road safety strategy will provide a positive benefit to more deprived areas too.
39. Measures are in place to cater for SEND children, children in receipt of free school meals and with specific religious beliefs in the delivery of road safety training in schools so that they are not excluded due to religious festivals or clothing.
40. There could be a possibility that the journey times of buses might be negatively impacted by lower speed limits in urban areas, and this might have a negative impact on older and younger people who have a greater reliance on bus services. Therefore, we will assess any such impacts on a case-by-case basis and mitigate these with bus priority measures if necessary.

Other Implications:

41. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications

Environmental sustainability and compliance against net-zero emissions target and future climate compatibility/resilience	Road safety improvements and successful management of vehicle speeds can help to reduce carbon emissions and air pollution from internal combustion engines. It can also help to reduce emissions through encouraging more people to walk or cycle instead of using a motor vehicle. Fewer road collisions will also reduce the emissions deriving from road congestion that would otherwise occur following collisions.
Public Health	Road safety improvements and successful management of vehicle speeds will contribute to making active travel (walking, cycling and push scooting) more attractive. A greater take up of these modes is healthier for individuals. Successful management of vehicle speeds can also reduce emissions and improve air quality.

What Happens Next:

42. If approved by Cabinet, the draft Surrey RoadSafe Partnership Vision Zero Road Safety Strategy will be published for a public and stakeholder consultation commencing in January and running until mid-March 2024. The comments received will be analysed and a proposed final strategy, with amendments based on ‘what people said’ will be brought back to Cabinet for consideration and approval in Spring 2024.

Report Author:

Duncan Knox, Road Safety and Sustainable School Travel Team Manager
duncan.knox@surreycc.gov.uk.

Consulted:

Surrey Police
Surrey Police and Crime Commissioner
Surrey Fire and Rescue Service
National Highways
Surrey County Council Public Health colleagues

Annexes:

Annex 1: Draft Surrey Roadsafe Vision Zero Road Safety Strategy
Annex 2: Outline Consultation Plan

Annex 3: Equalities Impact Assessment

Sources/background papers:

Pedestrian safety in areas of deprivation - Report and review of the research, June 2021, RoSPA, Birmingham

<https://www.rospa.com/media/documents/road-safety/factsheets/Pedestrian-safety-in-areas-of-deprivation.pdf>

www.crashmap.co.uk

Road accidents and safety statistics - GOV.UK (www.gov.uk)

<https://www.gov.uk/government/collections/road-accidents-and-safety-statistics>

Local Transport Plan 4

<https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/your-travel/pedestrians>

Surrey Road Safety Strategy

Stockholm Declaration - RoadSafetySweden

[\(https://www.roadsafetysweden.com/about-the-conference/stockholm-declaration/\)](https://www.roadsafetysweden.com/about-the-conference/stockholm-declaration/)

Managing speeds on Surrey's roads - Surrey County Council (surreycc.gov.uk)

<https://www.surreycc.gov.uk/roads-and-transport/road-safety/safer-vehicle-speeds/managing-speeds-on-surreys-roads>

Road Crash Trauma, Climate Change, Pollution and the Total Costs of Speed: Six graphs that tell the story | GRSF (roadsafetyfacility.org)

<https://www.roadsafetyfacility.org/publications/road-crash-trauma-climate-change-pollution-and-total-costs-speed-six-graphs-tell-story>

Cabinet Member for Transport, Infrastructure and Growth Decisions - Monday, 27 June 2022.

<https://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=637&MId=8699&Ver=4>

This page is intentionally left blank

Surrey RoadSafe

Vision Zero Road Safety

Strategy

2024 to 2035

Draft November 2023

10



CONTENTS

Foreword	3
1. Introduction	5
2. Links to Key Policies and Corporate Objectives	5
3. What is Vision Zero?	6
4. Working Together	7
5. Data Insights and Target Setting	9
6. Highlights of the Surrey RoadSafe Vision Zero Strategy	14
7. Safe Speeds	16
8. Safe Road Users	20
9. Safe Roads and Streets	28
10. Safe Vehicles	32
11. Post Collision Response	34
Annex A: A new approach to 20 mph limits	36
Annex B: Speed Management Measures	41
Annex C: Priority Schemes 2023 to 2025	43
Annex D: Police Teams Working on Road Safety	45

Foreword



Matt Furniss, Cabinet Member for Transport and Infrastructure, Surrey County Council

As the Cabinet Member with responsibility for road safety, I am acutely aware of the impact that road collisions and personal injuries have on individuals, families and local communities. One life lost on our roads is one too many. Our aim is for all deaths and serious injuries from road collisions to be eliminated, something I am sure all our residents would agree with.

Surrey County Council continues to make road safety a top priority, with significant progress and investment already in place right across Surrey. However, with an average of between 20 and 30 fatalities on Surrey's roads in recent years, as well as many hundreds of serious injuries, more needs to be done to reduce death and serious injury on our roads.

I am therefore delighted to endorse this new Surrey RoadSafe Partnership Road Safety Strategy that has 'Vision Zero' at its heart. This new strategy aims to eliminate all traffic fatalities and serious injuries, while increasing safe, healthy, equitable mobility for all. We will deliver on this ambition by working collaboratively with the police, the Office of the Police and Crime Commissioner, Surrey Fire and Rescue and National Highways, with our collective work focussed through the Surrey RoadSafe Partnership.

Road safety, including the speed of traffic, is often raised by residents as a matter of concern. My aim is to ensure that Surrey County Council does all that it can to make the roads, streets, towns and villages of Surrey safer for everyone, be they walking, wheeling, cycling or driving.



Lisa Townsend, Police and Crime Commissioner for Surrey

As both the Police and Crime Commissioner for Surrey and national lead for roads policing and transport for the Association of Police and Crime Commissioners, I am excited to share the Vision Zero Road Safety Strategy – a collective commitment for there to be zero serious injuries or fatalities on Surrey's roads by 2050. While ambitious, I firmly believe the aim for zero road deaths and serious injuries is the only acceptable goal, recognising that each life lost on our roads can have a devastating impact on so many

people.

Surrey is home to some of the busiest and most dangerous stretches of motorways in Europe, with thousands of vehicles using our county's roads every day. Whilst there has been an overall decrease in fatal casualties since the early 2000s, recent

years have seen a plateau in this downward trend in Surrey. This demonstrates that working together, there is still significant action we need to take in order to drive those figures down further.

The Surrey RoadSafe Vision Zero Road Safety Strategy represents a substantial opportunity to work collaboratively with key stakeholders, providing a comprehensive five-pillar approach to reduce risk, enhance road safety, and protect the lives of our residents. I commend the strategy and look forward to working with our partners across Surrey in making our roads safer for everyone to use.”

DRAFT

1. Introduction

- 1.1. Road collisions resulting in death or injury have a devastating impact on victims, families, friends, and co-workers. As well as the pain, grief and suffering endured by those directly associated with road collisions, the fear of road danger affects whole communities. Busy roads carrying fast moving motor vehicles can deter people from walking, push scooting or cycling for local journeys, travelling to and from school or work, and can make places less pleasant to live and visit. The most vulnerable in society such as children, older people and those with disabilities can be the most adversely affected by the consequences of collisions and the fear of road danger.
- 1.2. Throughout the world and across the UK, governments, local authorities, and police forces are adopting the latest best practice Vision Zero and Safe Systems approach to road safety. This best practice approach, the recent update to the Highway Code, and Surrey County Council's Local Transport Plan 4 all highlight the need to prioritise the needs of people walking, wheeling and cycling. This will improve road safety, support active travel, and will protect the most vulnerable so that no-one is left behind.
- 1.3. Fatal and serious collisions have not reduced in Surrey over recent years, and our previous road safety strategy has expired. Therefore, the Surrey RoadSafe Partnership consisting of Surrey County Council (including Surrey Fire and Rescue Service), Surrey Police, the Police and Crime Commissioner for Surrey, and National Highways have collaborated to develop our new strategy presented here. Our vision is for there to be zero fatalities or serious injuries on Surrey's roads by 2050. To work toward this 2050 vision, we have set a new target to reduce fatal and serious road casualties by 50% by 2035 (compared with a combined 2019 and 2022 baseline average). This target will be challenging for us to meet, so to be successful we will need to work together even more effectively, do some things differently, do more of the things we know that work and if necessary, implement new initiatives. It will be vital for this to be underpinned by effective data analysis and research. The Strategy presented here describes how we intend to do this.

2. Links to Key Policies and Corporate Objectives

- 2.1. Resources devoted to the enforcement of road traffic law to improve road safety will contribute to the objectives of the [Police and Crime Plan for Surrey](#) to tackle crime, deny criminals the use of the road and help our communities to feel safe and confident when travelling on our roads.
- 2.2. Improving road safety and enhancing residents' confidence to walk, wheel or cycle (including school journeys) will contribute to the objectives of Surrey

County Council's [Local Transport Plan 4](#) and contribute to [National Highway's Strategic Plan](#) vision of connecting the country safely and reliably by reducing the congestion associated with road collisions. It will also reduce carbon emissions, air and noise pollution, thus supporting the objectives of [Surrey's Climate Change Strategy](#). It will improve the health and wellbeing of people living in Surrey and using Surrey's roads thus supporting the objectives of [Surrey's Health and Wellbeing Strategy](#) for improving community safety.

3. What is Vision Zero?

3.1. The Vision Zero and Safe Systems approach derives from the [Stockholm Declaration](#) which was the culmination of the Third Global Ministerial Conference on Road Safety in 2020. It is now being adopted by governments, local authorities and police throughout the world as the best practice approach to road safety and reducing road casualties. A Safe System approach puts people at its centre, coming from the belief that every road death or serious injury is preventable. It is built upon these main principles:

- Human beings make frequent mistakes that lead to road collisions;
- The human body by nature has a limited ability to sustain collision forces with known tolerance to injury thresholds; and
- It is a shared responsibility between stakeholders (road users, road managers, vehicle manufacturers, etc.) to take appropriate actions to ensure that road collisions do not lead to serious or fatal injuries

3.2. A Safe System approach has five pillars that work together to minimise risk, namely:

- Safe speed
- Safe road users and behaviour
- Safe roads and streets
- Safe vehicles
- Post collision response

3.3. The Surrey RoadSafe Partnership Vision Zero Road Safety Strategy adopts the five pillars in the Safe System approach. It has been developed collaboratively by the organisations in the Partnership who are responsible for improving road safety in Surrey. The work under these pillars will be underpinned by data, research evidence and evaluation so we know what is working and what we need to do to reduce road casualties.

4. Working Together

- 4.1. The organisations involved in the delivery of road safety interventions within Surrey that have developed this strategy are:
- Surrey County Council (including Surrey Fire and Rescue Service)
 - Surrey Police (with oversight by the Police and Crime Commissioner)
 - National Highways (who look after the strategic road network of motorways and trunk roads)
- 4.2. For our organisations to work together effectively we need a clear decision-making process and defined responsibilities. The aim will be for the Surrey RoadSafe Partnership to be able to take decisions in an agile and timely manner so that we can take advantage of new opportunities and encourage innovation in response to road safety problems on our road network. Surrey's Police and Crime Commissioner has recently become the national lead for road safety for the Association of Police and Crime Commissioners, and Surrey's Chief Fire Officer has recently become the national lead for road safety for the National Fire Chief's Council, so we have a unique opportunity to generate fresh impetus to delivering road safety improvements in Surrey.
- 4.3. We will renew meetings of a Partnership Governance Board with senior decision makers from each organisation to oversee the delivery of this strategy and casualty reduction progress. The Board will be asked to approve a business and investment plan to support effective road safety interventions. The Board will also be responsible for approving a communications plan for behaviour change road safety campaigns and publicity in support of the strategy.
- 4.4. We will renew meetings of a Strategy and Delivery Group consisting of key colleagues in each organisation who are responsible for the day-to-day delivery of road safety interventions, services, and communications. This group will be responsible for developing and delivering the road safety interventions described within this strategy and for reporting progress, data and evaluation to the Governance Board.

We will renew the Surrey RoadSafe Partnership. This will be achieved by:

- Convening a new Surrey RoadSafe Partnership Governance Board of senior decision makers
- Convening a new Strategy and Delivery Group of key colleagues responsible for road safety in each organisation
- Agreeing a new Memorandum of Understanding and Terms of Reference for the for the Surrey RoadSafe Partnership, Governance Board and Strategy and Delivery Group
- Developing a new business and investment plan for approval by the Surrey RoadSafe Partnership Governance Board
- Developing a new communications plan for approval by the Surrey RoadSafe Partnership Governance Board

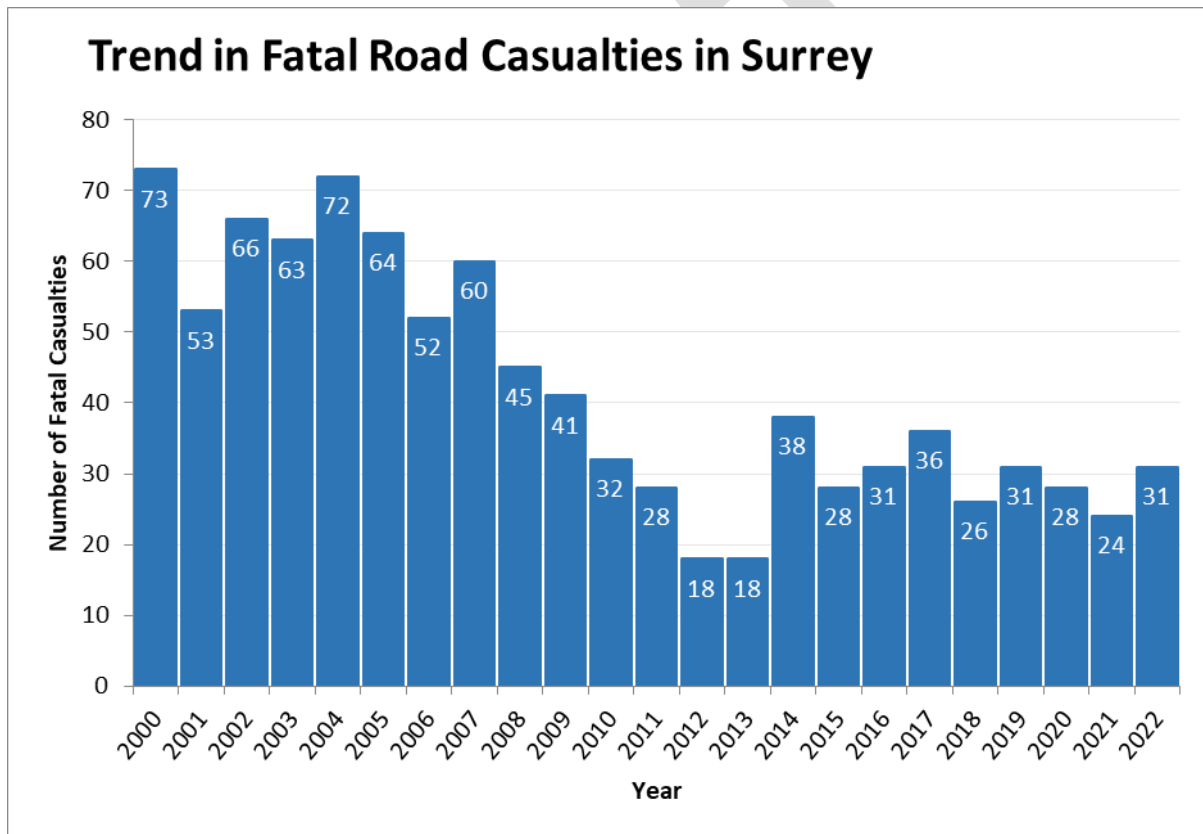
DRAFT

5. Data Insights and Target Setting

Headline Trends in Road Casualties

5.1. It can be seen from Chart 1 below that in recent years since 2015, the annual number of fatal collisions in Surrey has fluctuated between 24 and 36. This is roughly half the annual total that there used to be in the years 2000 to 2007 when the annual number fluctuated between 73 and 52. While this reduction over the longer term is welcome, in recent years the ongoing reduction in fatal casualties has stalled. There is a similar pattern in the data for Great Britain as a whole.

Chart 1

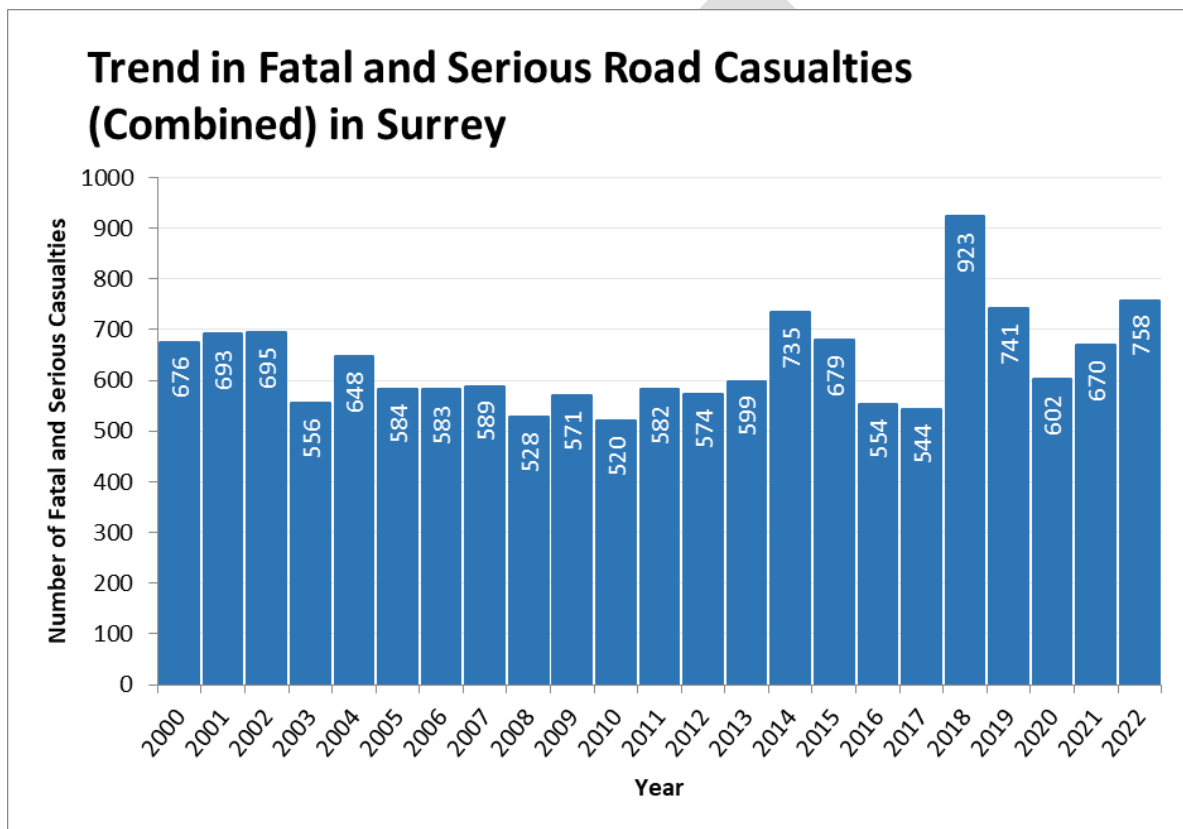


5.2. Chart 2 overleaf shows the fatal and serious injuries combined. There has not been a reduction in serious injury casualties over the longer term, and in recent years there have been increases. It is important to note that the reason for some of the increases in recent years is due in large part to the adoption of a new injury-based data reporting system by the police and the roll out of mobile data portals used by police officers to record the details of a collision rather than a desk-based form. This has resulted in several injuries that would have previously been recorded as slight now being recorded as serious. This is confirmed by the data in Chart 3 which shows that there is an ongoing long term downward trend in the total number of casualties, despite the increases in

serious injuries in some of the recent years. For example, there was an increase of 70% in the combined total of fatal and serious injuries between 2017 and 2018 when the recording system was altered, while the total number of casualties continued to decrease.

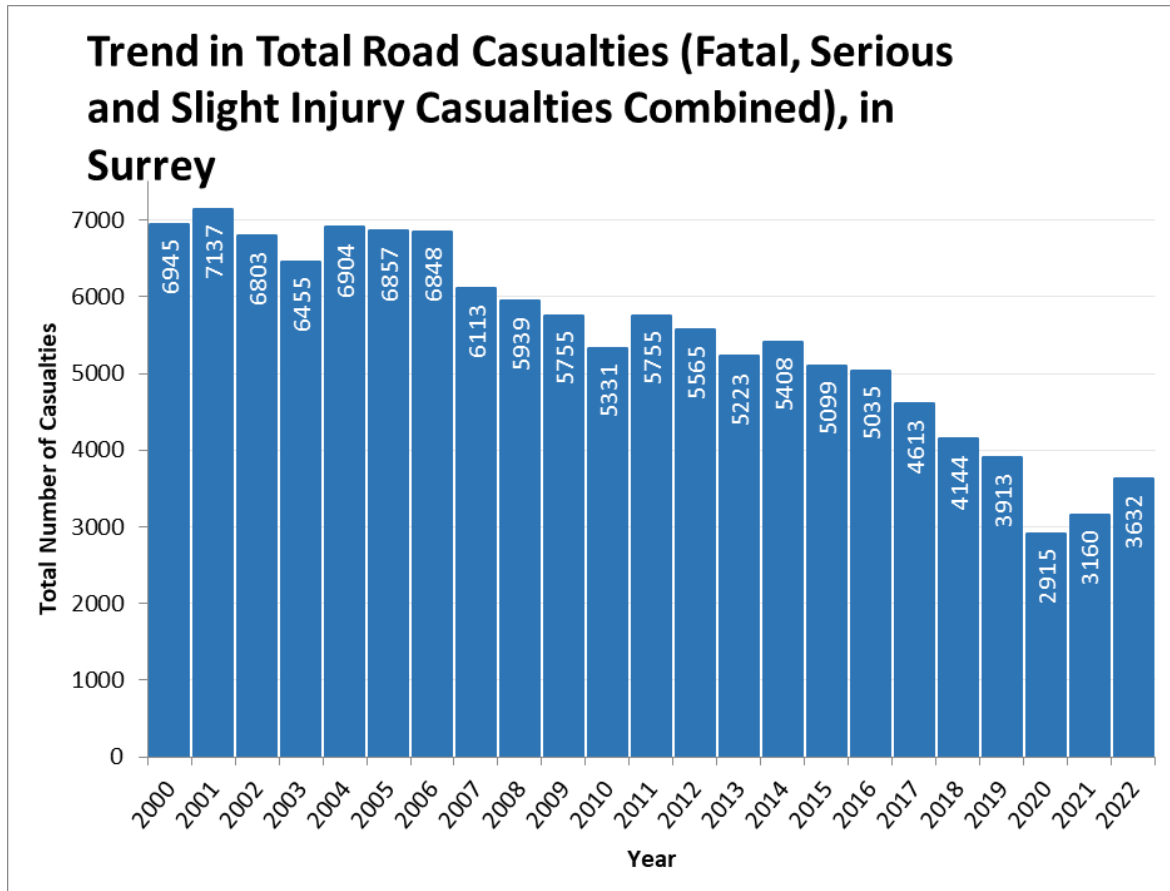
- 5.3. The trend in road casualties in 2020 and 2021 was also affected by the impact of COVID restrictions resulting far fewer motor vehicle journeys and changes in the patterns and volume of walking and cycling. The years 2019 and 2022 are therefore more likely to be representative of the typical number of people killed or seriously injured (KSI) annually in Surrey.

Chart 2



10

Chart 3



10

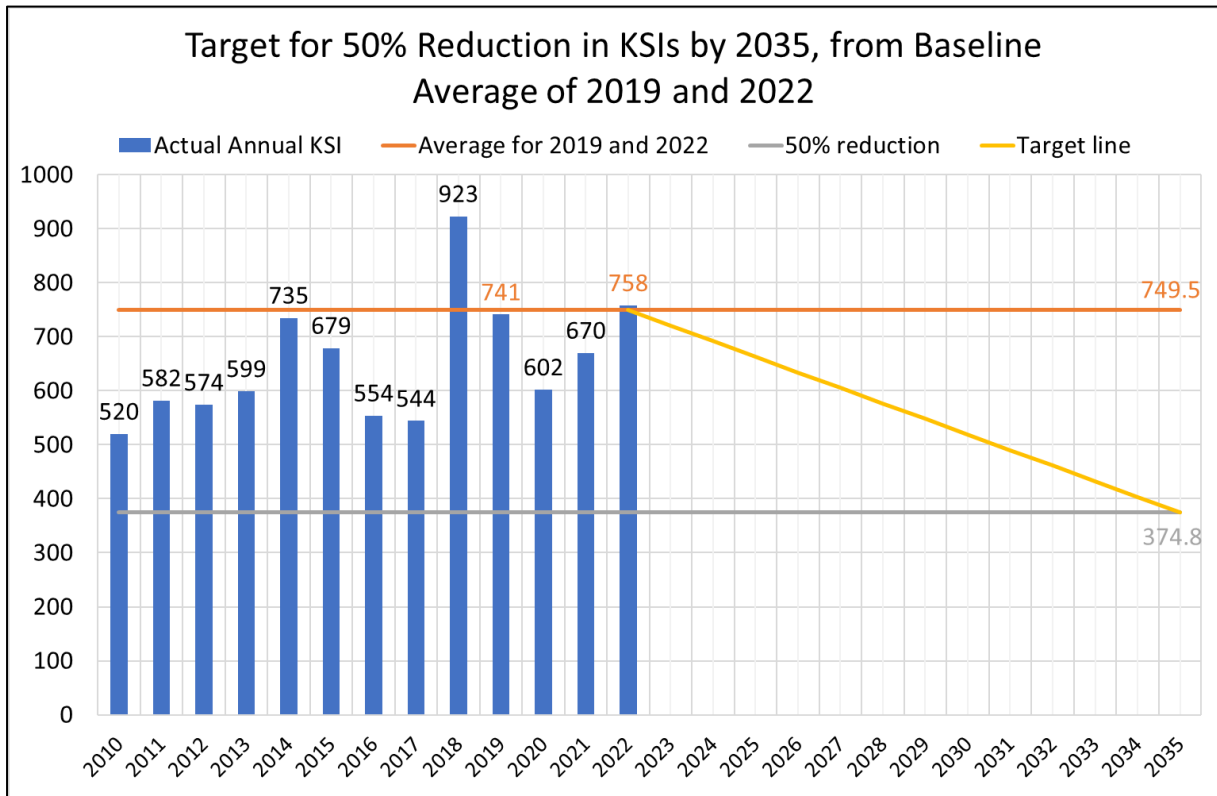
Target Setting

- 5.4. The Stockholm Declaration calls for a 50% reduction in deaths and injuries from 2020 to 2030 as a milestone towards Vision Zero (no deaths or serious injuries) by 2050. Chart 4 shows how we propose to apply a similar target in Surrey using a baseline average for the years 2019 and 2022 for the number of KSI casualties. We have selected these two years for the baseline because they are more likely to represent the typical annual number of KSIs in Surrey as these years were unaffected by COVID (unlike 2020 and 2021) and were less affected by the change in the police reporting system (unlike 2018). We have also set the year 2035 as the target year because by the time this strategy is published in 2024, we will be several years into the current decade already.

The Surrey RoadSafe Target:

A 50% reduction in KSIs by 2035 (compared to a baseline average of 2019 and 2022). This means we are aiming for a reduction from 758 to 375 KSIs by 2035.

Chart 4



Detailed Data Analysis and Monitoring

- 5.5. The five pillars of the Safe Systems approach and the interventions that the Surrey RoadSafe Partnership will undertake will need to be underpinned by detailed analysis of road traffic collisions to inform upon the nature and extent of road casualties in Surrey. Our interventions will be evaluated and/or based on national or international best practice, evidence, and research so we know what is working and what we need to do to reduce road casualties.
- 5.6. For example, more detailed analysis has revealed that Surrey has some of the highest numbers of pedestrian and cycling road casualties of any local authority in Great Britain, with most of these resulting from collisions with motor vehicles in urban 30 mph speed limit areas. In 2022, nearly half of all Surrey’s road casualties (49%) were located on 30 mph speed limit roads (most of which are in built up areas). Also, 81% of pedestrian casualties took place on 30 mph speed limit roads with nearly all involving collision with a motor vehicle. Similarly, 69% of cycling casualties took place on 30 mph speed limit roads, with 79% of these resulting from collisions with a motor vehicle. It is also notable that about half of Surrey’s KSI casualties live in postcodes outside of Surrey.

10

We will develop summary data reports/factsheets that will be updated on a periodic basis covering a range of topics including, but not limited to the following:

- Monitoring progress towards the 2035 target, identify what is working, and what we need to do to meet it
- By severity (e.g. fatal, serious, slight)
- By road user type (e.g. pedestrians, cyclists, motorcyclists, drivers)
- By demographic (e.g. older road users, young drivers, children)
- By Fatal Five (drink and drug driving, speed, mobile phone, seatbelts, careless driving)
- By each of the Safe Systems pillars
- Comparison with Great Britain and other local authorities

6. Highlights of the Surrey RoadSafe Vision Zero Strategy

Introduction

6.1. In the following sections we present the ambitions, activities and interventions we will undertake under each of five pillars of the Safe System. We highlight below some of the main elements of our strategy where we are embarking on new initiatives or where significant new investment has been allocated.

Strategy Highlights

- 20 mph Speed Limits** Within this strategy we present our new policy and approach to 20 mph speed limits. The aim is to have a more flexible policy, (not a blanket approach), that will facilitate the implementation of 20 mph schemes across Surrey’s residential areas, town centres and near schools where this is supported by local people. This is vital if we are to tackle the high number of pedestrian and cycling casualties across Surrey, most of which currently take place on 30 mph speed limit roads in built up areas.
- Enhanced Speed Management** In July 2022 Surrey County Council’s Cabinet Member responsible for road safety approved additional funding of £1million per year for three years for use in tackling some of the worst speeding hotspots and sites with a history of collisions. This is being invested in traffic calming schemes, junction improvements, average speed cameras, and spot speed cameras. We will aim to successfully tackle the 33 worst sites by 2030.
- Review of Rural Speed Limits** In 2022 Surrey County Council embarked on a rural speed limit project whereby rural roads with an existing 60 mph national speed limit are being reviewed with the intention of reducing the speed limits to a level more in keeping with the use and geometry of the road, and at a speed that most drivers are already travelling. We will aim to review and replace all of the 60 mph national speed limit roads in Surrey with new lower limits where appropriate, by 2028.
- 3rd Party Reporting Using Video** Increasing numbers of road users are using vehicle mounted or body worn cameras. Surrey Police provide a process for road users to submit video footage of examples of alleged driving offences so, if necessary, the evidence can be used to pursue prosecutions. We will provide additional advice and guidance on how to submit quality footage to aid prosecutions.
- Secondary School Pre-Driver Education** From the academic year 2023/24 Surrey Fire and Rescue Service will disseminate the latest best practice intervention [DriveFit](#) pre-driver workshops throughout Surrey’s sixth forms and colleges.

- **Feetfirst: Walking Training** In 2022 Surrey County Council introduced a new pedestrian training initiative for year 3 children (aged 7-8 years), available to all schools in Surrey. There are about 13,000 children in a single year group across Surrey. Our aim will be to increase the take up of this offer so that at least three quarters of all children across this age group receive this training each year by 2030.
- **Cycle Training** Currently Surrey is one of the biggest Bikeability providers in the Great Britain, with just under half of the target age group of Children for Level 1 and Level 2 Bikeability courses receiving training (a total of nearly 11,000 pupils). The Bikeability Trust have set a national target for 80 percent of the target age group to have taken a Level 2 course by 2025. We will work with the Bikeability Trust to agree how we can best increase the reach of Bikeability across Surrey towards this target.
- **Road Safety Outside Schools** In July 2022 Surrey County Council's Cabinet Member responsible for Road Safety approved additional funding of £1million per year for three years for use in implementing schemes outside schools to improve road safety and overcome barriers to active travel. This is being invested in signalised crossings, zebra crossings, wider footways, traffic calming and Surrey's first "School Street".
- **Local Cycling and Walking Infrastructure Plans** By the end of 2023 Surrey County Council will have developed LCWIPs for all of Surrey's eleven Boroughs and Districts. These will form the basis for bids to Active Travel England for new infrastructure to make walking and cycling safer and easier.
- **A25 Dorking to Reigate Department for Transport Safer Roads Fund** In April 2023 the DfT provided a £1.8 million grant to reduce the risk of collisions along the 8.4km route of the A25 between Dorking and Reigate. This will be invested in speed management, safer roadsides, junction improvements and cycling and walking facilities by the end of the financial year 2024/25.
- **Media Campaigns and Publicity** The Surrey RoadSafe Communications team will be renewing the Partnership Communications Strategy for 2024-26. This document will stand as the foundation for all elements of communications and engagement within the partnership, establishing our aims and objectives, principles and key messages/themes that will run throughout our work.

7. Safe Speeds

Introduction

- 7.1. There is overwhelming research evidence that reducing vehicle speeds successfully will reduce the likelihood and severity of collisions. Slower motor vehicle speeds will support more walking, wheeling, and cycling too. This will make communities more pleasant places to live and will help sustain local shops and businesses. Concerns over vehicle speeds are frequently mentioned by Surrey's residents.
- 7.2. Our approach to Safer Speeds will focus on the following:
- Setting appropriate speed limits
 - Improving compliance with speed limits
- 7.3. Our aim is to set speed limits that are successful in managing vehicle speeds and are appropriate for the main use of the road, considering especially the needs of vulnerable road users. The desire for lower speeds must be balanced against the need for reasonable journey times and the position of each road within the road network hierarchy.
- 7.4. We will renew our focus on improving compliance with speed limits through additional investment in speed management measures. These will include highway improvements such as traffic calming as well as average speed cameras, and spot speed cameras. This will be supported by enforcement operations, and media and publicity campaigns to set the expectation and social norm of safe driving within the speed limit, and in accordance with the road conditions.

Our Ambition for Safe Speeds

- Our roads will have appropriate speed limits considering the road network hierarchy and the use of the road by vulnerable road users to support active travel.
- There will be a high level of compliance with speed limits.
- Surrey road users will understand the risks and implications of driving too fast and will therefore travel at appropriate speeds to the conditions and within posted speed limits.

Setting Appropriate Speed Limits

- 7.5. **20 mph Speed Limit Policy** To realise our Vision Zero ambition, we will enhance our focus on reducing speeds in town centres, residential areas, and village centres, especially near schools, where the exposure to risk for people walking, push scooting, and cycling is greater. For example in 2022, nearly half of all Surrey's road casualties (49%) were located on 30 mph speed limit roads (most of which are in built up areas). Also, Surrey has among the highest number of pedestrian and cyclist road casualties of any local authority, and it is notable that 81% of these pedestrian casualties took place on 30 mph speed limit roads, with nearly all involving collision with a motor vehicle. Similarly, 69% of cycling casualties took place on 30 mph speed limit roads, with 79% of these resulting from collisions with a motor vehicle.
- 7.6. Most leading international and national organisations that advocate for road safety, public health and climate change also advocate for 20 mph speed limits in urban areas. This was also endorsed in the Stockholm Declaration. Therefore, we have reviewed our approach to implementing 20 mph speed limits and present a new policy in Annex A.
- 7.7. Our new policy provides a more flexible approach to implementing 20 mph speed limits that are supported by local people. We do not advocate a blanket approach and recognise that some main roads outside the centre of towns could remain at 30 mph. Our approach requires that additional supporting measures will be required on some faster roads for the 20 mph limit to be respected without the need for additional police enforcement.
- 7.8. **Rural Speed Limit Review** The national default speed limit on single carriageway rural roads (without street lighting) is 60 mph. This 60 mph default speed limit is inappropriate for most minor rural roads because driving at this speed on such narrow and winding country lanes would be dangerous. Surrey County Council has already embarked on a proactive, strategic review with the aim of replacing all the existing 60 mph national speed limits on rural roads with lower speed limits. The new lower limits are being set at a more appropriate level in keeping with the use and nature of the road and the speed at which most drivers are travelling at. The first of these were implemented in July 2023. Our aim will be for all existing national speed limits roads throughout Surrey to have been reviewed and new lower speed limits implemented where appropriate by the end of 2028.

Improving Compliance with Speed Limits

- 7.9. **Speed Management Plans** We will continue to maintain local speed management plans for each of Surrey's eleven Districts or Boroughs. This means that whenever there are concerns about speeding at any location, we will go and measure the vehicle speeds. The data on vehicle speeds will be reviewed alongside data on road collisions resulting in injury recorded by the police, to ascertain the extent and nature of the speeding and road safety problem at each site. Through the Surrey RoadSafe Partnership, Surrey County Council and Surrey Police road safety specialists will meet to discuss and agree which sites need the most attention, and what the most appropriate intervention will be. A description of the types of intervention that we will use are described in Annex B.
- 7.10. In June 2022 the Surrey County Council Cabinet Member with responsibility for Road Safety allocated a total of £3million to help tackle excessive vehicle speeds and road safety on Surrey's roads. This money is being invested in traffic calming, junction improvements, average speed cameras and spot speed cameras at the sites with the worst speeding and collisions, identified through the speed management plan process. We will aim to tackle the worst 33 high priority speeding and casualty problem sites by implementing permanent solutions to improve compliance with the speed limit at all these sites by 2030. This list will continue to be reviewed on an ongoing basis as new sites emerge that become a greater priority.
- 7.11. At the time of writing several schemes have already been implemented or are due to be implemented in the coming months, listed in Appendix C. Our approach will ensure that traffic calming and engineering measures are always considered first, and then speed cameras will only be considered if traffic calming or other engineering solutions are not viable.
- 7.12. **Media and Publicity Behaviour Change Campaigns** Our work on improving compliance with the speed limit at specific locations through engineering or enforcement measures will be supplemented by media and publicity campaign work to maximise their impact. This will seek to highlight the risks and implications of driving too fast, both to the individual and the community.
- 7.13. As well as publishing up-to-date speed camera enforcement data on the Surrey RoadSafe website, the partnership Communications Team will also continue its role of sharing enforcement news/updates from Surrey Police Officers working within the Casualty Reduction and Vanguard Road Safety Teams on various social media platforms. This will highlight the need for safer speeds and reaffirm the message that speeding will not be tolerated.

7.14. Public engagement events will also be utilised to encourage behavioural change towards safer speeds and highlight the risks of speeding. We will also continue to support national campaigns focused on speed compliance, and will use data and detailed evaluation to improve our methods in the future.

We will set appropriate speed limits by:

- Adopting a new approach to 20 mph speed limits.
- Reviewing all 60 mph national speed limits on rural roads in Surrey and replacing them with a lower limit where appropriate by the end of 2028.

We will improve compliance with the speed limit by:

- Maintaining speed management plans for all of Surrey's eleven Districts or Boroughs to identify and tackle the sites with the worst speeding and casualty problems.
- Targeting the top 33 high priority speeding and casualty problem sites that have been identified through the speed management plan process by 2030. The list will be reviewed on an ongoing basis.
- Undertake media and publicity campaign work to highlight the risks and implications of driving too fast.

8. Safe Road Users

Introduction

- 8.1. To realise our Vision Zero ambition, we will aim to have competent road users who abide by the rules of the recently updated [Highway Code](#). All road users should behave with respect and courtesy towards other road users, with particular attention being paid to vulnerable road users such as people walking, wheeling, cycling or riding horses.
- 8.2. We will seek to achieve this through effective enforcement of road traffic law. This will be undertaken by specialist police teams dedicated to improving road safety, and effective processing of videos of offences submitted by road users using vehicle mounted or body worn cameras. Where appropriate errant motorists will be offered the opportunity to attend a rehabilitation course offered through the National Driver Offender Retraining Scheme as an alternative to the usual fine and penalty points.
- 8.3. Education of young people as they start to become frequent road users as pedestrians, cyclists or motorists will also form an essential part of our approach. Each of our school-based road safety education and training courses are offered to different age groups so that children will have the opportunity for more road safety education and training every few years as they grow older.
- 8.4. We will produce a comprehensive road safety communications plan setting out how we will use media and publicity campaigns to highlight the need for safe driving and to highlight the consequences of not doing so. This will focus on the “Fatal Five” behaviours that research has shown are most frequently associated with road traffic collisions and will dovetail with national road safety enforcement and communications campaigns. Care will be taken to use positively framed messaging rather than shock or fear as the latter has been shown to be ineffective in influencing behaviour.

Our Ambition for Safe Road Users

- Road users will be competent, abide by the rules of the highway code, and will be safe and respectful, especially towards vulnerable road users.

Enforcement

8.5. **Police Road Safety Enforcement Operations** Surrey Police will continue to follow the National Police Chiefs' Council operations campaign calendar. For every campaign the Surrey RoadSafe Partnership communications team will commission a week of media and publicity prior to the week of enforcement, with further follow up week of media and publicity. The campaign themes include vulnerable road users and all "Fatal Five" offences (Drink/Drug driving, speeding, distracted driving, not wearing a seatbelt, and careless driving). While all Surrey's Police Officers will contribute to enforcement of road traffic law to improve road safety, there are several teams in Surrey Police who have a dedicated remit to enforce road traffic law, improving road safety and reducing road casualties, described in Annex D. Some examples of the campaigns and activities that will be undertaken in Surrey include:

- **Operation Limit** is one of the longest running campaigns focussing on drink/drug driving, taking place for 5/6 weeks in the winter and one week in the summer.
- **Operation Downsway** focusses on motorcycle safety with police officers targeting specific areas where they see an increase in motorcyclists between April and September. The police officers will educate and enforce specifically focusing on the antisocial use of all motor vehicles.
- **Operation Close Pass** focuses on vulnerable road users for example cyclists and horse riders. This operation involves plain clothed police officers riding a bicycle working together with nearby police officers who are notified if motorists drive too close to the cyclist or commit other motoring offences.
- **Operation Tutelage** is a national police-led operation working together with partners to reduce the impact of untaxed, uninsured, untraceable, and unsafe vehicles.
- **Operation Tramline** is a National Highways owned operation which Surrey Police support, approximately. five times a year. Focussed on enforcing road safety by targeting drivers who are not in proper control of their vehicle on the strategic road network. As the "Tramline Truck" cab is much higher than a car, it gives the officers a clearer view down into vehicles and across to other drivers of larger HGVs.

8.6. Enforcement campaigns will be supported by our social media platforms to help to amplify national and local messaging. The messaging shared will often come with guidance of how to behave to keep all safe on the roads and then also the penalties that can be occurred. During the weeks of enforcement, comms will highlight the vehicle stops which are specific to the campaign running at that time.

- 8.7. **3rd Party Reporting** Increasing numbers of road users are using vehicle mounted or body worn cameras. Surrey Police provide a process for road users to submit video footage of examples of alleged driving offences so, if necessary, the evidence can be used to pursue prosecutions. This offers a fantastic opportunity to improve the safety of all road users, especially cyclists and equestrians if motorists become aware that close passes or aggressive driving in the vicinity of such vulnerable road users could be filmed and submitted as evidence in prosecutions. We will review the advice and guidance on how to submit quality footage to Surrey Police to aid prosecutions.
- 8.8. **National Driver Offender Scheme Courses** Surrey police will continue to offer a range of courses through the National Driver Offender Retraining Scheme. These are offered to motoring offenders if they are eligible instead of the usual fine and penalty points. The number of referrals will depend upon the amount of enforcement, the number of offences detected and how many motorists are eligible and decide to take up the offer of a course. The range and number of courses offered in Surrey are summarised below:

Type of course	Number of completed courses from Surrey referrals in 2022
National Speed Awareness Course.	22,717
Safe and Considerate Driving	139
National Motorway Awareness Course.	16,402
What's Driving Us?	2,391
RiDE*	1

* In 2023 the RiDE course was replaced with NRRAC (National Rider Risk Awareness Course).

- 8.9. In addition to courses described above that are offered as an alternative to a fixed penalty and points, there are also courses offered as an alternative to non-endorseable offences show below:

Type of course	Number of completed courses from Surrey referrals in 2022
Safe and Considerate Cycling	1
Your Belt Your Life	133

Road Safety Education and Training in Primary Schools

- 8.10. **Feet First: Walking Training** Surrey County Council offer Feet First: Walking Training to all Surrey's Primary Schools. It is aimed at year three children (aged 7-8), providing them with practical road safety skills and preparing them for independent travel. The scheme also promotes the benefits of travelling actively to school for personal health and wellbeing, and how walking helps to improve

air quality and tackle climate change as an alternative to car travel for short journeys.

- 8.11. The service was first introduced during the 2021/22 academic year during which over 2,500 pupils were trained, with another 4,760 pupils being trained during the subsequent 2022/23 academic year. There are typically 13,500 young people in each of the year groups across Surrey's schools. Therefore, we will aim to expand so that this training is provided annually to 75% of the year group (approximately 10,000 children), by 2030.
- 8.12. We are also developing a further walking training extension course that will be targeted at year five pupils (aged 9-10) This course will be designed to dovetail with the Level two Bikeability cycle training course delivered to year six pupils (aged 10-11) and will equip pupils with the necessary skills ready for the transition to secondary school. This course is being developed for year five pupils in preparation to moving up to year six when some children are allowed to walk to school without adult supervision. We will aim to launch this new course to schools during the academic year 2024/25.
- 8.13. **Cycle Training** Surrey County Council's Cycle Training Team offer the Bikeability national cycle training programme to all schools across Surrey. For Bikeability Level one, riders learn to control and master their cycles in a space away from traffic, such as a playground. The course is typically three hours delivered in a single day for year four (aged 8-9) pupils. Bikeability Level two takes place on local streets. Riders learn how to deal with traffic on quieter roads, progressing to roads that are a little busier if they can. The course is typically seven and a half hours over five days, usually for year six (aged 10-11) pupils, although it is also delivered in year five, year seven, and as a holiday course. In the academic year 2022/23 training was provided to 4,660 pupils at Level one, and 6,257 pupils at Level two, which means Surrey are one of the biggest providers in Great Britain. This work is undertaken by over 70 fully qualified cycling instructors.
- 8.14. The Bikeability Trust have a set a new national target to reach 80% of the target population for Bikeability Level 2 by 2025. There are typically 13,500 young people in each of the year groups across Surrey's schools, so this new national target would require us to nearly double the current level of provision, which would require recruitment and training of substantial numbers of new cycling instructors. Therefore, we will work with the Bikeability Trust to agree a plan for reaching this target as soon as practical.
- 8.15. The cycle training team is also developing a programme of "independent riding to school" for secondary school students and "community cycle training" for adults. The latter has been enabled by a short-term grant from Active Travel

England and aims to reduce cycling casualties among adults who constitute the greatest number of cycling KSI casualties.

Education and Training in Secondary School, Sixth Forms and Colleges

- 10
- 8.16. **Road Safety Drama Workshops (ages 11 to 16)** In previous years Surrey County Council offered two road safety drama workshops to all secondary schools across Surrey. The first of these was disseminated to year seven (aged 11-12). This is the first year in secondary school when many students have recently become independent travellers and therefore are more prone to becoming injured while walking due to inexperience and risk taking. Another drama workshop was offered to year 11 students (aged 15-16) and focused on the fact that this is a year where students prepare for college, sixth form or work, and are therefore could be exposed to increased peer pressure and risk due to being the passenger of a new inexperienced driver or are starting to consider becoming a driver themselves.
- 8.17. At the time of writing, we are aware that the Department for Transport is working on a new “Good Practice Guide for Road Safety Education” which we hope will be published soon. Therefore, we will review our workshops to ensure they still represent the latest best practice in accordance with the new guidance due to be published by the Department for Transport. We will roll out renewed workshops in the academic year 2024/25.
- 8.18. **DriveFit (ages 16 to 18)** Young drivers, aged 17 to 24, are more likely to be involved in a road traffic collision than most other age groups. Nationally, young people hold 8% of car driving licences, but account for 20% of those killed or seriously injured on the roads.
- 8.19. Therefore, from the academic year 2023/24 Surrey Fire and Rescue Service will disseminate the latest best practice intervention [DriveFit](#) throughout Surrey’s sixth forms and colleges. This consists of a 40-minute film or series of shorter films delivered in the classroom followed by a 45-minute workshop. The film uses a talk show style interview format where expert guests provide information, demonstrations, and tips about how pre-drivers, learner and newly qualified drivers can best manage the learning to drive process as well as the risky driving behaviours associated with speeding, tiredness, mobile phone use and intoxicated driving.
- 8.20. DriveFit was developed as part of the [RAC Foundation - Pre-driver Theatre & Workshop Education Research \(PdTWER\)](#) project which found that DriveFit delivered longer lasting benefits without the negative emotional impacts of the Safe Drive Stay Alive intervention that had been delivered by Surrey Fire and Rescue Service and partners previously.

BikeSafe

- 8.21. Surrey Police will continue to provide BikeSafe courses. This is a national, police run motorcycle initiative, aimed at working with motorcycle riders in a relaxed environment to raise awareness of the importance and value of progressing onto accredited post-test training. BikeSafe workshops involve an observed ride with a police-graded motorcyclist or approved BikeSafe observer covering rider attitude, systematic methods, collision causation, cornering, positioning, overtaking, observation, braking, hazard perception and use of gears. In 2022, there were 13 public sessions and two internal staff sessions organised with 175 attendees. In addition to this, six sessions were held for Army, Navy and Air Force personnel with 42 attendees.

Powered Two-Wheeler Interventions Research

- 8.22. National Highways has commissioned a research project with the aim of improving understanding of motorcycle road safety risk and the interventions in place to address that risk in the Southeast Region. The project consists of two main parts; the first is a “deep dive” into the data available relating to motorcycle casualties and collisions, exploring both the locations that collisions occur and the locations where casualties live. It also looks at journey type, seeking to understand which user groups are particularly over-represented in the data. The second will be to investigate and review interventions and mitigations already being delivered in the region. At the time of writing the results of this study were scheduled to be published in Autumn/Winter 2023. The results of the study will be used to consider whether there are additional interventions available that could be delivered in Surrey.

Media and Publicity Behaviour Change Campaigns

- 8.23. We will renew the Surrey RoadSafe Communications Strategy for 2024-26. This strategy, to be submitted to the Governance Board for approval, will underpin every aspect of communications work within the partnership from public engagement events, supporting national Police enforcement operations led by National Police Chiefs Council (NPCC) and National Roads Policing Operations Investigation and Intelligence, national media campaigns (e.g. Project EDWARD, Brake Road Safety Week, Department for Transport THINK!), as well as bespoke data-led campaigns focusing on vulnerable road users and road safety concerns within Surrey. These campaigns will adopt the use of consistent messaging styles, using behavioural change techniques and educational principles to educate and engage with all road users effectively. They will then be followed by thorough evaluations, with the aim to review and understand strengths of initiatives and lessons learned for future improvements within Partnership communications.

8.24. Surrey RoadSafe communications work will continue highlighting the risks and implications of committing the “Fatal Five” offences that most frequently cause death and serious injuries on our roads, supporting the work of the Surrey Police Vanguard Road Safety Team and Casualty Reduction Officers:

- **Distracted driving** (driving while using a mobile phone or other device, eating, drinking or other activities that are taking the driver’s attention from the road)
- **Excessive and inappropriate speed** (either exceeding the speed limit, or driving too fast for the conditions in bad weather for example)
- **Drink and drug driving** (driving whilst over the prescribed limit of alcohol and drugs)
- **Failing to wear a seatbelt** (as a driver or passenger, or incorrectly secured car seats)
- **Careless and inconsiderate driving** (e.g. risky overtaking, driving while tired, driving too close to the vehicle in front, close passes of people cycling or riding horses, not paying attention to road signs, failure to stop or give way, jumping red lights, lane hogging, failure to signal)

We will improve road user skills and behaviour by:

- Continuing to provide comprehensive enforcement of road traffic laws following the NPCC campaign calendar and operations targeting the “Fatal Five” by a range of police teams, supported by media and publicity.
- Provide additional advice and guidance on how to submit quality video footage to aid prosecutions of third-party reporting of traffic offences.
- Continuing to provide a range of National Driver Offender Rehabilitation courses in place of the usual penalty for a range of road traffic offences.
- Expanding Feet First Walking Training so that the training is provided to 75% of year three children (aged 7-8) annually (10,000 children) by 2030.
- Developing a Feet First Walking Training Extension course for older year six children (aged 9-10) and launch the course to schools during the academic year 2024/25.
- Expanding Bikeability Level 2 courses so that the training is provided to 80% of children before they leave primary school.

- Review our secondary school-based road safety drama workshops and launch new interventions during the academic year 2024/25.
- Launch DriveFIT pre driver road safety education course across Surrey's Sixth Forms and Colleges during the academic year 2024/25.
- Continue to provide Bikesafe motorcycle training courses.
- Producing a communications plan for approval by the Surrey RoadSafe Governance Board by April 2024.

DRAFT

9. Safe Roads and Streets

Introduction

- 9.1. The Safe Systems approach asserts that it is the responsibility of highway engineers to design roads and streets to be as forgiving as possible to reduce the risk of collision, and to reduce the severity of the consequences when mistakes are made by road users.
- 9.2. In built up areas this will mean designing streets to ensure lower speeds, providing safe crossing points and/or restraining motorised traffic where there are more people walking, wheeling and cycling in town centres, residential areas and near schools. We will seek opportunities to provide segregated cycling infrastructure or to integrate cycling into mixed traffic as safely as possible.
- 9.3. In rural areas this will mean managing speeds to levels that will reduce the risk of collisions and the risk of serious injury in the event of collisions. We will aim to separate streams of traffic, delineate bends, and protect roadsides in case vehicles lose control. Junction layouts will be improved to be simple and easy to use with good visibility.
- 9.4. Effective maintenance will be vital to ensure enduring safety of our highway infrastructure.

Our Ambition for Safe Roads and Streets:

- Our roads and streets will be designed and well maintained so that they are more forgiving of mistakes made by road users as well as supporting active travel.

Road Safety Working Groups

- 9.5. Surrey County Council's Road Safety Engineering Team will host Road Safety Working Group meetings every six months for each of Surrey's 11 Districts and Boroughs. The Surrey RoadSafe Partnership collision database will be interrogated to identify locations and routes where there have been greater numbers of personal injury collisions so that these will be tabled for discussion at the meetings. The data will be analysed to highlight any patterns in the collisions that could be tackled by Safe Systems highway improvements or enforcement. The meetings will include Police and County Council road safety and highway specialists so that the results of the collision data analysis will be combined with local knowledge and site visits.

- 9.6. Through this process we will invest an annual budget (currently £200,000) in low-cost highway improvement schemes with the greatest potential to reduce collisions at the worst collision hotspots throughout the county. In the past this has resulted in typically 20 schemes being delivered each year that reduce collisions by 30 percent on average at the treated sites.
- 9.7. We will also consider opportunities to invest in more substantial schemes using the additional £3million to help tackle excessive vehicle speeds and road safety on Surrey's roads that was announced by the County Council Cabinet member in July 2022. Further schemes might be possible by making them a condition of planning consent for developers, through bids to Surrey's Boroughs and Districts for Community Infrastructure Levy (CIL) funding, or as part of larger major schemes funded by central government.

Road Safety Outside Schools Schemes

- 9.8. Surrey County Council has a "[Road Safety Outside Schools](#)" policy, which sets out a process to investigate concerns over road safety or barriers to walking, wheeling, push scooting or cycling on the roads in the vicinity of schools. At the time of writing, there have been visits to over 160 school sites (there are approximately 500 schools in Surrey in total) resulting in suggestions for highway improvements at over 50 schools. The assessments are ongoing with new schemes being conceived on an ongoing basis.
- 9.9. Additional funding of £1million per year for three years was announced by the County Cabinet Member in July 2022 for investment in these schemes. Further schemes are being implemented using CIL funding and from funding allocated by local members. The schemes include signalised crossings, zebra crossings, traffic calming, footway widening and parking controls. This investment will also be used to implement Surrey's first pilot "School Street" during the academic year 2023/2024.

A25 Dorking to Reigate Department for Transport Safer Roads Fund

- 9.10. The Department for Transport have provided a £1.8 million grant to reduce the risk of collisions resulting in injury (especially fatal or serious injury) along the 8.4km route of the A25 between Dorking and Reigate. The proposals seek to address deficiencies in the safety "star-rating" of the highway infrastructure using the iRAP assessment process provided by the [Road Safety Foundation](#). The scheme consists of the following main elements that will be implemented by the end of the financial year 2024/25:
- Speed management measure including average speed cameras and a new lower 30 mph speed limit in Dorking.
 - Improvements for pedestrians and cyclists within Dorking and Reigate.

- An improvement to the junction with Brockham Lane.
- Protecting roadsides using raised-rib edge of carriageway line markings, and high containment kerbs.
- Central hatching to separate opposing flows of traffic to reduce the risk of head on collisions.

Road Safety Audit

- 9.11. Surrey County Council's road safety engineering team undertake typically 200 road safety audits of highway schemes of various sizes each year and will continue to provide this service. A road safety audit is a systematic process for checking the road safety implications of highway improvements and new road schemes. The process is vital for ensuring that the risk of road collisions and their severity is minimised whenever a new road scheme is designed, built, and comes into use.

Healthy Streets Design Guide

- 9.12. The [Healthy Streets for Surrey](#) design guide was published in May 2023 for developers to follow. We will use the guide to encourage developers to raise the standard of street design, creating streets which are safe, support active travel, green, beautiful, and resilient.

Highway Improvement Programmes and Maintenance

- 9.13. Surrey County Council have a range of highway improvement and maintenance programmes to meet the objectives of the County Council's Local Transport Plan 4 (to make journeys across the county easier, more predictable, and safer), summarised below:
- 9.14. **Local Cycling and Walking Infrastructure Plans** Local Cycling and Walking Infrastructure Plans (LCWIPs) are ten-year plans for investing in walking and cycling. Surrey County Council is working on developing an LCWIP for all of Surrey's 11 District and Boroughs by the end of 2023. These plans will then form the basis for bidding for investment in infrastructure from Active Travel England. More information can be found here: [Active Travel Fund for roads and pavements - Surrey County Council \(surreycc.gov.uk\)](#)
- 9.15. **Integrated Transport Schemes** In February 2022 the County Council Cabinet established an Integrated Transport Scheme budget of £3million per year to allow County Councillors to nominate highway improvements in their Division in response to local concerns. More information on schemes to be delivered during 2024/25 can be found here: [Countywide ITS Fund Cabinet Member Report - Sept 2023.pdf \(surreycc.gov.uk\)](#)

- 9.16. **Local Street Improvements** Surrey County Council is developing a programme of local street improvements. The aim is to plan, design and create safer, healthier, and more attractive local environments that encourage more walking, wheeling and riding and increase opportunities to live and work locally. More information can be found here: [How we will be making improvements to streets in your area - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/roadworks-and-maintenance)
- 9.17. **Major Transport Schemes** Surrey County Council is working on several multi-million-pound major transport projects. More information can be found here: [Major transport projects - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/major-transport-projects)
- 9.18. **Maintenance of Highway infrastructure** Information on how Surrey County Council repairs potholes and maintains roads, pavements, lights, signals, signs, trees, grass, hedges and drainage can be found here: [Roadworks and maintenance - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/roadworks-and-maintenance)

We will make our roads and streets safer by:

- Hosting Road Safety Working Groups every six months for each of Surrey's Boroughs and Districts to identify and diagnose road safety problems and develop solutions for the worst collision hotspots throughout the County.
- Implementing low-cost highway improvement schemes with the greatest potential for reducing road collisions using an annual budget of £200,000.
- Implement a £3million programme of "Road Safety Outside School" infrastructure schemes to improve road safety and overcome barriers to more walking, wheeling, push scooting and cycling for school journeys.
- Implement the £1.8 million A25 Dorking to Reigate Department for Transport Safer Roads Fund Scheme by the end of the financial year 2024/25.
- Continue to undertake road safety audits of all new highway schemes.
- Promote the use of the new Healthy Streets for Surrey design guide by developers.
- Continue to implement highway improvement and maintenance programmes with the aim of making journeys across the county easier, more predictable, and safer.

10. Safe Vehicles

Introduction

- 10.1. As a result of improvements in design standards and advances in technology a range of secondary safety features have been introduced in vehicles to reduce the risk and severity of collisions. As well as improving the safety of vehicle occupants these advances have also helped to reduce the risk of injury to vulnerable road users that may be impacted by a collision.
- 10.2. It is essential that we ensure that vehicles that use Surrey's Road network meet the correct road safety and environmental standards. We will do this by educating drivers and businesses, so they know how to check and maintain their vehicles, and through enforcement of the correct standards.

Our Ambition for Safe Vehicles:

- Vehicles in Surrey will be well maintained and designed to reduce the harm to road users in the event of a collision.
- People and businesses using vehicles on Surrey's roads will know how to check and maintain their vehicles.
- More vehicles will pass the annual MOT test at first presentation.

Education

- 10.3. Surrey RoadSafe will use media and communications campaigns to educate drivers on the vehicle safety checks that they should be undertaking, and how to do them. For example, we will highlight additional vehicle checks that drivers should undertake during periods of bad weather. This will include public engagement events including motorway service stations in collaboration with National Highways.
- 10.4. We will promote the [Tyre-Safe](#) and [Driving for Better Business](#) initiatives that provide advice on checking and maintaining vehicles and vehicle fleets, and will signpost parents to guides on purchasing and fitting child car seats correctly.

Enforcement

- 10.5. All Surrey Police Officers have the capability and training to carry out safety checks on vehicles being used on the roads including checking tyres, lights and insurance. Such checks can be carried out as part of each officer's normal patrol duty or as part of specific road traffic operations.

- 10.6. Surrey Police's Vanguard team, Roads Policing Unit and Casualty Reduction team have extra powers to immediately prohibit any vehicle presenting specific dangerous defects from being driven on a road. The Surrey RoadSafe social media channels will be used to highlight such cases to make road users aware of the enforcement taking place to act as a deterrent.
- 10.7. In addition to this, additional checks on goods vehicles can be facilitated through the Police Commercial Vehicle Unit separately or in conjunction with the DVSA (Driver and Vehicle Standards Agency) at compliance check events at several sites in Surrey. These events will look at roadworthiness, load security, licensing, and driver hours.

We will improve the safety of vehicles by:

- Undertaking media and publicity campaigns to educate drivers on the vehicle safety checks that they should be undertaking, especially during bad weather.
- Undertake public engagement events to educate and show drivers how to undertake vehicle checks, for example at motorway service stations in collaboration with National Highways.
- Promoting the [Tyre-Safe](#) and [Driving for Better Business](#) initiatives and signposting parents to guides on buying an fitting child car seats correctly.
- Enforcement of correct vehicle maintenance and safety standards by Surrey Police officers, especially the specialist Vanguard Team, Roads Policing Unit and Casualty Reduction Officers.
- Using the Surrey RoadSafe social media channels to highlight examples of enforcement of vehicles maintenance and safety issues, to educate and act as a deterrent to other motorists.

11. Post Collision Response

Introduction

11.1. Once a collision has occurred, our strategy for improving our post collision response focuses on the following main themes:

- Fast response
- Investigation
- Care for victims

Our Ambition for Post Collision Response:

- There will be a fast and effective multi-agency response to collisions
- Fatal collisions and the most serious collisions are investigated in detail, and any findings acted on
- Collision victims and their families are supported.

Fast Response

11.2. Once a collision has occurred, getting to it quickly is vital to reduce the risk of death and to care for those seriously injured. We will use the methodology published by the National Fire Chiefs Council to identify locations of higher risk by type of road, so that the emergency services can ensure that they have the most appropriate resources in the right places to ensure a swift response.

11.3. We will also promote the use of the eCall crash notification scheme. This works by an eCall equipped car establishing a connection with the emergency services when it has been involved in a collision. The system can also be activated by pushing a button in the vehicle which can be used by the occupants or bystanders, even if it's the eCall system in an unaffected vehicle. This aids in alerting emergency services quickly even when the location is unknown, and drastically cuts response times.

11.4. After arriving at an incident Surrey Fire and Rescue Service will continue to use the latest technology and operational procedures to ensure a swift and safe extrication of a casualty.

11.5. We will undertake media and communications work to provide advice to drivers on what to do to allow emergency vehicles to pass by safely and efficiently. We will also provide advice to road users on what to do in the event of a collision before emergency services arrive.

Investigation

- 11.6. Surrey Police will undertake detailed investigation of fatal and very serious collisions. This will highlight any immediate need to rectify defects in the highway infrastructure that might have contributed to the incident. These will then be rectified urgently by Surrey County Council on local roads, or by National Highways on the strategic road network.
- 11.7. In the longer term more substantial highway safety schemes will be implemented if any fatal or serious collision is part of a pattern of similar incidents at the same location or on the same stretch of road through the Road Safety Working Group process described in section 9.

Care for Victims

- 11.8. Road collisions resulting in death or injury have a devastating impact on victims, families, friends, and co-workers. We will provide information to bereaved families to highlight support that is available to them from organisations such as Brake and Road Peace.

We will improve our post collision response by:

- Undertaking risk assessment using the National Fire Chief’s Council guidelines to identify locations of higher risk so that emergency services can ensure that they have the most appropriate resources in the right places.
- Promote the use of the eCall crash notification scheme.
- Fire and Rescue Service will continue to use the latest technology and operational procedures to ensure a swift and safe extrication of a casualty.
- Providing advice and information to motorists on how to let emergency vehicles pass by safely and efficiently.
- Providing advice to road users on what to do in the event of a collision before emergency services arrive.
- Surrey Police will investigate fatal and very serious collisions in detail. Any highway defects that might have contributed to any such incident will be rectified urgently.
- Providing information to bereaved families on the support that might be available to them from organisations such as Brake and Road Peace.

Annex A: A New Approach to 20 mph Limits

1. Overarching Principles

1.1. We want to allow greater flexibility to implement 20 mph speed limits. The aim is to have a more flexible policy, (not a blanket approach), that will facilitate the implementation of 20 mph schemes across Surrey's residential areas, town centres and near schools where this is supported by local people and local County Councillor. This is because lower speeds (especially where there are more people walking, wheeling, and cycling) will provide a range of benefits including:

- Reduced risk and severity of collisions, especially for people walking, wheeling and cycling
- Making places easier and more pleasant to walk, wheel and cycle
- Reduced noise and air pollution

1.2. Our approach has been developed with consideration to the following principles:

- Any new 20 mph speed limits should be supported by local people and the local County Councillor(s).
- We do not advocate a blanket approach and recognise that some main roads could remain at 30 mph.
- We will only implement 20 mph speed limits that are predominantly self-enforcing and therefore retain credibility with motorists. Therefore, if necessary we will use additional supporting measures where existing speeds are higher.
- There should be no expectation that the police would be required to provide additional enforcement across Surrey's road network over existing levels to make any new 20 mph limits work.
- Any new speed limit will be evaluated to check how successful it has been in reducing speeds, and if necessary further supporting measures will be considered to improve compliance.

2. Types of Roads Where 20 mph Could be Implemented

2.1. In urban areas (with a system of streetlighting) 20 mph speed limits could be considered for any road, though it is recognised that some primary streets (as defined by the [Healthy Streets for Surrey](#) design guide) could remain as 30 mph, and some cases 40 mph might remain appropriate for some main roads. High Streets, residential areas and the roads near schools are the locations where 20 mph speed limits would be particularly desirable to make it safer, easier, and more pleasant for people walking, wheeling or cycling.

- 2.2. Careful consideration should be given to providing consistency of speed limit over a wider area of similar roads – for example, it would not be cost effective to implement a 20 mph speed limit only on the road immediately outside a school if there are many similar adjoining roads in a residential area that children are travelling on to get to the school. Instead, consideration should be given to implementing the 20 mph speed limit on similar roads across the adjoining residential area.
- 2.3. In rural villages, 20 mph speed limits could be considered for village centres. However, this might not be feasible for some more strategic roads that carry large volumes of traffic, especially heavier good vehicles, if the existing speeds are above 28 mph. This is because traffic calming would ordinarily be required to get the speeds down successfully, but traffic calming on such roads is unlikely to be acceptable, especially if there are residential properties nearby that could be affected by the noise and vibration caused by large numbers of larger vehicles traversing traffic calming features.
- 2.4. For some sites it might be helpful to consider a “buffer” of 30 mph limit from a higher speed limit prior to the 20 mph speed limit. A 20 mph speed limit could be considered for rural narrow country lanes where the existing speeds are compliant with the thresholds described below.

3. Existing Speed Thresholds for New 20 mph Speed Limits

- 3.1. New 20 mph speed limits using signs alone will be allowable if the existing mean average speeds are 24 mph or less. This is because the implementation of the new lower limit is very likely to be successful in bringing speeds down to a level close to the new 20 mph limit.
- 3.2. If the existing mean average speeds are between 25 mph and 28 mph, then “light touch” supporting measures will be required to ensure that vehicle speeds are reduced successfully. These could consist of (but not limited to), additional speed limit carriageway roundels, electronic vehicle activated signs and enhanced speed limit gateways. The combination of the new lower limit and the additional supporting measures are very likely to be successful in bringing speeds down to a level close to the new 20 mph limit.
- 3.3. If the existing mean average speeds are greater than 28 mph then physical engineering measures will be required to ensure that vehicle speeds are reduced successfully. These could consist of (but are not limited to), traffic calming in the form of humps, cushions, raised road tables, road narrowing, chicanes and priority give way pinch points. In some cases, a narrowing of the road using segregated cycle tracks could achieve the speed reduction required to support a new lower 20 mph speed limit.

4. Length of Speed Limit

- 4.1. Ordinarily the minimum length over which a speed limit should apply would be 600m. This is to ensure that there are not too many changes in speed limit over a short length of road that would otherwise be confusing to motorists when travelling through at faster speeds. However shorter stretches of 20 mph limit or 30 mph limit (to a minimum of 300m long), will be allowed because these changes in speed limit will be more obvious to motorists when travelling at lower speeds. This will provide greater flexibility to introduce shorter stretches of 20 mph or shorter “buffers” of 30 mph on the approach to new 20 mph limits from higher speed limits.

5. Speed Surveys

- 5.1. Speed surveys will be required to assess the feasibility of implementing a new 20 mph speed limit on a road or a series of roads. Speed surveys might not be necessary on all the roads across a residential area if a smaller number of the faster roads can be selected as being representative of the area (if the threshold is met on the faster road, then it will certainly be met on the other similar slower roads). There might be some cul-de-sacs, narrower roads, and roads where there is extensive parking where the speeds might be obviously slower where additional surveys will not be necessary.

6. Consultation

- 6.1. We believe it is important that local people are fully aware of any proposals to introduce new 20 mph speed limits on the streets where they live. With any new speed limit there is a legal requirement to display notices on-street and in local newspapers to make people aware of the proposals so that they can provide comments. As with all speed limit proposals the police will be consulted and their views recorded.
- 6.2. We will go over and above these legal minimum requirements. Further details on the process we will use to consult on individual 20 mph schemes will be developed in due course to be consistent with expectations we are setting across other forms of engagement. Options could include installing large temporary posters on the roads affected, through dissemination of information on the proposals through local social media, and through posting of leaflets to the properties fronting the affected roads. Local people will be able to provide comments via an online portal, or through posting their comments back to the County Council. For larger schemes consideration will be given to holding face to face public engagement events if desired by the local County Councillor.

6.3. In developing new 20 mph schemes, we will use best practise techniques to ensure that local residents can have their say on changes to their community, with the local County Councillor involved at all stages. We will do so by using the Council's Consultation and Engagement for Highway Improvements and Safety Schemes guide. This is a good practice guide that will be used to ensure all views on proposed changes receive due consideration.

6.4. Feedback from the public and stakeholder consultation on our new draft Surrey RoadSafe Road Safety Strategy, including this draft 20 mph speed limit policy, will also help us refine and shape what good engagement and consultation looks like.

7. Evaluation

7.1. Following the implementation of a new 20 mph speed limit, follow up surveys of speeds will be undertaken to check on the success of the scheme in reducing speeds at least three months after implementation. If the average mean speeds are not reduced to 24 mph or less, then further supporting measures should be considered to improve compliance with the speed limit. An alternative might be to return the speed limit back to the original level.

8. Exceptions

8.1. On occasion there may be some examples where there may be good reasons to implement a lower 20 mph speed limit that does not quite comply precisely with all the requirements described above. In such cases where Officers or the local County Councillor would like to apply an exception to the above rules, then the proposal can be submitted to the Cabinet Member responsible for road safety to take the final decision. The Cabinet Member will consider the views of Officers, the local County Councillor, and the police alongside the results of public consultation.

9. Funding

9.1. Surrey County Council has a range of budgets and programmes of highway improvements that could be utilised for implementing new 20 mph speed limits:

- Central Road Safety Scheme budget
- Central Road Safety Outside Schools budget
- Funding from Active Travel England for cycling or walking schemes
- Integrated Transport Scheme budget for Local County Councillors to nominate highway improvement schemes in their Division
- County Councillor individual highway allocations
- Local Street Improvements programme

- Major Transport Schemes
- Funding from property developers as a condition of planning consent
- Community Infrastructure Levy

DRAFT

Annex B: Speed Management Measures

Traffic Calming

These are measures designed to slow drivers down by physically restricting vehicles and making it uncomfortable for drivers and passengers if their vehicle is driven too fast.

Vertical traffic calming can consist of speed cushions, humps and raised road tables. Horizontal traffic calming can consist of road narrowing, priority give way pinch points and chicanes.

Traffic calming is very effective at reducing speeds in 30 miles per hour or 20 miles per hour speed limit areas but cannot be used on higher speed limit roads. Vertical traffic calming is not usually considered for more strategic routes with larger volumes of traffic and heavy goods vehicles where the road is close to residential properties because of the possibility of noise and vibration.

Permanent Safety Camera Enforcement

Permanent safety cameras are considered at locations where there has been a long-term problem with drivers speeding that has not been possible to solve through other means, and where traffic calming measures are infeasible. There are several types of safety camera:

Average speed cameras are used to encourage compliance with the speed limit over a longer length of road. The cameras are deployed to measure the time at which a vehicle enters and exits a zone to work out the average speed. They are usually deployed at locations where there are few entry and exit points and no stop or give way lines within the zone.

Spot speed cameras are used to encourage compliance with the speed limit over a shorter stretch of road in the immediate vicinity of the camera. These are also used on sections of motorway in Surrey to provide enforcement of the variable speed limit.

Combined speed and red-light violation cameras are deployed at junctions where both speeding drivers and drivers ignoring red traffic signals are a problem.

Our policy on the use of speed cameras (agreed in partnership with Surrey Police) was approved by the [Cabinet in September 2021](#).

Police Enforcement

Safety camera vans are used to deter speeding at sites that require regular enforcement, and where there is room at the side of the road to position the vehicle. Where there isn't room for a camera van, the police are able to provide enforcement using hand-held laser equipment.

Enforcement of speeding is also regularly undertaken via patrol cars, along with enforcement other driving offences such as driving while under the influence of drink

or drugs, careless or inconsiderate driving, dangerous driving, driving while using a mobile phone, and document offences. Enforcement is now also being undertaken via police officers using pedal cycles too.

Vehicle Activated Signs

These are electronic signs that light up to warn drivers of hazards or to remind them of the speed limit if they are approaching too fast.

As of 2023, there are approximately 650 VAS in Surrey including on the approach to almost all our speed cameras. Monitoring shows VAS helps drivers keep to the speed limit and this effect is on-going.

Community Speed Watch This is a scheme managed by Surrey Police to allow volunteers to monitor the speed of passing vehicles using a hand-held speed detection device. The volunteers record the details of speeding vehicles, and then the police will issue a letter to the vehicle owner, advising them of the dangers of speeding, and reminding them of the law. Further action will be undertaken by the police for repeat offenders. Training and equipment are provided by the police who will also undertake an assessment of suitable locations for the volunteers to operate from.

DRAFT

Annex C: Priority Schemes 2023 to 2025

Highway improvements

Schemes implemented in 2023

- B2032 Pebble Hill Road junction with Headley Common Road, Headley, junction improvement implemented in June 2023.
- A247 Clandon Road junction with A3 slip road, West Clandon, junction improvement implemented in February 2023.
- A31 Farnham Bypass speed limit reduction, Wrecclesham, implemented in July 2023.

Due for implementation during financial year 2023/24

- A2044 Woodhatch Road, Reigate, traffic calming scheme
- D6362 Mustard Mill Road, Staines, traffic calming scheme
- B377 Feltham Road, Ashford, traffic calming scheme

Due for implementation in during financial year 2024/25

- To be confirmed

Safety Camera Schemes

Schemes implemented in 2023

- A217 Dover's Green Road, near junction with Dovers West. Spot speed camera implemented in February 2023

Due for implementation during financial year 2023/24:

- B374 Brooklands Road, Weybridge. Average speed camera enforcement from Wellington Way to Hanger Hill
- B374 Brooklands Road, Weybridge. Average speed camera enforcement from Wellington Way to Byfleet Road
- A23 Horley Road, Earlswood. Spot speed camera enforcement adjacent to junction with Prince Albert Square
- A25 Shere Road, Newlands Corner. Average speed camera enforcement from Newlands Corner to Sherbourne
- B382 Old Woking Road, Sheerwater. Average speed camera enforcement from Pyrford Common Road to Sheerwater Road roundabout
- A281 Birtley Road, Bramley. Average speed camera enforcement from Park Drive to southern 30 mph boundary

Due for implementation during financial year 2024/25

- A25 Reigate Road between Dorking and Reigate. Average speed camera enforcement of 40 mph limit (DfT Safer Roads Fund Scheme)

- A24 Horsham Road between Dorking and Beare Green. Average speed camera enforcement.
- A322 Bracknell Road junction with New Road, combined speed and red-light camera upgrade.
- A283 Petworth Road, Witley. Average speed camera enforcement from junction of A286 Haslemere Road to Chichester Hall.
- A283 Petworth Road, Chiddingfold. Average speed camera enforcement from near junction with Skinners Lane to near junction with Turners Mead.

DRAFT

Annex D: Police Teams Working on Road Safety

The Surrey RoadSafe Partnership has dedicated teams specifically focused on road safety enforcement, education and engagement. They are:

Safety Camera Team: Responsible for the enforcement of speed, red light and “red x” offences recorded by static cameras across the county, as well as speed offences recorded by three Mobile Enforcement Officers. The team processes the offences and associated correspondence, prepares court files where necessary and includes specialist enquiry officers to investigate individuals who choose to frustrate or obstruct the process.

Divisional Casualty Reduction Officers: Two police officers per division, provide a dedicated Casualty reduction enforcement and education resource, capable of being tasked to support local neighbourhood command with casualty reduction initiatives and speed management plan sites.

Central Casualty Reduction Officers: Focused on fatal five enforcement at mainly priority speed sites, identified from the speed management plan process. In addition, they also support the NPCC campaigns with targeted enforcement and engagement.

Mobile Enforcement Officers: Three police staff with designated powers operating speed detection equipment within a Mobile Enforcement Van. Strategically positioned at designated sites throughout Surrey which are collaboratively identified by Surrey Police and Surrey County Council from the speed management plan.

Traffic Management Officers: Have delegated authority to be the point of contact between National Highways, Local Authorities and Divisions/Districts regarding Traffic Regulation Orders, Highway works, events, planning and new road schemes. Provide appropriate advice and consultation at the partnership speed management plan meetings and road safety working group meetings.

In addition to these resources, all Surrey’s Police Officers will contribute to enforcement of road traffic law to improve road safety. There are several teams in Surrey Police who have a dedicated remit to enforce road traffic law, improving road safety and reducing road casualties, described below.

Road Policing Unit (RPU): A collaborated function across both Surrey and Sussex Police areas. Their role has three core responsibilities: responding to emergencies on the road including killed or seriously injured (KSI) collisions, reducing killed or seriously injured collisions through fatal 5 enforcement and tackling criminals using our roads. They provide the force’s primary pursuit resolution capability and working alongside Tactical Firearms they are the forces primary capability to tackle organised crime group level criminality using the roads of Surrey. The Road Policing Unit has recently taken a lead role in introducing frequent proactive operations/ days of action across the force area to target the road traffic offences often linked to wider criminality. This aspect is key is a significant number of killed or seriously injured collisions are caused by criminals either carrying out serious offences or on their way to/from an offence.

10

The RPU alongside Vanguard also provide the force a capability to tackle Anti-Social behaviour on our roads which in turn leads to killed or seriously injured collision reduction.

Vanguard Road Safety Team: Two sergeants and ten police officers supported by a researcher to target the “Fatal Five” offences which contribute to killed or seriously injured collisions. They do this by delivering additional traffic enforcement, targeting specific collision hotspot locations around the county and by targeting specific individuals where information or intelligence suggests their driving causes a risk of harm to themselves and/or others. In addition, they provide a dedicated provision to assist in addressing vehicular based antisocial crime.

DRAFT

Vision Zero Road Safety Strategy Engagement Plan November 2023

Our commitment to engagement

We are committed to making a shift in how we work with our communities and recognise the importance of involving and listening to our residents. For our Vision Zero Road Safety Strategy we will strive to ensure the consultation and engagement that we carry out is high quality. We will provide people with opportunities to have their say with the feedback from the engagement directly feeding into decisions.

Approach

We will engage with communities to gather insight and feedback on our Vision Zero Road Safety Strategy. Public consultation on the draft strategy will run from January to March 2024, although initial engagement with partner organisations has already started. Subsequent engagement on local schemes will take place individually at the appropriate time with impacted residents and stakeholder groups.

We will publish the consultation in a variety of formats and intend to provide:

- A long version and detailed questionnaire
- A bitesize/easy read version and five key questions
- A filmed version and accompanying questions

Working with our partners including Surrey Fire and Rescue, Surrey Police and Surrey Road Safety & School Sustainable Travel Team, our Community Link Officers and other key stakeholders we will promote the consultation widely to maximise reach and response levels.

Using findings to inform decisions

Findings from the engagement will help shape the new strategy with insight from all the activities identifying the key topics and 'big issues'.

The findings and outcomes will be fed back in a timely manner to individuals and the wider community who took part in the engagement.

How we assess and demonstrate 'community support' for individual scheme implementation (following the engagement on the strategy) will be shaped in the coming months. There are many factors to consider when understanding 'community support', the development of clear guidelines around this will enable consistency and transparency.

Activities

We are keen to engage widely and have explored a variety of options. The table below provides details of the core part of our Engagement Plan. These are the activities that we consider will support us to reach a wide range of stakeholder groups throughout the Vision Zero Road Safety Strategy consultation period. We will be looking for additional opportunities leading up to and throughout the consultation period to promote and maximise engagement.

Key Engagement Activity

Target group	Activity
All Members	Briefing session(s)
Surrey residents/road users	Online consultation through our 'Commonplace' platform which will be shared via a wide range of channels including social media. An option for residents to engage and feedback who are not online will be provided.
Surrey residents/road users (online)	Social media polls with key questions (increasing the reach of the engagement).
District & Boroughs	Consultation and engagement opportunities to be shared via district and borough comms teams and channels.
Towns & Parish Councillors	Circulate information to Town and Parish Councils via Surrey Association of Local Councils (SALC).
Children and Young People	There will be a focus of activity for children and young people which will include: <ul style="list-style-type: none"> - Engaging with schools and colleges providing opportunities for feedback including provision of information, displays and QR codes to provide feedback. - Competition - "Create a piece of artwork to show us what Safer Roads mean to you" (QR Code will divert parents to the consultation and simple consultation questions will be on the back of the entry form). - Engaging with young people through Surrey County Council's User Voice and Participation Teams. - Activities with families of children under 5 to include use of libraries and events.
Key Stakeholder Groups	Engagement with key stakeholders including groups that represent communities such as the disabled community, business groups, bus operators, cyclist groups, pedestrian groups and key campaign groups. This will include discussions with the stakeholder groups and requests

Target group	Activity
	to promote our engagement channels with their communities and members where applicable.
Surrey County Council Teams	Internal communications using a range of channels to engage including possible lunch and learn events and articles. A briefing session and pack will be shared with specific teams such as Customer Services and the Community Link Officers which will help inform and enable details of the engagement to be shared further.
Surrey residents	Possible online/ drop-in Q&A if demand.

The Communications Campaign

A concurrent communications campaign will both support the engagement and provide standalone opportunities to spread the consultation further. Materials will be used in the activity above but will also include:

- Issuing a media release and organising any interviews, briefings and events
- Sharing consultation materials and polls via targeted social media advertising
- Adding information to newsletters and contacting mailing lists where applicable, such as schools and disability groups.
- Promotion via Surrey Matters and other editorial opportunities.
- Managing press enquiries where they arise.
- Toolkit for Councillors and District and Borough Councils to promote and share the campaign via their own channels.
- Collating information from mentions via the press or social media for the final report.

Next Steps for the Engagement Plan

- Meet with partners to work together to deliver engagement.
- Develop materials and resources to be used as part of the engagement.
- Develop detailed plan for all engagement activity and set up key sessions.

This page is intentionally left blank

Vision Zero Road Safety Strategy

Did you use the EIA Screening Tool?

Yes

1. Explaining the matter being assessed

Is this a:

- A new strategy

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

Describe the change being assessed in plain English. Give your rationale for writing the EIA. Identify the key stakeholders affected by this change, including residents and staff. Consider what evidence you have gathered on the impact of your proposals.

Fatal and serious collisions have not reduced in Surrey over recent years, and our previous road safety strategy has expired. Therefore, the Surrey RoadSafe Partnership consisting of Surrey County Council (including Surrey Fire and Rescue Service), Surrey Police, the Police and Crime Commissioner for Surrey, and National Highways have collaborated to develop our new strategy. Our vision is for there to be zero fatalities or serious injuries on Surrey's roads by 2050. To work toward this 2050 vision, we have set a new target to reduce fatal and serious road casualties by 50% by 2035 (compared with a combined 2019 and 2022 baseline average). This target will be challenging for us to meet, so to be successful we will need to work together even more effectively, do some things differently, do more of the things we know that work and if necessary, implement new initiatives. It will be vital for this to be underpinned by effective data analysis and research. The Strategy describes how we intend to do this.

Throughout the world and across the UK, governments, local authorities, and police forces are adopting the latest best practice Vision Zero and Safe Systems approach to road safety. This best practice approach, the recent update to the Highway Code, and Surrey County Council's Local Transport Plan 4 all highlight the need to prioritise the needs of people walking, wheeling and cycling. This will improve road safety, support active travel, and will protect the most vulnerable so that no-one is left behind. Therefore, the implementation of this strategy will have an impact on many protected characteristics.

Equality Impact Assessment

How does your service proposal support the outcomes in [the Community Vision for Surrey 2030](#)?

Improving road safety and enhancing residents' confidence to walk, wheel or cycle (including school journeys) will contribute to the objectives of Surrey County Council's Local Transport Plan 4 and contribute to National Highway's Strategic Plan vision of connecting the country safely and reliably by reducing the congestion associated with road collisions. It will also reduce carbon emissions, air and noise pollution, thus supporting the objectives of Surrey's Climate Change Strategy. It will improve the health and wellbeing of people living in Surrey and using Surrey's roads thus supporting the objectives of Surrey's Health and Wellbeing Strategy for improving community safety.

Specify which of the ten Vision outcomes this work is linked to.

*The new Vision Zero Road Safety Strategy and new 20 mph speed limit policy will contribute to **growing a sustainable economy so everyone can benefit** because fewer road collisions will make road journeys more reliable, and this will support the prosperity of Surrey's businesses. It will also contribute to **tackling health inequality**, as research and evidence demonstrate a link between greater road risk and deprivation. It will also contribute to **enabling a greener future**, because making walking, wheeling, and cycling safer and more pleasant in place of using motor vehicles will reduce carbon emissions and air pollution, including that derived from congested motor vehicle traffic when collisions occur. The new road safety strategy includes road safety training and opportunities for local people to contribute to improving road safety, for example, Community Speed Watch, thus **empowering communities**.*

Our ambitions for people are:

- *Children and young people are safe and feel safe and confident.*
- *Everyone benefits from education, skills and employment opportunities that help them succeed in life.*
- *Everyone lives healthy, active, and fulfilling lives, and makes good choices about their wellbeing.*

Our ambition for Place are:

- *Journeys across the county are easier, more predictable, and safer.*
- *Well-connected communities, with effective infrastructure, that grow sustainably.*

Are there any specific geographies in Surrey where this will make an impact?

- *County-wide*

Assessment team – A key principle for completing impact assessments is that they should not be done in isolation. Consultation with affected groups and stakeholders needs to be built in from the start, to enrich the assessment and develop relevant mitigation.

Detail here who you have involved with completing this EIA. For each include:

- *Name Duncan Knox & Rebecca Harrison*
- *Organisation Surrey County Council*
- *Role on the assessment team Principal authors of the EIA*

Equality Impact Assessment

2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships

Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs. If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).

- Members/Ex members of armed forces and relevant family members (in line with the Armed Forces Act 2021 and [Statutory Guidance on the Armed Forces Covenant Duty](#))
- Adult and young carers*
- Those experiencing digital exclusion*
- Those experiencing domestic abuse*
- Those with education/training (literacy) needs
- Those experiencing homelessness*
- Looked after children/Care leavers*
- Those living in rural/urban areas
- Those experiencing socioeconomic disadvantage*
- Out of work young people)*
- Adults with learning disabilities and/or autism*
- People with drug or alcohol use issues*
- People on probation
- People in prison
- Migrants, refugees, asylum seekers
- Sex workers
- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

Equality Impact Assessment

Age including younger and older people.

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Details on the service users/residents that could be affected.

Both younger and older people are positively impacted by the introduction of the Vision Zero Road Safety Strategy.

What information (data) do you have about them?

Personal injury collision data collected by the Police, includes the age and postcode of casualties and location of collisions alongside other data on the circumstances and manoeuvres of the vehicles involved.

How might they be impacted in a positive or negative way? (try to be as specific as possible)

The strategy prioritises vulnerable road users. Busy roads carrying fast moving motor vehicles can deter people from walking, push scooting or cycling for local journeys, travelling to and from school or work, and can make places less pleasant to live and visit. The most vulnerable in society such as children, older people and those with disabilities can be the most adversely affected by the consequences of collisions and the fear of road danger. Therefore both younger and older people are positively impacted by the introduction of the Vision Zero Road Safety Strategy as this will help reduce speeding and road danger. The provision of additional cycle and walking training within schools will improve the confidence and encourage more people to walk, wheel and scoot to school or work.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Within the Vision Zero Road Safety Strategy there are many initiatives that are proactively targeted at the younger road users. Road Safety Education is delivered within schools from year 3 through to year 6 (7 – 10-year-olds). Independent road safety audits of new highway schemes are undertaken that consider the safety implications for all road users, including young and older people with different mobility needs.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Surrey County Council's Local Transport Plan 4 highlights the need to prioritise the needs of people walking, wheeling, and cycling. This will improve road safety, support active travel, and will protect the most vulnerable so that no-one is left behind.

Any negative impacts that cannot be mitigated?

A potential negative impact of lower speed limits could be a reduction in journey times for buses that older and younger people rely on especially. A reduction in journey times is not always the case because much of the delay in urban areas is due to congestion and queuing rather than

Equality Impact Assessment

the speeds between vehicle queues and give way or stop lines. However, we will need to consider this on a case-by-case basis and provide mitigation where necessary.

Disability

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Details on the service users/residents that could be affected.

The Vision Zero Road Safety Strategy positively impacts those who are vulnerable or have a mobility or visual impairment.

What information (data) do you have about them? How might they be impacted in a positive or negative way? (try to be as specific as possible)

None –national and local casualty data does not record disability or mobility impairments.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The strategy adopts the “Safe Systems” approach and the recent update to the Highway Code, and Surrey County Council’s Local Transport Plan 4 all highlight the need to prioritise the needs of people walking, wheeling and cycling. This will improve road safety, support active travel, and will protect the most vulnerable so that no-one is left behind.

The Safer Streets pillar within the Vision Zero Road Safety Strategy, details the important role of Road Safety Audit. This process is an independent safety check of all new highway infrastructure and ensures that all new infrastructure takes account of all road users, including those with mobility or disability impairments needs.

The delivery of Feetfirst Pedestrian safety training and Bikeability Cycle Training in schools takes into account any children with additional needs by liaising with the school to ensure that such needs are fully understood and catered for.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Surrey County Council’s Local Transport Plan 4 highlights the need to prioritise the needs of people walking, wheeling, and cycling. This will improve road safety, support active travel, and will protect the most vulnerable so that no-one is left behind.

Any negative impacts that cannot be mitigated?

There are no negative impacts that cannot be mitigated.

Equality Impact Assessment

Pregnancy & Maternity

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Details on the service users/residents that could be affected.

The strategy places emphasis on those that are vulnerable making active travel safer and more pleasant.

What information (data) do you have about them? How might they be impacted in a positive or negative way? (try to be as specific as possible)

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The Vision Zero Road Safety Strategy positively impacts those who are vulnerable or have a mobility or visual impairment. The strategy includes The Safe Systems approach and the recent update to the Highway Code, and Surrey County Council's Local Transport Plan 4 all highlight the need to prioritise the needs of people walking, wheeling and cycling. This will improve road safety, support active travel, and will protect the most vulnerable so that no-one is left behind.

The Safer Streets pillar within the Vision Zero Road Safety Strategy, details the important role of Road Safety Audit. This process is an independent safety check of all new highway infrastructure and ensures that all new infrastructure takes account of all road users, including those with mobility impairment needs.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Surrey County Council's Local Transport Plan 4 highlights the need to prioritise the needs of people walking, wheeling, and cycling. This will improve road safety, support active travel, and will protect the most vulnerable.

Any negative impacts that cannot be mitigated?

There are no negative impacts.

Equality Impact Assessment

Race – including ethnic or national origins colour or nationality.

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Research suggests that people from poorer communities are more likely to be killed or seriously injured on Britain's roads, with those from ethnic minority groups more at risk.

The report finds that deprived ethnic minority (excluding white minority) pedestrians are more than three times more likely to be a casualty on Britain's roads than white non-deprived pedestrians. More detail can be found in the research report carried out by Agilysis [here](#).

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

It is important that when marketing our training and information services to schools that we are aware of the ethnicity within the school. This means we may have to adjust course content to consider cultural or religious festivals. Ensuring that we are sensitive to religious beliefs or cultural clothing when delivering key services such as Bikability or Feet First Walking Training will maximise take up and create a positive learning environment for all children and young people. This includes the marketing of our road safety services to schools prioritises areas of higher deprivation.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Acknowledging that there are 'pockets' of deprivation countywide, Surrey's Health and Well-being Strategy has designated 21 priority place areas as the 'Key Neighbourhoods' for initial focus, many of these areas also dovetail with residents of ethnic minority.

Any negative impacts that cannot be mitigated?

There are no negative impacts.

Religion and Belief

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Details on the service users/residents that could be affected.

The Vision Zero Strategy places emphasis on Road User behaviour, and the County Council offers training in schools. Both Bikeability Cycle Training and Feet First: Walking Training courses make positive changes to ensure that all children no matter of religion or belief are

Equality Impact Assessment

catered for to ensure that there are no barriers to receiving the training. Both services hold their own equality impact assessment and risk assessments.

What information (data) do you have about them? How might they be impacted in a positive or negative way? (try to be as specific as possible)

We do not hold or collect any data relating to religion or peoples beliefs.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The initiatives and services mentioned within the Vision Zero Road Safety Strategy have or will have their own equality impact assessments this will allow for religious and cultural beliefs to be taken into account.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

It is important that when marketing our services to schools that we are aware of the ethnicity within the school, so that we may adjust course content to consider cultural or religious festivals. Ensure that we are sensitive to religious beliefs or cultural clothing when delivering key services such as Bikability or Feet First Walking Training.

Any negative impacts that cannot be mitigated?

There are no negative impacts.

Socio/Economic

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Details on the service users/residents that could be affected.

Research suggests that people from poorer communities are more likely to be killed or seriously injured on Britain's roads. The County Council's road safety training services offer a Free School Meal discount to ensure there is no cost barrier to the communities we serve.

What information (data) do you have about them? How might they be impacted in a positive or negative way? (try to be as specific as possible)

The County Council collects and holds data about socio economic factors, we also know anecdotally that three children from a class of thirty are likely to be in receipt of free school meals.

Equality Impact Assessment

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Both Bikeability Cycle Training and Feet First Walking Training, offer a discount to those in receipt of free school meals, charging a minimal contribution, noting that in many circumstances the school pay for these children to take part in the training. We actively encourage schools to seek funding from their local County Councillor for this type of training.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Acknowledging that there are pockets of deprivation countywide, Surrey's Health and Well-being Strategy has designated 21 priority place areas as the 'Key Neighbourhoods' for initial focus.

Any negative impacts that cannot be mitigated?

There are no negative impacts.

Children with Special Educational Needs and Disabilities

10

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Children with special educational needs and disabilities – The road safety training that is offered to all schools targeted at specific age groups is fully adaptable to suit the individual needs of children and young people. Specific requirements are entered via the booking portal either by the school or the parent/carer themselves.

Details on the service users/residents that could be affected.

We do not hold data relating to educational needs and disabilities.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

We will continue to review the training offer to schools, ensuring that we take into account best practice and national recommendations to ensure that our training offer is inclusive and can be specifically adapted to meet the needs of children and young people, including those with special education needs and disabilities.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

It is important that when marketing our services to schools that we are aware of any SEN and SEND children within the school, so that we may adjust course content to consider additional needs when delivering key services such as Bikeability or Feet First Walking Training.

Equality Impact Assessment

Any negative impacts that cannot be mitigated?

Identify negative impacts that can't be mitigated and explain why, together with evidence.

There are no negative impacts that cannot be mitigated.

3. Staff

Many Surrey County Council staff are also residents within Surrey. Therefore, the impact on protected characteristic, both positive and negative will be the same as detailed in section two above.

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

- **Outcome One:** *No major change to the policy/service/function required. This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken.*

Explanation:

Explain the reasons for your recommendation.

Overall the Vision Zero Road Safety Strategy will have positive benefits for younger and older people, people with disability (mobility impairment), those who are pregnant or on maternity

Equality Impact Assessment

leave and people from socio economic deprived areas and ethnic minorities. This is because these groups are known to be especially impacted by poor road safety and busy fast traffic. Therefore, measures to improve road safety and reducing speeding will have a positive impact on these groups.

We have ensured that measures are in place to ensure that the road safety education and training we provide in schools is adapted for any children with additional needs or disabilities, or religious and cultural beliefs and clothing. There is a discount on fees for those in receipt of Free School Meals to ensure those from deprived socio-economic areas can still participate.

We will consider on a case-by-case basis as to whether the journey times of buses will be impacted by lower speed limits in urban areas, and will seek to mitigate these with bus priority measures if necessary.

This Equality Impact Assessment has provided an overarching assessment of the Vision Zero Strategy. Individual activities and services listed within the strategy will have their own more detailed Equality Impact Assessments.

5. Action plan and monitoring arrangements

Insert your action plan here, based on the mitigations recommended.

Involve you Assessment Team in monitoring progress against the actions above.

Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/Closed
1	14/11/2023	Ensure that all services/initiatives within the strategy have their own EIA's	Rebecca Harrison	Jan 2024		
2	14/11/2023	Update the EIA document following public consultation	Rebecca Harrison	May 2024		
3						

Page 132

6a. Version control

Version Number	Purpose/Change	Author	Date
1	Submission with Cabinet Report	Rebecca Harrison	06.11.2023

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

Equality Impact Assessment

For further information, please see the EIA Guidance document on version control.



Equality Impact Assessment

6b. Approval

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	Lucy Monie
Executive Director	Katie Stewart
Cabinet Member	Matt Furniss
Directorate Equality Group/ EDI Group (If Applicable) (arrangements will differ depending on your Directorate. Please enquire with your Head of Service or the CSP Team if unsure)	

Publish:

It is recommended that all EIAs are published on Surrey County Council's website.

Please send approved EIAs to: equalityimpactassessments@surreycc.gov.uk

EIA author:

6c. EIA Team

Name	Job Title	Organisation	Team Role
Rebecca Harrison	Safer Travel Team Leader	Surrey County Council	EIA Author

If you would like this information in large print, Braille, on CD or in another language please contact us on:

Tel: 03456 009 009

Textphone (via Text Relay): 18001 03456 009 009

SMS: 07860 053 465

Email: contactcentre@surreycc.gov.uk

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 19 DECEMBER 2023****REPORT OF CABINET MEMBER: CLARE CURRAN, CABINET MEMBER FOR CHILDREN, FAMILIES AND LIFELONG LEARNING.****LEAD OFFICER: RACHAEL WARDELL, EXECUTIVE DIRECTOR FOR CHILDREN, FAMILIES AND LIFELONG LEARNING****SUBJECT: CRANLEIGH CHURCH OF ENGLAND PRIMARY SCHOOL****ORGANISATION STRATEGY PRIORITY AREA: NO ONE LEFT BEHIND / GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT / EMPOWERED AND THRIVING COMMUNITIES****Purpose of the Report:**

This report gives Cabinet oversight of the complex situation at Cranleigh Church of England Primary that includes: rationalisation of two sites on to one; the future of a Special Educational Needs (SEN) Unit for infant-aged children with Communication and Interaction Needs (COIN); the need for capital works at the school required to bring this school up to a reasonable standard; and the plan for the school to convert to an academy.

The proposals in this report are aligned with the Surrey's Community 2030 Vision that everyone benefits from education, skills and employment opportunities that help them to succeed in life. The proposals will allow the best opportunities for teaching and learning in the future, where children benefit from education, are safe and feel safe and confident.

Recommendations:

It is recommended that Cabinet:

1. 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. Approves the retention of Acorn Nursery on the infant site.
3. Approves the use of the reception building on the infant site by Acorn Nursery.
4. Notes the uncertain future of the SEND Centre for COIN at the school.
5. 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.

Reason for Recommendations:

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.

Executive Summary:

Context and Background

1. The local authority (LA) has a duty to ensure sufficient school places to meet demand as set out in the Education Act 1996 as subsequently amended. This duty applies to any status of publicly funded schools be that community, voluntary controlled, foundation, voluntary aided, academy, and academies in multi academy trusts. Local authorities are required to keep under review the educational provision for children and young people who have additional needs and disabilities (SEND).
2. Cranleigh C of E Primary School was formed as a voluntary controlled primary school by the merger of Cranleigh Infant School, Church Lane with St Nicholas C of E Junior School, Parsonage Road in September 2008. The merged school also included a unit for pupils with Communication and Interaction needs (COIN) for Key Stage 1 pupils, i.e., children aged 4 to 7 years of age.
3. The school admits one form of entry (1FE) of up to 30 pupils into YR; in year 3 the school accommodates two forms of entry (2FE) up to 60 pupils. This means that the one form of entry joining the school in the reception year typically stays at the school through to year 6, with an additional class admitted to the junior phase in year 3. This additional year 3 intake provides junior provision for children from nearby infant schools, predominately from Ewhurst C of E (Aided) Infant School.
4. Ofsted inspected the school in December 2022 and judged the overall effectiveness as Inadequate. An Interim Executive Board (IEB) was put in place. The Department for Education (DfE) issued an academy order for the Cranleigh Church of England Primary School in March 2023 with The Good Shepherd Trust as the preferred sponsor. DfE guidelines are that the school convert within 9 months (by 1 December 2023) to ensure support and measures are put in place as soon as possible; however, this can be extended in certain circumstances.
5. In March 2017, Cabinet agreed to relocate and rebuild the school, nursery and Communication and Interaction needs (COIN) unit onto one site in the grounds of the nearby Glebelands Secondary School within larger accommodation to allow for future growth. The two existing school sites would then be released for residential development. The business case for the

rebuilding of Cranleigh C of E Primary School was approved by Cabinet in October 2019.

6. In 2017, Waverley Borough Council's draft Local Plan indicated a need for additional primary provision in Cranleigh and the proposed rebuild and relocation included flexibility for expansion. The October 2019 Cabinet agreed a 1FE expansion across the school making the intake 2FE at reception/KS1 and three forms of entry for Year3/KS2 expanding the school from 330 places to 540 places. The rebuild included relocation of the SEND unit.
7. The relocation of the school met with significant local opposition and the school was also under pressure from local campaigners not to be supportive of the relocation. The planning application for the development of residential homes on the two sites was refused in November 2019. The relocation and expansion scheme was withdrawn in June 2020.
8. The Priority Schools Building Programme 2 (PSBP2) funding by DfE had been a contributor to the relocation scheme. With the relocation stopped the PSBP2 funding was reverted to the original intention to replace the reception year building on the infant site. This was completed and handed over to SCC in spring 2022. Prior to the Covid pandemic the school was operating across the two original sites. During the pandemic, the school operated entirely from the junior school building. The condition of the older infant block, including roof, electrics and heating have prevented the school from using the infant site and the new building. All pupils have therefore remained on the junior site.
9. Cranleigh C of E Primary School is part of the Cranleigh primary planning area that also includes: Ewhurst CofE Aided Infant; St Cuthbert Mayne Catholic Primary and Park Mead Primary schools. Forecast demand for reception places across the area indicated a small surplus for September 2023. In subsequent years demand for infant places is forecast to reduce with minor surpluses until 2026/27 and from then until to the end of the forecast period surpluses increase above 10% against places available. A graphic illustrates this at **Annex 1**. The need for expansion, as was originally planned, is not now needed given the projected future numbers. The IEB and Good Shepherd Trust have committed to maintain the current Published Admission Numbers (PANs) at reception and year 3 intakes, that continues to provide a capacity of 330 places. The forecasts are inclusive of new residential developments locally and there is a potential increase in pupil demand from the new homes across all year groups and this is illustrated at **Annex 2**. The new developments include the strategic site at Dunsfold. The likelihood, subject to agreements with Waverley Borough Council and the developer, is that a new school will be provided in the Dunsfold development to meet the needs of the new homes, **Annex 2** also illustrates the demand for the planning area excluding the pupil product from the Dunsfold development and this therefore gives a more realistic forecast for the current schools.

SEN Unit

10. The school includes a specialist unit for children with communication and interaction (COIN) difficulties. This includes speech and language communication needs (SLCN) and autism. The unit can provide up to 10 planned places for children aged 4 to 7 years, who would be on the roll of the main school. These places are in addition to the PAN of 30 for the mainstream infant school. The provision is for children who would benefit from attending mainstream classes and from regular social interaction with their mainstream peers but who also require regular access to additional specialist support to achieve their educational outcomes. There are currently no children attending the specialist unit and numbers in the unit had reduced in recent years. Placing children at the unit would be inappropriate with the current Inadequate Ofsted rating.
11. The proposal is for the unit to be temporarily closed until there are recognised improvements at the school that are confirmed by further visits by Ofsted. This would mean that pupils will not be placed at the school and the funding for places will be suspended. The future of the unit in liaison with SEND Commissioning will be determined by the demand for places and the type of need. Any changes will be a consultation made by the Trust followed by a final decision from DfE through the Regional Director. Cabinet is asked to note the uncertain future of the SEND Centre for COIN at the school.

Infant site and Nursery Provision

12. The existing buildings on the infant site are in extremely poor condition and require extensive maintenance and repair. Heating, boiler and fire alarm systems have all been condemned. The IEB wrote to Surrey County Council on 10 May 2023 advising that they would be handing back the infant school site to the Local Authority and that the school has enough space to accommodate the current combined infant and junior PAN within the 11 classrooms on the junior site. Some works to the junior block are to meet requirements for infant provision including appropriate toilets. It is proposed that this is met from S106 funding for these infant places at the school. Cabinet is asked to agree the proposal for the primary school to operate exclusively from the junior site.
13. An independent nursery provider, Acorn Nursery School, operates in the existing grounds of the infant school site in two temporary buildings. The nursery was judged by Ofsted in July 2019 as an Outstanding setting; the nursery has been co-located with the school since 1990.
14. As the school has served notice on its use of the infant school site, the reception building built using PSPB2 funding will remain vacant. It is proposed that Acorn Nursery School should move into the vacant reception block. There is a condition on the building that it should be utilised for education purposes, and this would meet this need. The ongoing access to the relocated nursery

will need resolving as will the ongoing site security, maintenance and deterioration of the original remaining infant building. Members are asked to approve the retention of Acorn Nursery on the infant site and the use of the reception building on the infant site by Acorn Nursery.

Buildings and Maintenance

15. The existing buildings on both sites are in extremely poor condition and require extensive maintenance and repair. There is a large amount of backlog condition issues on both sites that were not addressed when the school was still planned to be rebuilt elsewhere. Included in the capital works already identified on the junior site are; demolition of two old, temporary Horsa huts; drainage work; resurfacing of the playground; and a new car park. This is already within the 2023/24 capital programme.
16. An independent condition survey has been undertaken for the junior school site and this indicates circa £4.2 million cost of repairs to meet all identified works over the next 10 years. An academy trust will not accept a school with outstanding condition works that would be an ongoing financial burden to the trust. The quantity of repairs and replacements needed at Cranleigh C of E Primary School that were not addressed as the school was to be rebuilt account for the estimated costs on the junior site only. Good Shepherd Trust will not take on Cranleigh CofE Primary School without an agreed list and timeline of works detailed within the Commercial Transfer Agreement (CTA).
17. At the time of writing, SCC officers, the Good Shepherd Trust, Guildford Diocese and the school have met to discuss the levels of work to be met for the transfer and have agreed a way forward. The identified works in the condition report are shown to be life expired and these are either urgent or essential works within one or two years. The work identified in the forthcoming year that relate to structure and fabric, both internal and external, and mechanical & electrical, are to be met from the capital budget, meeting urgent needs arising from the backlog of condition works. The works in the same categories for the following year, with other works that the school and the trust see as urgent, are not to be met by the Council. The amount for this is being requested from DfE and will be considered by a panel in December 2023 or January 2024 (date to be confirmed). Details are given in the Part 2 report on this agenda.

Consultation:

18. Consultation has taken place with:
 - IEB
 - School - Headteacher and Site Manager
 - Good Shepherd Trust
 - Guildford Diocese
 - Department for Education – Regional Directors Office

- Early Years
- SEND Commissioning
- Colin Galletly- Assistant Director
- Glenn Woodhead – Assistant Director
- Carrie Traill - Head of Education
- Liz Mills – Director of Education and Lifelong Learning
- Rachael Wardell - Executive Director for Children, Families and Lifelong Learning
- Simon Crowther - Director Land & Property

19. Member engagement with the Cabinet Member for Children, Families and Lifelong Learning, and the Cabinet Member for Property, Waste and Infrastructure.

20. Property Panel and Capital Programme Panel.

Risk Management and Implications:

21. Surrey County Council has worked closely with the school. The school has been keeping parents, carers and young people informed about future changes at the school.

22. There is a risk that if the funding is not met by the DfE, Good Shepherd Trust will not wish to take the school as the liabilities will cause a severe risk to their budget.

Financial and Value for Money Implications:

23. Property colleagues and the Good Shepherd Trust have met and agreed that Surrey County Council will cover the costs to cover D1 and D2 categorized works. Please see the Part 2 of this report for further details proposed to be undertaken in relation to the academy conversion.

Section 151 Officer Commentary:

24. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

25. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past

decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.

26. As such, the Section 151 Officer supports the recommendations of this report.

Legal Implications – Monitoring Officer:

27. The rationalisation onto one site does not require statutory process as the main entrance of the school’s remaining site is less than one mile from the site which is to be closed.

28. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools for providing primary and secondary education are available in its area.

29. Section 27 Children and Families Act 2014 places a duty on the local authority to keep under review the educational provision for children and young people who have special educational needs and or a disability.

Equalities and Diversity:

30. The Equality Impact Assessment (EIA) for the proposal is attached to this report as **Annex 3**.

Other Implications:

31. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	Safeguarding vulnerable children is a high priority in all Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The school will continue to apply effective arrangements around safeguarding as it does currently. In addition, safeguarding is a key area for monitoring when Ofsted conducts inspections.
Environmental sustainability	No significant implications arising from this report

Compliance against net-zero emissions target and future climate compatibility/resilience.	No significant implications arising from this report.
Public Health	No significant implications arising from this report.

What Happens Next:

- a. Subject to the Cabinet determination, Surrey County Council, the Governing Body and the Good Shepherd Trust will proceed to implement the proposals at Cranleigh CofE Primary School.
- b. The academisation of the school is set for 1st February 2024.

Report Author: Mike Singleton, Service Manager Place Planning, 07971 666108.

Consulted:

Headteacher of Cranleigh CofE Primary School
 Governing body and staff members of the schools
 Good Shepherd Trust
 Cllr Clare Curran, Cabinet Member for Education and Learning
 Rachael Wardell, Executive Director for Children, Families and Lifelong Learning
 Liz Mills, Director Education and Learning
 Carrie Trail, Head of Education

Annexes:

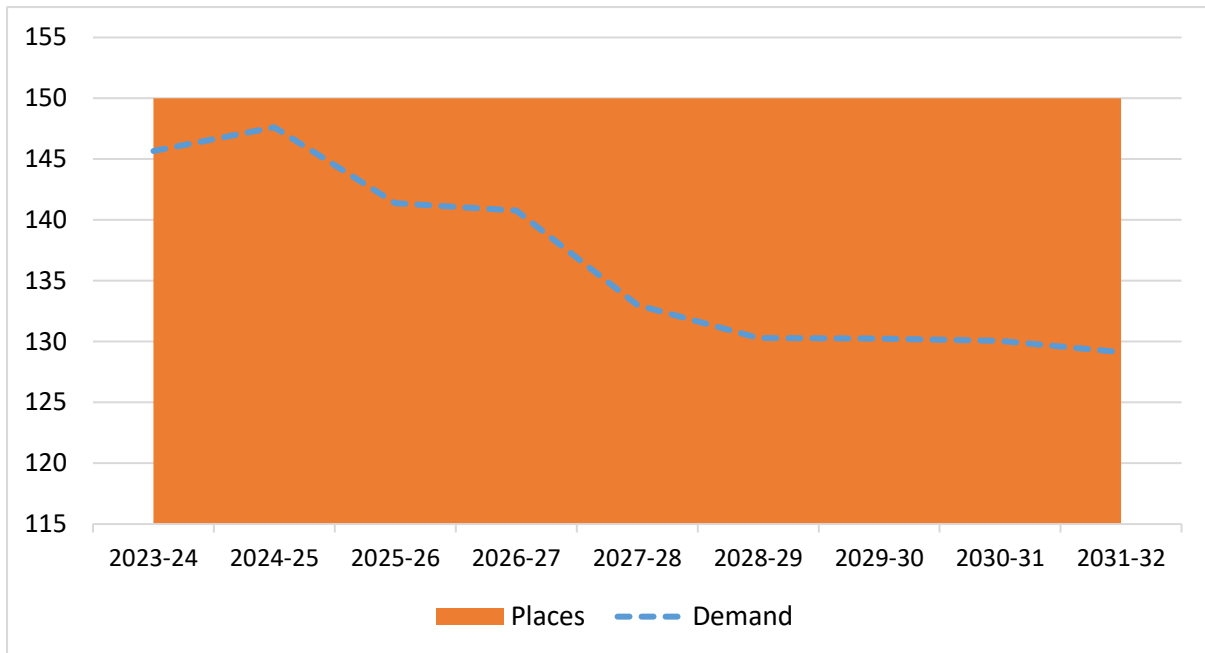
Annex 1 - Reception Forecasts for the Cranleigh Planning Area
 Annex 2 - Reception to Year 6 Forecasts for the Cranleigh Planning Area
 Annex 3 - Equality Impact Assessment
 Part 2 Report

Sources/background papers:

The Education Act 1996; the Education Act 2002; the Education Act 2005;
 the Education and Inspections Act 2006; Children and Families Act 2014

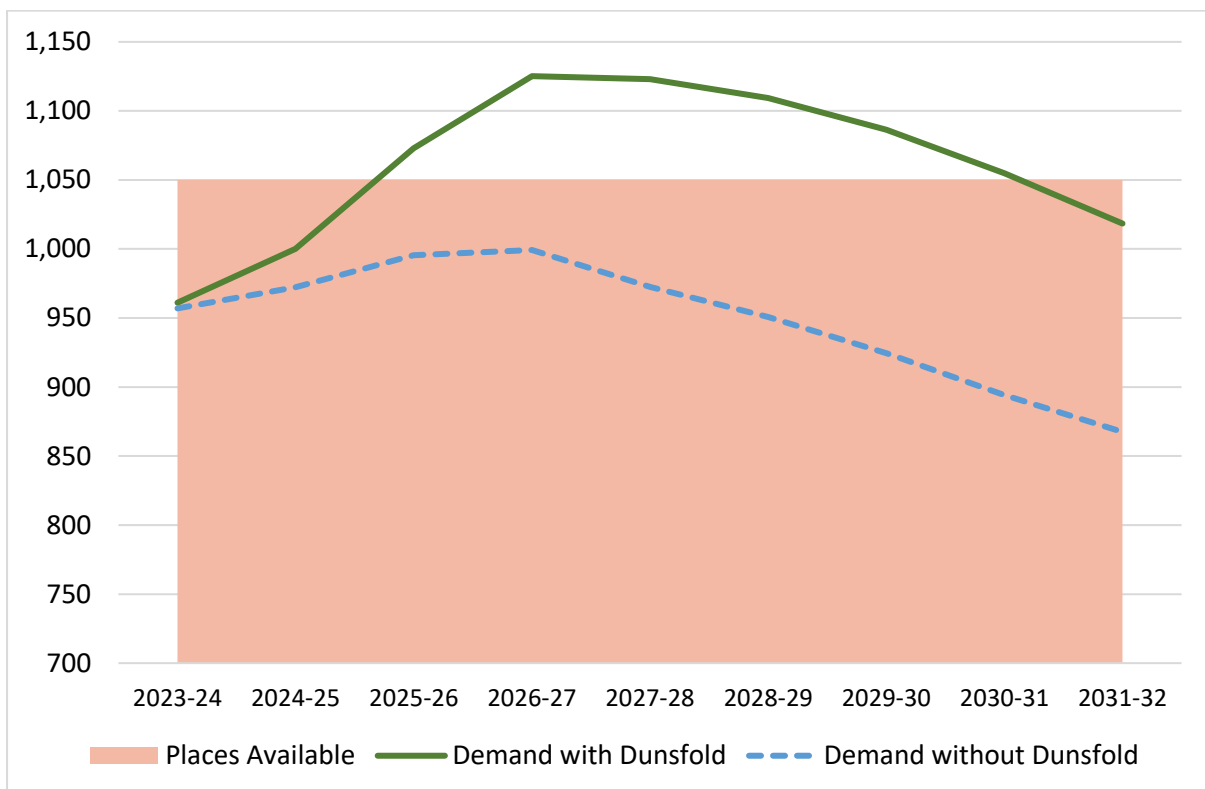
Reports to Cabinet: Cranleigh Church of England Primary School 28 March 2017
 and Cranleigh C of E Primary School 29 October 2019.

Annex 1 – Reception Forecasts for the Cranleigh Planning Area



11

Annex 2 Reception to Year 6 Forecasts for the Cranleigh Planning Area



This page is intentionally left blank

CRANLEIGH C OF E PRIMARY SCHOOL

Did you use the EIA Screening Tool? (Delete as applicable)

Yes

1. Explaining the matter being assessed

Is this a:

- Change to a service or function

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

Following an Ofsted inspection of Cranleigh C of E Primary School in December 2022 the school was judged Inadequate in February 2023. The outcome of the Inadequate status meant that the school had to convert to an academy.

The purpose of the report is for Cabinet to have a full oversight of a complex situation at Cranleigh C of E Primary that include: rationalisation of two sites on to one site; the future of a Special Educational Needs (SEN) Unit, that caters for infant aged children with Communication and Interaction needs (COIN); the need for capital works at the school that are required to bring this school up to a reasonable standard; and noting the school will convert to an academy.

How does your service proposal support the outcomes in [the Community Vision for Surrey 2030](#)?

The proposals in this report are aligned with the Surrey's Community 2030 Vision which seeks to realise the local area's ambition that everyone benefits from education, skills and employment opportunities that help them to succeed in life. The proposals will allow the best opportunity for teaching and learning into the future, where children are benefiting from education, are safe and feel safe and confident.

Are there any specific geographies in Surrey where this will make an impact?

- Waverley

Assessment team – A key principle for completing impact assessments is that they should not be done in isolation. Consultation with affected groups and stakeholders needs to be built in from the start, to enrich the assessment and develop relevant mitigation.

Detail here who you have involved with completing this EIA. For each include:

-

Name	Organisation	Role
------	--------------	------

Equality Impact Assessment

Mike Singleton	Surrey County Council	Service Manager for Education Place Planning
Katie Kelly-Weller	Surrey County Council	Commissioning Manager for South West Surrey

2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships

Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs. If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).

- Members/Ex members of armed forces
- Adult and young carers*
- Those experiencing digital exclusion*
- Those experiencing domestic abuse*
- Those with education/training (literacy) needs
- Those experiencing homelessness*
- Looked after children/Care leavers*
- Those living in rural/urban areas
- Those experiencing socioeconomic disadvantage*
- Out of work young people)*
- Adults with learning disabilities and/or autism*
- People with drug or alcohol use issues*
- People on probation
- People in prison
- Migrants, refugees, asylum seekers
- Sex workers
- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

Equality Impact Assessment

Age including younger and older people

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Cranleigh CofE Primary School caters for pupils aged four to eleven years old. The proposal is that Cranleigh CofE Primary School moves permanently onto the junior school site. The primary school has operated solely on the junior school site since the pandemic. The permanent relocation of the infant aged pupils onto the junior school site will benefit the pupils on roll at the school as they will be able to socialise with the rest of their school peers. Furthermore, the co-location will allow the school to support staff more effectively and create a better environment for teaching and learning.

There is a private nursery provision, Acorn Nursery, which operates separately on the infant school site catering for children aged two to five years old. Acorn Nursery was judged Outstanding by Ofsted in July 2019. The proposal is for the nursery to relocate into the newly built reception building on the infant site. The relocation of the nursery provision into the new reception building will have a positive impact on the young people in attendance. It will allow the nursery provision to lease a new building improving the provision available to an already Outstanding (Ofsted July 2019) setting.

11

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The infant pupils are already attending on the junior school site and therefore there will not be a change to pupils' day to day education.

The nursery provision will be improved by having the opportunity to use the new and unused Reception building on the infant site. The nursery provision will be able to move out of temporary buildings which will improve the educational provision available. Staff at the Acorn Nursery will work with pupils on roll to adjust to the new building.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Not applicable

Any negative impacts that cannot be mitigated?

Not applicable

Equality Impact Assessment

Disability

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Cranleigh CofE Primary School has a unit for pupils with Communication and Interaction needs (COIN). This includes speech and language communication needs (SLCN) and autism. The unit provides up to 10 planned places for children aged four to seven years old, who will be on the roll of the main school. These places are in addition to the PAN of 30 for the mainstream infant school. The provision is for children who will benefit from attending mainstream classes and from regular social interaction with their mainstream peers but who also require regular access to additional specialist support to achieve their educational outcomes. There are currently no children attending the specialist unit and numbers in the unit had reduced in recent years. Placing children at the unit would be inappropriate with the school's current Inadequate Ofsted rating.

The proposal is for the Unit to be temporarily closed until there are recognised improvements at the school that would be subject to further visits by Ofsted. This would mean that pupils will not be placed at the school and the funding for places would be suspended. The future of the unit in liaison with SEND Commissioning would be determined by the demand for places and the type of need.

This will negatively impact pupils, within the local area normally served by the Unit, who require SEN unit support within a mainstream school and who have SLCN and autism, as they will not be able to attend Cranleigh CofE Primary School as their nearest provision. However, it will be more beneficial for the appropriate teaching and learning for pupils to attend a suitable educational provision to meet their needs.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The negative impact of the temporary closure of the SLCN unit at Cranleigh CofE Primary School will be mitigated by pupils attending suitable education provisions which can support their learning outcomes. Attending a provision further away will mean that children will need to travel and the time taken getting to school may increase further than would have been the case had they attended the unit at Cranleigh Primary School.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Not applicable

Any negative impacts that cannot be mitigated?

The temporary closure of the SEN unit will result in pupils attending a provision which is further away from their home address or outside of the County of Surrey. The next nearest Surrey provision, to Cranleigh Primary School, is at Burpham Primary School which is 14km away by straight line and 17km by road route. There may be out of county provision closer to a pupil's home address.

Equality Impact Assessment

Religion and Belief

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Cranleigh CofE Primary School is a Church of England school which is part of the Guildford Diocese. The school is joining the Good Shepherd Trust, which has 19 other CofE schools in the Trust and the Diocese has members on the Trust.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Not applicable

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

11

Not applicable

Any negative impacts that cannot be mitigated?

Not applicable

3. Staff

Disability

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Staff with disabilities will be impacted in a positive way as they will not have to commute between the two school sites if it is agreed that the school remains situated solely on the junior school site. They will also have ease of access to support with all staff and pupils being on one school site.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The school will work with staff to manage any inequalities. The school is already operating on one site so there will be minimal to no change to the current day to day operation of the school.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Not applicable

Any negative impacts that cannot be mitigated?

Not applicable

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken

Explanation:

There are little to no negative impacts on the service users or staff from the proposals for Cranleigh CofE Primary School. Any negative impacts can be mitigated.

Equality Impact Assessment

5. Action plan and monitoring arrangements

Insert your action plan here, based on the mitigations recommended.

Involve you Assessment Team in monitoring progress against the actions above.

Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/Closed
1	December 2023	For the nursery to move into the unoccupied Reception building on the infant site.	Acorn Nursery School	Ongoing	To manage the transition from the temporary accommodation into the permanent building.	Open
2	December 2023	For the school to manage the transition onto one site for pupils and staff	Cranleigh CofE Primary School	Ongoing	To manage the transition to a one site school.	Open
3	December 2023	The status of the SEN centre	SCC / Good Shepherd Trust	Ongoing	For SCC and the Good Shepherd Trust to review the status of the temporarily closed SEN centre	Open

Page 155

6a. Version control

Version Number	Purpose/Change	Author	Date
1	First draft	Katie Kelly-Weller	27/10/2023



Version Number	Purpose/Change	Author	Date
2	Second draft	Mike Singleton	20/11/2023

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

For further information, please see the EIA Guidance document on version control.

6b. Approval

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	
Executive Director	
Cabinet Member	
Directorate Equality Group	

Publish:

It is recommended that all EIAs are published on Surrey County Council's website.

Please send approved EIAs to:

EIA author:

11

6c. EIA Team

Name	Job Title	Organisation	Team Role
Mike Singleton	Service Manager for Education Place Planning	SCC	Author
Katie Kelly-Weller	Commissioning Manager	SCC	Contributor

If you would like this information in large print, Braille, on CD or in another language please contact us on:

Tel: 03456 009 009

Textphone (via Text Relay): 18001 03456 009 009

SMS: 07860 053 465

Email: contactcentre@surreycc.gov.uk

This page is intentionally left blank

SURREY COUNTY COUNCIL

CABINET

DATE: 19 DECEMBER 2023



REPORT OF CABINET MEMBER: CLARE CURRAN, CABINET MEMBER FOR CHILDREN, FAMILIES AND LIFELONG LEARNING

LEAD OFFICER: RACHAEL WARDELL, EXECUTIVE DIRECTOR FOR CHILDREN, FAMILIES AND LIFELONG LEARNING

SUBJECT: SPECIAL GUARDIAN AND FOSTER CARE REMUNERATION

ORGANISATION STRATEGY PRIORITY AREA: TACKLING HEALTH INEQUALITY/ EMPOWERING COMMUNITIES

Purpose of the Report:

The Cabinet is being asked to agree increased remuneration to Special Guardians who are caring for children under a Special Guardianship Order and are eligible for financial support under Surrey County Council's policy, and that the remuneration should be in line with that of Surrey's in-house foster carers.

Special Guardians are people who look after children who are not their own, following a court order. The Special Guardianship Order (SGO) gives children more permanence than a regular fostering arrangement and gives their guardians more rights to make decisions on their behalf.

Government guidance states that financial issues should not be the cause of special guardianship arrangements failing. Guidance and case law (R v Kirklees 2010) and the Statutory Guidance for Special Guardians has been updated (2018) <https://www.gov.uk/government/publications/special-guardianship-guidance> and now states:

In determining the amount of any ongoing financial support, the local authority should have regard to the amount of fostering allowance which would have been payable if the child were fostered. The local authority's core allowance plus any enhancement that would be payable in respect of the particular child, will make up the maximum payment the local authority could consider paying the family. Any means test carried out as appropriate to the circumstances would use this maximum payment as a basis.

The current foster care payment uplift for foster carers was agreed by cabinet in January 2023, it should have followed, in line with previous guidance set out above, that the Special Guardian allowance should match this.

The recommendations contribute to tackling health inequality by enabling children who are supported through a Special Guardianship Order, receive good quality care, close to their families, friends and communities. This is shown to improve their long-term outcomes, including their physical and emotional health.

Recommendations:

It is recommended that Cabinet:

1. 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. Considers the request to back-date the improved remuneration package to 1 April 2023.

Reason for Recommendations:

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

Executive Summary:

Background

1. In January 2023 Surrey County Council approved an uplift for foster carers to support the recruitment of in-house foster carers to meet the Council sufficiency demands.
2. In line with statutory guidance when there is an uplift of remuneration for foster carers, it follows that we review the Special Guardianship allowances to ensure we are acting in accordance with the guidance.
3. Surrey County Council currently financially supports 456 children who have been placed under a Special Guardianship Order. In the last financial year 2022/23 there were an additional 59 children that we began to support financially through a Special Guardianship Order.
4. Surrey County Council's Special Guardianship allowance policy was reviewed back in 2014 and not been subject to a review since. The Statutory Guidance document has been updated (2018) <https://www.gov.uk/government/publications/special-guardianship-guidance> and now states:

In determining the amount of any ongoing financial support, the local authority should have regard to the amount of fostering allowance which would have been payable if the child were fostered. The local authority's core allowance plus any enhancement that would be payable in respect of the particular child, will make up the maximum payment the local authority could consider paying the family. Any means test carried out as appropriate to the circumstances would use this maximum payment as a basis.

Given that the Council has approved an uplift to foster carers, we ought now to align the Special Guardianship allowances with this.

5. Special Guardianship Orders have come to be a significant order in ensuring that, where children cannot be cared for by their birth parents, they are cared for by adults who can lawfully exercise parental responsibility in respect of them. These Special Guardians are typically, but not solely, other family members. Special Guardians were introduced to ensure that children have the experience of a permanent family life, which is fundamental to their safety, welfare and development.
6. The purpose of the order is to create a permanent family life for the child or young person with all the advantages and challenges that accompany this. It lasts until the young person reaches 18 but can be varied or discharged. An SGO can only be discharged upon application, with some applications (including those made by the

parents, 'others' with parental responsibility and the child) requiring the leave of the court to permit the application to proceed.

7. A Special Guardianship Order offers legal permanency and an alternative to children remaining on a Care Order and being looked after by the local authority.
8. The guidance Regulation 6 (*C.A 1989 S.G regulations 2005*) states that "financial issues should not be the sole reason for an SGO arrangement failing to survive." The principle underpinning the regulations and guidance is that financial support should be available to ensure that financial aspects are not an obstacle. Regulation 13 outlines the expectation that special guardians should access the benefits that they are entitled to, and that the role of local authorities is to facilitate this process. It also stipulates that any financial support made to special guardians under these circumstances should not duplicate any other payment that they receive. The areas that the local authority is required to consider as part of a financial assessment are:
 - The financial resources – including investments of the (prospective) special guardian;
 - Outgoings of the prospective special guardian;
 - Financial needs of the child or young person.

Current payments and benchmarking

9. The current SGO allowances are not aligned to the current foster carer rates, which were uplifted in 2023. This proposal is to ensure we are meeting our statutory duty to address this misalignment and ensure that SGO rates match those of Surrey County Council Foster carers.
10. These changes mean there is an additional pressure of £1.745m annual increase to Special Guardianship allowances. The tables below show why the impact is so large and represent the backdating of the uplift to 1st April 2023 and any proposed new Special Guardians under the new rate.

Proposals

11. It is proposed that the Special Guardianship allowance reflect the uplift in the age-related fostering allowance agreed in January 2023.

Overall change in comparison to current SGO rates and new fostering rates.

Age banding	Current SGO Standard weekly rate	New fostering weekly rates as at Apr 23	Weekly increase	Number of SGO's in each banding	Weekly increase cost	Annual increase in cost
0-4	161.3	190.66	29.36	29	851	44,394
5-10	161.3	216.25	54.95	194	10,660	555,828

11-13	220.14	288.3	68.16	103	7,020	366,048
14-17	220.14	334.95	114.81	130	14,925	778,205
					33,458	1,744,475

12. All Special Guardianship allowances will continue to remain subject to a DfE means test.

Overall aims and desired outcomes of the proposals

13. The overall aim of the proposals is to bring the Special Guardianship allowances in line with the statutory guidance.

Consultation:

14. The proposals set out here have been developed in consultation with colleagues from across SCC who play a role in the development of fostering and the implementation of Surrey's sufficiency strategy. This includes operational managers from across Children's Services, CFL commissioners and CFL finance. Whilst not directly considered by CFL Select Committee, the work to develop support for SGOs has been shared as part of our broader sufficiency strategy and budget planning. We have not consulted with Special Guardians as part of the review of the allowances as this proposal ensures equity for Special Guardians that should have been included in the Foster Carers Uplift paper.

Risk Management and Implications:

15. Financial risks: We need to review our Special Guardianship allowance and it would be timely to ensure we are acting with accordance with the set-out guidance. There may be a risk to children being offered permanence through an SGO if the allowance does not match that of foster carers.

Financial and Value for Money Implications:

16. Looking at September average costs, the additional £1.7m annual cost pressure identified in the table above will increase the average cost of SGOs from £180 per week to £240 per week. This compares to in-house fostering average costs of £602 per week and Independent Fostering Agency costs of £1,138 per week. Financially this is still a more cost-effective option.

Section 151 Officer Commentary:

17. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to

be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

18. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, to ensure the stable provision of services in the medium term.

19. The additional £1.7m is included in the 2023/24 budget monitoring position and is included in the MTFs from 2024/25 (subject to Council approval). As such, the Section 151 Officer supports the alignment of the SGO allowances with the Foster Care allowances in line with statutory guidance.

Legal Implications – Monitoring Officer:

20. The report sets out above the Council's responsibilities to support Special Guardians and the relevant statutory guidance the Council must have regard to when setting rates of financial support.

Equalities and Diversity:

21. Special Guardians may have one or more protected characteristics. An Equality Impact Assessment undertaken has not identified any discrimination or negative impact of this proposed change.

22. There is no impact on staff of the proposals in this paper.

23. The proposal offers equity between Special Guardianship and Foster Carers allowances.

Other Implications:

24. The potential implications for the following Council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	The proposals in this paper are intended to directly impact on the Council's corporate parenting responsibilities by supporting our statutory responsibility to Special Guardians
Safeguarding responsibilities for vulnerable children and adults	No direct implications
Environmental sustainability	No implications
Compliance against net-zero emissions target and future climate compatibility/resilience	No implications
Public Health	No direct implications

What Happens Next:

25. Following Cabinet's decision, it is proposed that the changes are incorporated into the revised Special Guardianship Allowances policy and arrangements made to implement revised payments from a date to be confirmed and payments backdated to 1st April 2023.

Report Author: Joanne Rabbitte, Assistant Director - Children's Resources,
joanne.rabbitte@surreycc.gov.uk

Consulted:

Tina Benjamin, Director Corporate Parenting

Carol Norrington Beard and Clark McAuley, Service Managers, Surrey Fostering Service

Surrey County Fostering Association, Executive Group

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 19 DECEMBER 2023****REPORT OF CABINET MEMBERS: CLARE CURRAN, CABINET MEMBER FOR CHILDREN, FAMILIES AND LIFELONG LEARNING****NATALIE BRAMHALL, CABINET MEMBER FOR PROPERTY, WASTE AND INFRASTRUCTURE****LEAD OFFICER: RACHAEL WARDELL, EXECUTIVE DIRECTOR- CHILDREN, FAMILIES & LIFELONG LEARNING****LEIGH WHITEHOUSE, DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR FOR RESOURCES****SUBJECT: SCHOOL BASIC NEED****ORGANISATION STRATEGY PRIORITY AREA: NO ONE LEFT BEHIND / GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT / HIGH PERFORMING COUNCIL****Purpose of the Report:**

This is a Part 1 paper to update members on the provision of mainstream school places through the capital programme, the demand for mainstream school places, sources of income, increased construction costs and linked capital funding issues.

Recommendations:

It is recommended that Cabinet:

1. 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. 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. Notes cost pressures arising from schemes for the purpose of meeting the requirements for schools safeguarding; disability access; and sustainability.
4. Endorses the expenditure of Basic Need funding for safeguarding, disability access and sustainability where required.
5. Notes the impact of increased construction costs.
6. 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.

Reason for Recommendations:

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.

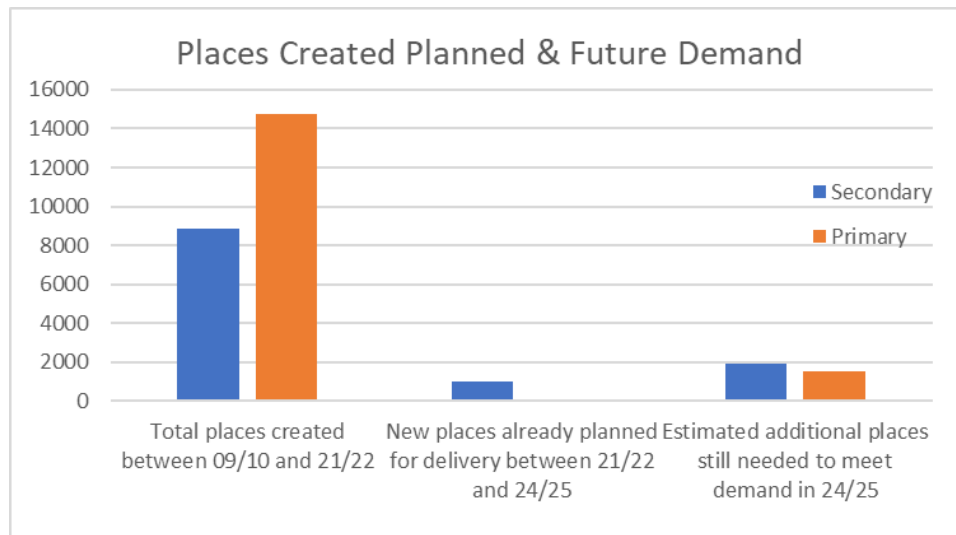
Executive Summary:

Context

1. The School Basic Need Capital Programme is aligned with Surrey's Community Vision 2030, which seeks to realise the local area's ambition that everyone benefits from education, skills and employment opportunities that help them to succeed in life.
2. The local authority (LA) has a duty to provide sufficient school places to meet demand as set out in the Education Act 1996 as subsequently amended. This duty applies to any status of publicly funded schools be that community, voluntary controlled, foundation, voluntary aided, academy, and academies in multi-academy trusts. The current forecast of mainstream school places indicates the need for additional places across a ten-year period. Forecasts are made using planning areas and these are groups of schools that reflect the local geography, reasonable travel distances and existing pupil movement patterns. These may include schools in different boroughs or districts. Birth data underpins all forecasts and is collected by the Office for National Statistics (ONS) by electoral ward.
3. The need for additional school places is either provided directly via Government (Department for Education), Developer contribution, School direct delivery or through Local Authority (LA) delivery.
4. Each year the LA completes a School Capacity survey known as SCAP, for the Department for Education (DfE), and this examines the primary and secondary school places available in planning areas against the forecast demand of places in the relevant areas. Where there is a demonstrable deficit of places the DfE allocate Basic Need grant funding to the LA by primary and or secondary against the shortfall. The amount of grant funding each year from 2011/12 to 2025/26 is shown at **Annex 1** and this shows £445,086,022 of Basic Need grant allocated to Surrey CC during this period.
5. Basic need funding is intended to support the creation of mainstream places for pupils aged 5 to 16. Local authorities can use this funding to create places in whole new schools (via the 'free school presumption' process) or through the expansion or remodelling of existing schools. The DfE expect that local authorities will work with any school in their local area in doing so, including academies and free schools.
6. Between 2009/10 and 2021/22 Surrey provided 14,758 new primary and 8,874 new secondary places meeting the demand for places across the planning areas. Already planned for delivery between 2021/22 and 2024/25 are 990 secondary

school places. Estimated additional places still needed to meet demand in 2024/25 are 1,520 places for primary and 1,910 places for secondary schools¹. Illustrated in **Figure 1**.

Figure 1



7. The DfE collect annually a Capital Spend Survey that monitors how funding is spent and is linked to the conditions of the grant. This is covered in the Financial and Value for Money Implications Section of this report.
8. The current projects, future projects, and potential schemes in the MTF5 providing pupil places are detailed in the Part 2 paper of this Cabinet approval.

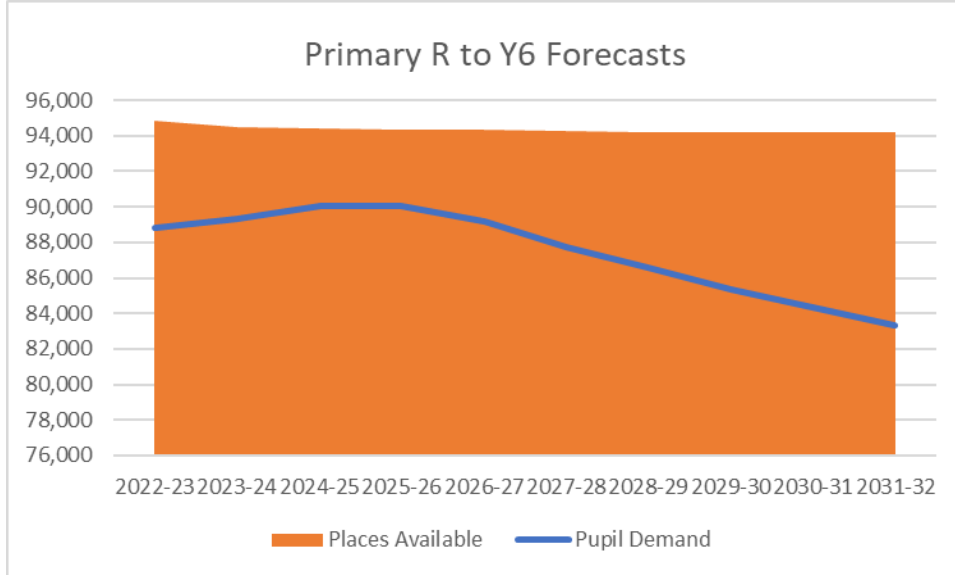
Forecasting

9. In mainstream school forecasting, in addition to birth data, underlying demographic trends are considered using mid-year population estimates from the ONS, as well as fertility rates. Data on current pupils from the School Census and pupil movement patterns between schools, allows our forecasting model to establish pupil movement trends, which are then applied to population numbers going forward. Housing permissions and trajectories, received from the District and Borough councils, are then combined with birth and pupil movement trends in specialist demographic forecasting software called 'Edge-ucate', which creates pupil projections, in a variety of different formats. These pupil projections allow the council to ensure that every Surrey child who requires one is offered a school place. The School Organisation Plan 2022-2032 reflects the forecasts across the County. [School Organisation Plan, Sustainability Strategy and Federation Policy | Surrey Education Services \(surreycc.gov.uk\)](#)
10. The pattern of demand for pupil places has largely been reflective of the birth rate. Surrey had a period of sustained lower births around the millennium, followed by significant increases to a peak in 2012. In Surrey, there was an increase of births in this period by over 22% in a decade. Following a nationwide trend, 2013 saw a dramatic decline in births, Surrey has experienced year on

¹ DfE School Places Scorecard [Local Authority School Places Scorecards \(shinyapps.io\)](#)

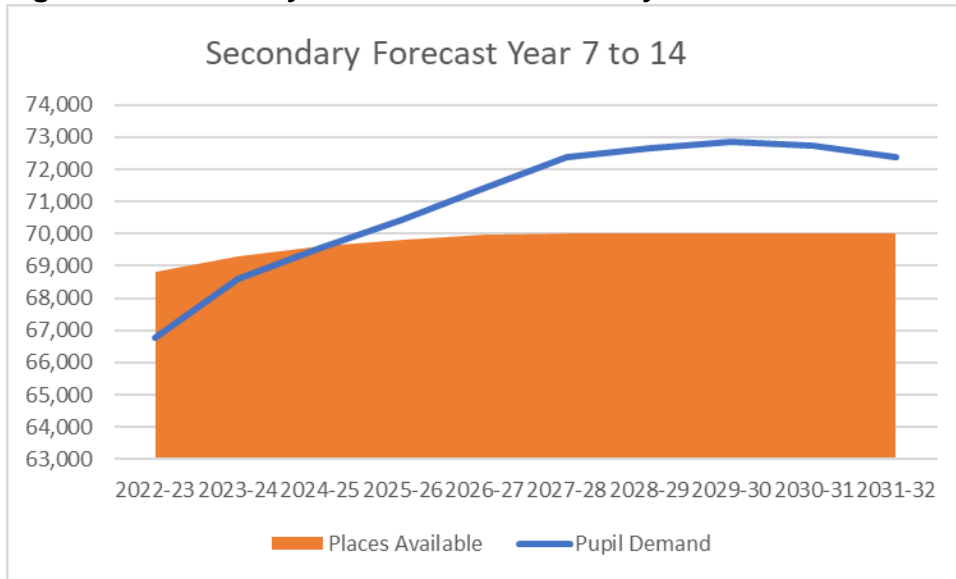
year falls in the birth rate, meaning that the number of pupils needing primary places has fallen dramatically introducing a sustainability issue for some schools or areas. Across the County the current primary forecasts for 2031/32 suggest a need for 83,334 against the places available at 94,180, a surplus of 10,846 places. Illustrated in **Figure 2**.

Figure 2 - Primary Forecasts Across Surrey



11. The forecasts are influenced heavily by residential developments and the pupil product (number of pupil places generated by new housing development) used along with migration factors generally gives the maximum demand over the forecast period. Coupled with higher numbers coming through from the primary sector the forecasts show a deficit of places in the secondary sector across the County. The current secondary forecasts for 2029/30 suggest 72,837 against the places available at 70,005, a deficit of 2,832 places. Illustrated in **Figure 3**. However, in preparing the MTFs allocations and identifying Basic Need requirements, Officers review the forecasts and make reasonable adjustments to reflect current demand. For example, in many secondary planning areas this higher figure has not yet been realised and caution is needed, as the additional pupils from new homes have not materialised in the volumes previously anticipated. There appears to be two reasons for this:
- an overestimate of the number of anticipated development completions provided by the district and borough councils; and or
 - the rate of build, possibly due to economic factors e.g., material availability, cost impacts, staff shortages, mortgage rates etc.

Figure 3 – Secondary Forecasts Across Surrey



- 12. The overestimate of demand leads to an increased need identified through SCAP and associated Basic Need grant and this may be reflected in future grant allocations. Historically, the MTFs has also shown a greater need into the future. This report outlines a realistic allocation for school places within the MTFs and based on forecast adjustments that show a decreased demand for places, to the end of the forecast period.
- 13. This paper supersedes the Capital Programme 2023/24 to 2027/28 as reported to Cabinet on 31st January 2023, following reconciliation of the Basic Need grant expenditure to date and re-forecasting of the projected five-year pupil place demand.
 - a. The need for school places varies considerably year on year and there is a need to provide, within the capital programme, sufficient budget to meet additional needs as they arise. This may be through permanent expansions or bulge classes, the latter is to provide additional space for one or two years rather than a permanent expansion, that could lead to an over provision of places.

Finance/Sources of Income

- 14. As outlined in paragraph 4, Basic Need (BN) grant from DfE is the main source of income although as can be seen in **Annex 1** this is not a consistent with some years where no grant is received. The BN grant is not ringfenced and may be applied across different financial years and could be spent on other capital needs. However, the grant conditions **Annex 2** outlines the need for this to be spent on school places and this is monitored through the capital spend survey. If the Council were to use funding for other needs the Secretary of State could require the Council to payback the funding.
- 15. Other sources of income come through Section 106 contributions for developments in Guildford and for strategic sites in other Local Planning Authorities (LPAs). All other LPAs use Community Infrastructure Levy (CIL) in

varying degrees and contributions are not certain as with S106. The infrastructure need for additional places is calculated using a factor for the number of pupils a development may produce, known as pupil product. A further report will shortly be made to Cabinet to update the education sectors receiving developer contributions, to include specialist places for pupils with additional needs, and post-16 settings.

16. The Department for Education expects local authorities to seek developer contributions towards school places to meet the demand from new housing. Where these are known developer contributions are identified in the SCAP return and thereby reducing the overall BN grant received.
17. The Basic Need rate per place for 2023/24 calculated by DfE uses the base rate per place used in the 2017-18 allocations, inflated according to the independent Building Cost Information Service (BCIS) All-in Tender Price Index (TPI), to reflect forecast changes in construction inflation between Q3-2017 and Q3-2023. The rate per place is weighted by BCIS regional location factors. This then gives the 2023-24 pure primary rate per place. The secondary rate is then set to be 30% higher than the primary rate to reflect the higher costs associated with creating secondary school places. The funding rates have then been uplifted by around 10% to support costs associated with achieving improved sustainability standards. For Surrey the primary per place rate was updated to £18,585.41 and the secondary to £23,880.10 per place. Details of the BN rates for 2022/23 to 2024/25 are shown in **Annex 3**. These rates have been reflected in the amounts for Section 106 contributions through an officer's delegated decision on 6 January 2023, effective from 14 January 2023.

Cost of Construction

18. A cost benchmarking exercise was undertaken using a sample of school projects in Surrey to look at the average cost per pupil place and the average cost per square metre. The DfE in the recent scorecard on analysis from the Capital Spend Data (SCAP18), updated to current prices, gives a figure for permanent expansions in the South-East and in England. These are set out in **Annex 4**. The costs vary although this may be as a result of full project costs from the cost analysis of Surrey schemes, including items like temporary classrooms for decant purposes or delays, whereas a separate figure for temporary accommodation is given by DfE.
19. The lower rate for permanent expansions given in DfE analysis for the South-East is £21,950 for primary and £30,190 for secondary. This is a variance of £3,365 and £6,310 respectively when compared to the rate of grant per place outlined in paragraph 18. This shows that the cost per place is often not in line with the BN grant rates and developer contributions rates. This could lead to an increase in costs for the Council and will need to be monitored carefully when setting budgets.
20. As a result, a cost benchmarking exercise was carried out in July 2023 of both Surrey and other Local Authority school projects to establish a revised project cost per pupil place in Surrey. The recommended average project cost per pupil

place has been updated to £27,111 for Primary and £39,728 for Secondary. See **Annex 4 – Project Cost Analysis**.

Budget Pressures

21. The increased costs associated with construction and the improved energy efficiency also means that the cost of expansion of places is increasing. Cabinet should note that these figures do not account for Net Zero Carbon or forthcoming Biodiversity Net Gain requirements, which will create additional programme financial pressures.
22. Additional infrastructure works arising from school expansions for example increased traffic calming, highways safety improvements and supporting sustainable modes of transport, creates a significant budgetary pressure, particularly in trying to achieve latest design standards and guides i.e., [Local Transport Plan 4](#). In addition, the need for necessary ancillary facilities, such as an all-weather sports area and other specialist curriculum costs can make the overall cost of an extension or new school greater than the costs per place.
23. Where schemes are expanding school places this may also lead to the need for additional early years or post-16 places within the schools, resulting in additional cost. A large extension scheme may also give the opportunity for addressing suitability issues and this too may add to the cost per place and overall scheme.
24. Where appropriate modular buildings can be used to meet a temporary need, although these may be subject to a limited time through planning restrictions. Ideally these should be retained to provide additional long-term resources for the schools and provide future bulge classes when needed. Where these are not needed, purchased modular unit(s) could be sited elsewhere to meet need.
25. The falling numbers on roll at schools means their budgets are directly affected. This can impact on the number of staff, experience, and senior management appointments that schools can afford. This could impact on the organisation of classes and have a direct impact on teaching and learning. The School Organisation Plan includes a Sustainability Strategy as referenced in paragraph 10. The sustainability of schools does not get any direct funding. Where a conversion of an infant or junior school to a primary school takes place, this will add places to the area and provides resilience to the places available. By providing this type of expansion it can increase the long term sustainability of the converted school.
26. Safeguarding of pupils is a very high priority for the Council and schools. In some circumstances works to schools are needed to improve the safety of pupils, this may include, security, boundary fencing, separated facilities for visitors, etc. Generally, schools have addressed a number of these matters although occasionally this is a matter that needs addressing and requires works. The responsibility generally sits with the school through their revenue funding. This includes devolved formula capital although where there is an imperative and or a major scheme the Council may be called upon to provide the works. The level of works and the cost would determine if this would be a revenue or capital expenditure. Members are asked to note there is not a specific capital allocation

for this within the Council's capital budget. Inclusion of such works within Capital Projects could place additional pressure on Basic Need funding.

27. The requirement for schools to be fully accessible and compliant with the Equality Act 2010 (formerly Disability Discrimination Act 1995) is similar to that for safeguarding as this does not have any identified capital funding for existing buildings. Ensuring schools are fully accessible and pupils and staff are able to access a school is a legal requirement and would ensure that individuals have equal opportunity and are not excluded. Members are asked to note there is not a specific capital allocation for this within the Council's capital schools budget. Inclusion of such works within Capital Projects could place additional pressure on Basic Need funding.

Delegated Decisions

28. Business cases will be taken to Capital Programme Panel to seek approval for scheme budgets. Subsequent decisions about resource allocation for approved schemes will be expedited through delegated authority to Lead Cabinet Members for Education & Learning and Property & Waste.

Consultation:

29. Consultation has taken place with:

- Carrie Traill - Head of Education
- Liz Mills – Director of Education and Lifelong Learning
- Rachael Wardell - Executive Director for Children, Families and Lifelong Learning
- Simon Crowther - Director Land & Property
- Jon Morris – Assistant Director Capital Projects
- Asha Jani – Business Delivery Team Leader
- Louise Lawson – Strategic Finance Business Partner
- Matt Marsden – Strategic Finance Business Partner
- Anders Lundh – Business & Commercial Delivery Manager

30. Member engagement with the Cabinet Member for Children, Families and Lifelong Learning, and the Cabinet Member for Property, Waste and Infrastructure.

Risk Management and Implications:

31. Sufficiency data requires close monitoring and frequent ratification to ensure projected demand for places is up to date and accurate. This is mitigated by triangulation with local intelligence which ensures appropriate projections of supply of school places by planning area, which are aligned with need as well as agreed capital projections for the Council.
32. Specific timescale risks associated with the statutory process including Making Significant Changes to Schools, planning and procurement could mean that permanent expansion projects are not delivered in readiness for the beginning of an academic year. This risk has been mitigated by forward planning statutory Education processes alongside and Land & Property processes.

33. The SBN Capital Programme's delivery will continue to be monitored by Surrey's Children, Families & Learning Capital Board and jointly planned by Education and Land & Property partners in regard to continued business justification, financial viability, progress, risks, and issues as appropriate.
34. All building and refurbishment projects are required to include risk and issue registers. At a programme level estimated costs include allowances for design development and construction risk and are based on current costs. (i.e., exclude inflation) Estimated costs exclude uplifts for meeting the Operationally Carbon Net Zero target. These will be subject to approval from the CFL Capital Programme Board and reported by exception for decision-making.
35. Early discussions and Pre-Application consultation with the Planning Authority and Procurement ensure that potential contentious planning conditions and routes through procurement frameworks are mitigated early.

Financial and Value for Money Implications:

36. Each individual project will be required to demonstrate value for money at cost per pupil place and benefits realisation is achieved, in addition to being subject to robust cost challenge and scrutiny to drive optimum value as it progresses.
37. The recent cost benchmarking exercise reviewed against the latest DfE grant and southeast regional cost dashboard data provides a realistic picture of the anticipated delivery costs of the programme. Therefore, enabling confidence in future pipeline programming.
38. The Department for Education provides basic need allocations under section 31 of the Local Government Act 2003. The funding is not ringfenced, nor is it time bound, meaning local authorities are free to use this funding to best meet their local priorities. However, it can only be used for capital purposes and therefore cannot be used for revenue expenditure of any kind, such as training or staff costs. Reference: Basic need allocations 2022-23: Guidance (March 2022) [Basic need allocations 2022 to 2023: Guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107114/basic-need-allocations-2022-23-guidance-march-2022.pdf)

Section 151 Officer Commentary:

39. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
40. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial

sustainability as a priority, in order to ensure the stable provision of services in the medium term.

41. As such, the Section 151 Officer supports the recommendations of this report.

Legal Implications – Monitoring Officer:

- 42. This paper seeks to update Cabinet regarding the capital programme for mainstream school places, including associated financial pressures and funding requirements.
- 43. The recommendations relate to the approval of funding in connection with the School Basic Need programme, delegation of decision making for individual projects, and the linked costs/pressures of the scheme. Cabinet is under fiduciary duties to local residents in utilising public monies and in considering this report Cabinet Members, will want to satisfy themselves that it represents an appropriate use of the Council’s resources when approving recommendations 1-5.
- 44. With regard to recommendation 6, legal advice should be sought on the terms of any licences and/or other agreements as and when they arise, to ensure that all statutory obligations and any other legal requirements are met.

Equalities and Diversity:

45. A copy of the Equality Impact Assessment (EIA) has been completed and is included at **Annex 5**.

Other Implications:

46. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	The programme of capital investment directly supports the Surrey Corporate Parenting Strategy 2020. Increasing the sufficiency of education provision in Surrey for children and young people who are looked after and will enable better long-term outcomes, with children closer to home and more connected to local communities and support services. Local capital investment improves value for money through the strengthening of collaboration with local providers, as well as other local authorities to manage the market more effectively.
Safeguarding responsibilities for vulnerable children and adults	The council has a duty to promote and improve safeguarding in education as well as educational outcomes for all children and young people. The creation of additional capacity closer to home supports highly effective joint agency

	monitoring to safeguard children, to reduce placement breakdown.
Environmental sustainability	The provision of school places closer to home will reduce the average journey times for all learners. These benefits also involve maximising local business opportunities and the social value they create across the county, including how local communities can be best supported and enhancing communications both internally and externally.
Compliance against net-zero emissions target and future climate compatibility/resilience	Design philosophy that has been adopted to create new or refurbish and extend existing buildings will support low energy consumption, reduce solar gain, and promote natural ventilation. Any proposals will be in line with this policy and any new building will be to the standards in the local planning authority's adopted core planning strategy. Commitment to drive forward the transition to a zero carbon built environment, through the pursuit of lower operational energy use, increased supply of renewable energy to Surrey's buildings and reduced embodied carbon – the GHG emissions associated with non-operational phases like construction.
Public Health	No significant implications arising from this report.

What Happens Next:

47. Next steps:
 - a. 19 December 2023 – Cabinet approval of SBN Strategy paper.
 - b. Continuation of SBN Capital programme delivery targets for 2023/24.
 - c. Annual MTFs refresh following revised pupil need data analysis.
48. Future decisions about future year projects and resource allocation will be expedited through delegated authority to Lead Cabinet Members for Children, Families & Learning, Property, Waste & Infrastructure.
49. Issues/ Risks/ Outcomes will be communicated via the CFL Capital Board, alongside Property Panel and Capital Programme Panel, where necessary.

Report Authors:

Mike Singleton, Service Manager, Education Place Planning, 07971 666108

Pasqualina Puglisi, Contracts Manager, Capital Projects, Land & Property,
pasqualina.puglisi@surreycc.gov.uk

Consulted:

Property Panel members

Capital Programme Panel members

Annexes:

Annex 1 – SBN Allocations

Annex 2 – Conditions of Grant

Annex 3 – Basic Need Rates

Annex 4 – Project Cost Analysis

Annex 5 – Equality Impact Assessment (EIA)

Part 2 Report

Sources/background papers:

Final Hansom Barron Smith Cost Benchmarking Summary – July 2023

Annex 1 - School Basic Need Allocations FY 2011 – 2025/26

	BN Grant Awarded	Cumulative BN
FY11/12	£27,694,827	£27,694,827
FY12/13	£29,125,659	£56,820,486
FY13/14	£23,974,732	£80,795,218
FY14/15	£23,225,122	£104,020,340
FY15/16	£42,620,289	£146,640,629
FY16/17	£67,411,337	£214,051,966
FY17/18	£43,009,298	£257,061,263
FY18/19	£30,289,175	£287,350,438
FY19/20	£0	£287,350,438
FY20/21	£0	£287,350,438
FY21/22	£90,617,919	£377,968,357
FY22/23	£24,143,781	£402,112,138
FY23/24	£24,907,021	£427,019,159
FY24/25	£18,066,863	£445,086,022
FY25/26	£0	£445,086,022
Total		£445,086,022

Note:

This table is an extract of the national allocations that shows all local authorities and this can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1162997/Basic_need_allocations_for_2026_and_funding_for_2011_to_2026.xlsx

This page is intentionally left blank



Department
for Education

Capital grant determination (non-ringfenced)

Basic need grant determination (2022): No 31/5897

The Minister of State for Education (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

- 1) This determination may be cited as the Basic Need Grant Determination (2022) No. 31/5897.

Purpose of the grant

- 2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

- 3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Grant conditions

- 4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex B.

Treasury consent

- 5) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Minister of State for Education

Tony Foot, Strategic Finance Director

Published: March 2022

ANNEX A

Basic need allocations for 2022-23 can be found published at <https://www.gov.uk/government/publications/basic-need-allocations>.

ANNEX B

General Conditions of Grant

1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.
2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to Capital Funding Team within Capital Group of the Department for Education a declaration, as part of the outturn statement to be received no later than the date communicated by the team, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the Basic Need Grant Determination No. 31/5897 have been complied with”.
3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Minister of State may-
 - a. reduce, suspend or withhold grant; or
 - b. by notification in writing to the authority, require the repayment of the whole or any part of the grant.
4. Any sum notified by the Minister of State under paragraph 3(b) shall immediately become repayable to the Minister.

Conditions relating to efficiency of spend

5. A local authority should seek to ensure funding paid out under this grant is spent efficiently. To which end, it should thoroughly evaluate all procurement options for school projects – including the DfE construction frameworks and output specification – to demonstrate value for money. A local authority should encourage academy trusts and other responsible bodies to do the same, should they procure a construction project directly.
6. A local authority may be required to provide such information as reasonably requested by the Secretary of State, relating to expenditure on school places and the procurement options appraisal conducted.

Annex 3 – Basic Need Grant Rates for Surrey

	Rates	2024/25	2023/24	2022/23
Primary	Calculated	£19,345.04	£18,585.41	£16,065.15
	Final	£19,345.04	£18,585.41	£16,628.84
Secondary	Calculated	£24,856.12	£23,880.10	£20,884.69
	Final	£24,856.12	£23,880.10	£21,617.49
Web Link		2024-25 Basic Need Allocation for Surrey	2023-24 Basic Need Allocation for Surrey	2022-23 Basic Need Allocation for Surrey

This page is intentionally left blank

Annex 4 - Project Cost Analysis

	Primary Schools	Secondary Schools
Cost Analysis	Average Project Costs	
Cost per m2	£5,262	£4,005
Cost per pupil	£27,111	£39,728
DfE scorecard	Permanent Expansion	
England - cost per pupil	£19,425	£26,717
South East - cost per pupil	£21,950	£30,190
Variance	£5,161	£9,538

This page is intentionally left blank

SCHOOL BASIC NEED STRATEGY

Did you use the EIA Screening Tool?

Yes (attached)

1. Explaining the matter being assessed

Is this a:

- Change to an existing strategy or policy

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

The local authority (LA) has a duty to provide sufficient school places to meet demand as set out in the Education Act 1996 as subsequently amended. This duty applies to any status of publicly funded schools be that community, voluntary controlled, foundation, voluntary aided, academy, and academies in multi-academy trusts.

The funding to provide additional school places is either supplied directly via Government (Department for Education), from developer contributions, School direct delivery or through Local Authority (LA) delivery.

Each year the LA completes a School Capacity survey known as SCAP, for the Department for Education (DfE), and this examines the primary and secondary school places available in planning areas against the forecast demand of places in the relevant areas. Where there is a demonstrable deficit of places the DfE allocate Basic Need grant funding to the LA by primary and or secondary against the shortfall.

The Department for Education expects local authorities to seek developer contributions towards school places to meet the demand from new housing. Where these are known developer contributions are identified in the SCAP return and thereby reducing the overall Basic Need grant received.

The aforementioned sources of funding do not necessarily allow for unpredictable increases in costs such as pupil and site safeguarding measures, ensured accessibility in line with current legislation and costs of building materials. Furthermore, any projects related to sustainability of the educational landscape or the need for additional early years or post-16 places within the schools do not necessarily have direct funding streams and have to be accommodated within the Basic Need allocation. Inclusion of such works within Capital Projects could place additional pressure on Basic Need funding.

Annex 5 - Equality Impact Assessment

13 The decision to embark on the expansion of a school is based on need. The current forecast of mainstream school places indicates the need for additional places across a ten-year period. Forecasts are made using planning areas and these are groups of schools that reflect the local geography, reasonable travel distances and existing pupil movement patterns. These may include schools in different boroughs or districts. Birth data underpins all forecasts and is collected by the Office for National Statistics (ONS) by electoral ward.

Once it has been determined through forecasting that a planning area demonstrates a need for additional places, Education Place Planning and Land and Property colleagues will complete viability assessments to determine the most suitable school. Internal meetings are held monthly to discuss which projects which are part of the School Basic Need Programme.

Changes to a school such as expansion, need to be consulted on in line with the guidance from the Department for Education; [Opening and closing maintained schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/opening-and-closing-maintained-schools.pdf) or [Making significant changes to an open academy \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/making-significant-changes-to-an-open-academy.pdf). Each project would be subject to a public consultation and its own Equalities Impact Assessment.

How does your service proposal support the outcomes in [the Community Vision for Surrey 2030](#)?

The School Basic Need Capital Programme is aligned with Surrey's Community Vision 2030, which seeks to realise the local area's ambition that everyone benefits from education, skills and employment opportunities that help them to succeed in life.

Are there any specific geographies in Surrey where this will make an impact?

- County-wide

Assessment team – A key principle for completing impact assessments is that they should not be done in isolation. Consultation with affected groups and stakeholders needs to be built in from the start, to enrich the assessment and develop relevant mitigation.

Detail here who you have involved with completing this EIA. For each include:

- Mike Singleton
Surrey County Council
Service Manager – Education Place Planning
- Katie Kelly-Weller
Surrey County Council
Commissioning Manager– Education Place Planning

2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships

Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs. If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).

- Members/Ex members of armed forces and relevant family members (in line with the Armed Forces Act 2021 and [Statutory Guidance on the Armed Forces Covenant Duty](#))
- Adult and young carers*
- Those experiencing digital exclusion*
- Those experiencing domestic abuse*
- Those with education/training (literacy) needs
- Those experiencing homelessness*
- Looked after children/Care leavers*
- Those living in rural/urban areas
- Those experiencing socioeconomic disadvantage*
- Out of work young people*
- Adults with learning disabilities and/or autism*
- People with drug or alcohol use issues*
- People on probation
- People in prison
- Migrants, refugees, asylum seekers
- Sex workers
- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

Equality Impact Assessment

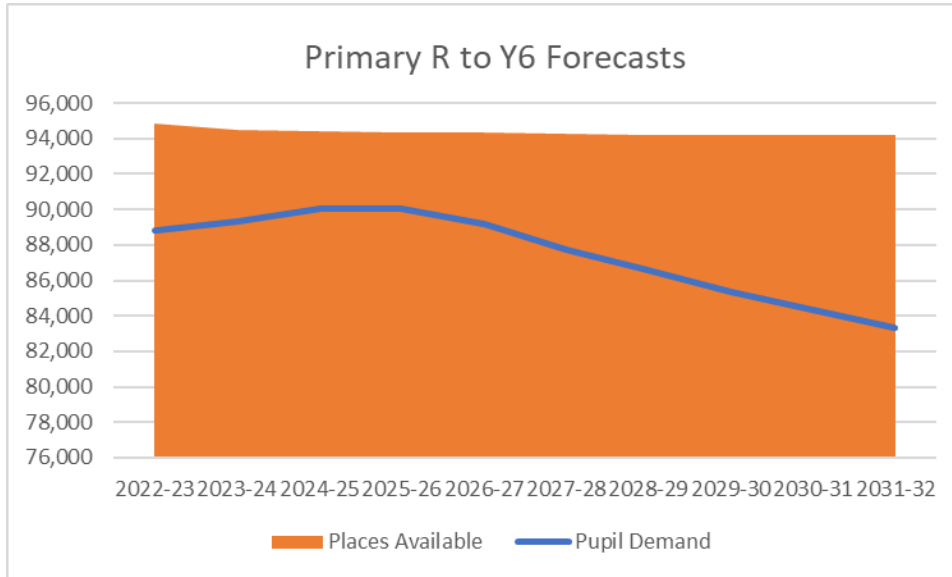
Age including younger and older people

13

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Young people across Surrey will be impacted by the School Basic Need budget as it ensures the sufficiency of education provision across the County. The pattern of demand for pupils places has largely been reflective of the birth rate. Following a peak of births in 2012, Surrey has seen a decline year on year in line with the national trend. This has led to a forecasted surplus of primary places moving forward as shown below in **Graph 1**.

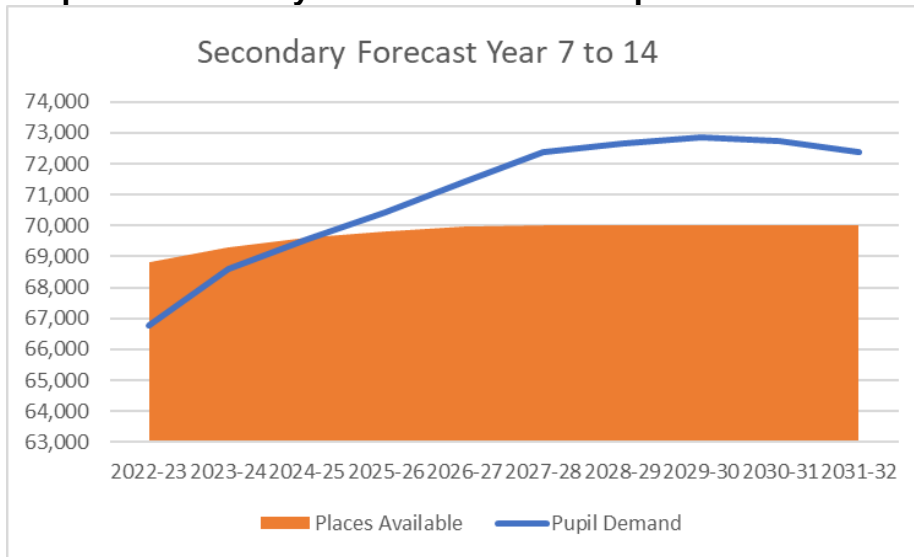
Graph 1: Primary forecasts for school places Years R to 6



For secondary aged pupils, the heightened primary demand is now transferring to the secondary sector the forecasts show a deficit of places in the secondary sector across the County see **Graph 2**.

Equality Impact Assessment

Graph 2: Secondary forecasts for school places Years 7 to 11



The forecasts are influenced heavily by residential developments and the pupil product (number of pupil places generated by new housing development) which, used along with migration factors, generally gives the maximum demand over the forecast period.

The Local Authority need to ensure that the appropriate level of funding is available to support the necessary expansion and sustainability works throughout the county’s educational landscape to meet its statutory duties.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The Education Place Planning and Land and Property teams will maximise positive outcomes by completing effective viability assessments to determine the most widely beneficial projects for the School Basic Need Programme.

Each project will be subject to its own public consultation and subsequent EIA in order to mitigate any potential negative impacts of a scheme on Surrey residents.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

No

Any negative impacts that cannot be mitigated?

No

13 Religion or belief including lack of belief

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

As part of the School Basic Need programme, the Local Authority may need to expand a school with a religious orientation and admissions criteria due to the school being in an area of high demand for additional places. A school could be expanded with no explicit religious orientation.

The schools included as part of the School Basic Need programme are decided upon after viability assessments completed by the Education Place Planning and Land and Property teams.

Schools subject to sustainability measures may also hold a religious orientation. Any changes to a school will be subject to its own consultation and EIA in line with the policies outlined by the Department for Education [Opening and closing maintained schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61242/opening-and-closing-maintained-schools.pdf) or [Making significant changes to an open academy \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61243/making-significant-changes-to-an-open-academy.pdf).

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The Education Place Planning and Land and Property teams will maximise positive outcomes by completing effective viability assessments to determine the most widely beneficial projects for the School Basic Need Programme.

Each project will be subject to its own public consultation and subsequent EIA in order to mitigate any potential negative impacts of a scheme on Surrey residents.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

No

Any negative impacts that cannot be mitigated?

No

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.

Explanation:

The School Basic Need Programme allows the Local Authority to fulfil its statutory duty of ensuring that there are sufficient school places for all of its residents.

Each project for expansion or other sustainability measures will be subject to its own public consultation and subsequent EIA in order to outline the positive impacts and mitigate any potential negative impacts of a scheme on Surrey residents.

5. Action plan and monitoring arrangements

Insert your action plan here, based on the mitigations recommended.

Involve you Assessment Team in monitoring progress against the actions above.

Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/ Closed
1	30/08/2023	To complete effective viability assessments for each project with the School Basic Need Programme	Education Place Planning and Land and Property colleagues	Ongoing		
2	30/08/2023	For all projects to have its own public consultation and EIA to mitigate impacts on residents	Education Place Planning colleagues	Ongoing		
3						

Page 194

6a. Version control

Version Number	Purpose/Change	Author	Date
1	First draft	Katie Kelly-Weller	30/08/2023

Equality Impact Assessment

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

For further information, please see the EIA Guidance document on version control.

Equality Impact Assessment

6b. Approval

13

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	
Executive Director	
Cabinet Member	
Directorate Equality Group/ EDI Group (If Applicable) (arrangements will differ depending on your Directorate. Please enquire with your Head of Service or the CSP Team if unsure)	

Publish:

It is recommended that all EIAs are published on Surrey County Council's website.

Please send approved EIAs to: equalityimpactassessments@surreycc.gov.uk

EIA author:

6c. EIA Team

Name	Job Title	Organisation	Team Role
Mike Singleton	Service Manager – Education Place Planning	SCC	Author
Katie Kelly-Weller	Commissioning Manager - Education Place Planning	SCC	Contributor

If you would like this information in large print, Braille, on CD or in another language please contact us on:

Tel: 03456 009 009

Textphone (via Text Relay): 18001 03456 009 009

Equality Impact Assessment

SMS: 07860 053 465

Email: contactcentre@surreycc.gov.uk

This page is intentionally left blank

SURREY COUNTY COUNCIL**CABINET****DATE: 19 DECEMBER 2023****REPORT OF CABINET MEMBER: DENISE TURNER-STEWART, DEPUTY LEADER AND CABINET MEMBER FOR CUSTOMER AND COMMUNITIES****LEAD OFFICER: LEIGH WHITEHOUSE, DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR FOR RESOURCES****SUBJECT: YOUR FUND SURREY APPLICATION – STANWELL EVENTS – ACORN PROJECT****ORGANISATION STRATEGY PRIORITY AREA: EMPOWERED AND THRIVING COMMUNITIES****Purpose of the Report:**

This report sets out the key information on the Stanwell Events Acorn Project Your Fund Surrey (YFS) application for the consideration of Cabinet.

By bringing community-led and place-making projects to life with a focus on delivering wide community benefit that leaves a real legacy, Your Fund Surrey helps Surrey County Council meet its priority to support empowered and thriving communities and tackle inequality to ensure that no one is left behind.

Recommendations:

It is recommended that Cabinet:

1. 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.

Reason for Recommendations:

- 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

Executive Summary:

Overview

1. Stanwell Events is a registered charity currently located in the Long Lane Pavilion in Stanwell, Spelthorne. The charity started the Stanwell Food Bank and supports the residents of Stanwell and surrounding areas to access activities and services to improve their quality of life. They have a small team of five trustees with experience in the voluntary sector, retail, business, aviation, youth work and safeguarding, including Anna-Marie Goodacre (Founder, CEO, non-executive Trustee). Many of the trustees have lived in Stanwell for all, or most, of their lives and understand the community well. Additional Board support is provided by 2 further volunteer advisors and Voluntary Support North Surrey. The CEO will have overall responsibility for day-to-day management of the centre and activities and oversee a café manager and Project Officer (responsible for activities for children and young people) as well as volunteers.
2. In addition to the foodbank, Stanwell Events delivers a range of activities for people to relax, interact, learn and enrich their lives. By being there to listen to people's concerns, they are able to offer support and signpost to other services. Their popular holiday clubs for children, family fun events and cookery classes are all oversubscribed with huge demand and waiting lists.
3. The project aims to re-develop the existing pavilion to make vital extensions and adaptations and create a fully usable community building, fit for the 21st century and for generations to come. The re-development will include extending into an existing paved recess area on the ground floor and erecting a first-floor extension on the existing footprint of the building.

Project Summary

4. The pavilion is located in the Division of Stanwell and Stanwell Moor but serves residents across the area including a Key Neighbourhood, Stanwell North. It is an area of high deprivation and need.

5. The existing pavilion was built in the 1960s primarily for the purposes of supporting sport on the adjacent park area and comprises many, small rooms. Since Stanwell Events were granted the lease for the pavilion five years ago the usage has grown, despite the limitations of the building. The project itself will be split into three phases, with YFS supporting the first two which will transform the ground floor into a modern, flexible and welcoming community space.
6. The project was granted planning permission in June 2022 and the extended facility will add the following spaces to the building:
 - A Community Café to provide affordable drinks and snacks for local people
 - Community zone comprised of multi-use rooms for a playgroup, youth club and events
 - Discrete storage for Stanwell Food Bank
 - Launch of the new Stanwell Pantry, reusing surplus food and providing a progression route to reduce dependency on the Food Bank
 - A teaching kitchen
 - A support room for use by partners such as Surrey Police, Citizens Advice, Home-Start, Stanwell Befriending and Andy's Man Club.
 - Accessible toilets for use by the community
 - A wet room and laundry facilities to properly support, in a managed way, residents who are homeless to wash themselves and, with the adjacent laundry, provide them with clean clothes.
7. The activities and types of events currently taking place will be expanded with the larger, improved facilities, reaching more people in the community. Examples of this include:
 - Surplus food currently operates ad hoc due to limited space and often takes place outside. A dedicated space would provide proper storage to support more families and enable them to work closer with Fareshare, Tesco and Surplus to Supper.
 - The Christmas giving project is currently spread across 3 locations due to the limited space. The new facility would enable it to be expanded to reach more of the community.
 - Stanwell Events has hosted Christmas dinners for lonely and isolated residents for 5 years, with over 300 meals delivered to homes during Covid alone. They currently use Stanwell village hall (incurs hire fee) which can only host 100 residents so the offering is limited. This would increase with larger facilities.
 - The teaching kitchen has three work benches accommodating groups of 12. A larger space would accommodate bigger groups and sound clouds could support those with diverse needs. Worktops of varying heights would be introduced for disabled access and different age groups.
 - The Club4 project funded by Active Surrey and the holiday clubs could be expanded as demand is high.
8. The charity has many corporate volunteers who are willing to support, however, due to limited space, they cannot take on as many as they would like. These volunteers support the community and provide extra hands to help with the projects.
9. A local architectural design company have donated their time and skills to create plans that provide the workable spaces needed while maintaining the original character of

the building which was important to local residents. The design will also not impact the green spaces in the park.

10. The designs for the building were informed by consultation with residents through engagement at the events and projects they run. The charity has utilised Voluntary Support North Surrey to develop a robust project and business plan. In addition, local tradespeople will donate their skills towards the construction.
11. The building is owned by Spelthorne Borough Council (SBC) which, as well as providing Stanwell Events a home, has contributed to the project through a Community Infrastructure Levy grant of £50,000. SBC has committed to extending the current five-year lease to twenty-five years if Stanwell Events are successful in raising the funding for the project. Heads of Terms have been provided which state they will enter the new lease when the project is complete. Surrey CC's asset team has reviewed the Heads of Terms. The legally binding Agreement for Lease with SBC would be a condition within the funding agreement.
12. The project currently has a funding gap of circa £230,000, however the organisation have identified a large number of potential funders and has a fundraising plan in place. It is proposed that this element of funding is for phase 3 – the first-floor extension. YFS funding is requested for the ground floor works and extension and will provide the majority of the community benefits envisaged. Phase 3 could be delivered at any time with little impact on the main project deliverables and benefits.

Project benefits

13. The key benefits to the project include:
 - Ensuring Stanwell Events have a long-term base to support local residents
 - Enabling more services to be provided, and a larger number of residents being supported
 - Enhanced community cohesion
 - Increased wellbeing of local residents
 - Providing a space for local people to be proud of
 - Increased opportunities for partnership and collaborative working with a range of services

Project timeframes and management

14. The project delivery is estimated to be approximately 6 months per phase: The delivery of the project will be managed by the Chief Executive Officer of Stanwell Events, the chosen contractor's Project Manager and a cost consultant from a local architectural company.
15. Ongoing management of the facility will be managed by existing team members plus the recruitment of a Café Manager and Project Officer. Both roles have been budgeted for and will start part-time, with a view to increasing hours in line with increasing income.

16. It is intended to continue the current service during the works and all existing community services will be continued, even those off-site such as youth centres. This will help to ensure ongoing security and reduction of crime in the area.

Consultation:

Summary of Support

17. Have your say, which featured the Stanwell Events Acorn Project, received 150 comments. The application has also benefited from a significant number of signatures and supporting letters from local residents.

18. Letters of support have been received from the following organisations, groups and individuals:

- A2 Dominion Housing
- Spelthorne Borough Council Chief Executive
- Director of Strategy & Sustainability and Head of Strategic Transformation - Ashford and St Peter's NHS Trust
- Spelthorne Breast Feeding Friends
- Spelthorne Borough Commander – Surrey Police
- Heathrow Community Engagement Officer
- Holiday Activity Programme Manager – Active Surrey

19. The Divisional Councillor Robert Evans fully supports the application and has commented as follows:

“As the County Councillor for Stanwell and Stanwell Moor division, I am writing in support of the above project which sits in the heart of Stanwell. Stanwell Events is a community-led organisation which provides a variety of different types of assistance to families in the area.

The premises they are currently using as their base are the former cricket pavilion and changing rooms in Cordelia Park (Long Lane Recreation Ground) owned by Spelthorne Borough Council. After being disused for many years, Stanwell Events have in recent years been given greater use of the building.

When COVID struck, in conjunction with their sister organisation the Stanwell Food Bank, an ever-increasing number of families sought their support. The building has now undergone several changes; for example, a fully equipped kitchen was installed but further investment is needed to bring the building up to modern standards.

The building is an invaluable base for Stanwell Events, an organisation, which in these challenging times, is providing for the ever-increasing needs of the community. The project now provides a variety of much needed help across Stanwell and further afield into Ashford, Staines and other parts of Spelthorne.

The “Acorn Project” will create the necessary funding not only for them to carry on offering this service, but to give Stanwell Events more appropriate and suitable accommodation.”

Advisory Panel Comments

20. The project was discussed by the YFS Advisory Panel on 20th September 2023. All members of the Advisory Panel were supportive of the application and the benefits it would bring to the community, but wanted to ensure there was an appropriate lease in place with Spelthorne Borough Council before releasing funds. Subsequent conversations have taken place with SBC on this who are happy to comply and the requirement for the lease will be written into the funding agreement.

Risk Management and Implications:

21. The applicant has provided an overview of risks against the project in Table 1 below. Officers consider there to be adequate control measures in place.

Table 1. Summary Table of Risks and Key Mitigations

Risk description	RA G	Mitigation action/strategy
Project costs increase above contingency allowances		Prices are unpredictable however the project team have expert support at hand and contingency has been factored in.
Project fails to deliver proposed community benefit		Stanwell Events are extremely well established in the local area and have strong partnerships in place to ensure they can maximise community benefit. It is also a requirement in the lease.
Full funding not achieved		Plans are in place to achieve full funding and funding gap is relatively modest in relation to the cost of the build. Phasing of the project to allow flexibility in delivery depending on available funding.
Failure to secure satisfactory lease from SBC		Heads of Terms have been provided, along with a letter of intent from SBC and approved minutes of SBC committee meeting to grant 25-year lease.

Financial and Value for Money Implications:

22. YFS funding is requested to contribute towards the pavilion re-development. The project has applied for £1,105,834 which equates to 79% of the overall project costs. The remaining monies needed for the project have been raised or are expected from various sources (see Table 2).

23. Table 2. Financial Summary details the £300,360 of other funding against the total project cost of £1,406,194. Table 2 details the total project cost breakdown.

Table 2. Financial summary

Amount applied for:	£1,105,834
Total project cost:	£1,406,194
Percentage of cost against total:	79%

Have other funding sources been secured?	Yes
Other funding:	<u>Achieved Funding</u> Spelthorne CIL 2022 - £50,000 National Lottery - £1,000 <u>Pledged Funding</u> Local business donation - £19,360 <u>Funding Pending Decision</u> Stanwell Events Capital Fundraising plan - £230,000
Volunteer contributions:	Yes - £50,140
Non-cash contributions:	Yes - £18,470
Is there a commercial element to the project?	Yes
Amount suggested for funding:	£1,105,834

Table 3. Project Cost breakdown:

Activity	Total Cost (Inc. VAT)	YFS Funding
Preliminaries	£98,961.20	£998,794
Demolition	£10,634.00	
Foundations / Floors	£31,199.94	
Superstructure	£101,710.26	
Roof works	£66,127.20	
Windows and Doors	£38,948.00	
Drainage	£10,829.00	
Internal Walls + Finishes	£21,933.60	
Ceilings	£16,614.00	
1st and 2nd Fix All Trades	£39,202.80	
Sealing and decoration	£26,962.00	
Mechanical and Electrical	£160,160.00	
Flooring	£72,800.00	
Kitchen & toilets	£90,480.00	
Lift Installation	£35,000.00	
Tiling	£28,414.00	
External Works	£22,380.00	
Green Work	£126,438.00	
VAT on build work	£199,758.00	£199,758.00
Fit out costs	£19,360.00	£0
Promotional activities	£1,000.00	£0
Impact and monitoring	£7,500	£7,500
Professional fees	£59,927	£59,927

Contingency (10% of build contract)	£119,855.00	£119,855.00
Total	£1,406,194	£1,105,834

24. As with all applications, there is a risk that construction and purchase costs will increase between application and approval. This is partially mitigated by the contingency (which will only be released if there is demonstrated need). The applicant has secured quotes that support their costing, and will ultimately be funded based on evidenced, actual spend, up to the amount awarded.

25. A detailed capital fundraising plan has been submitted. The plan details 15 additional funding applications the charity is completing in relation to this project. Continuing help from Voluntary Support North Surrey means new funders are being approached on a regular basis, with experienced volunteer fundraisers donating their time to securing the funds. Despite these measures, there is still a risk that the additional capital required will not be raised.

Section 151 Officer Commentary:

26. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

27. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.

28. As such, the Section 151 Officer supports this application. This project has been reviewed and initial questions around the costings have all been addressed. YFS funding represents 79% of the projects total cost, with only minimal investment from other parties and a current funding gap of circa £230k; this risk will be addressed through the funding agreement. Overall the delivery of the project appears to be adequately planned financially and the investment should provide a lasting asset that will benefit the community for a long time.

29. The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy. The annual cost of borrowing for this specific project of £1,105,834 would be £74k.

Legal Implications – Monitoring Officer:

- 30. The report sets out the information and steps for the consideration of the application further to the Council’s governance arrangements for Your Fund Surrey.
- 31. Further to those arrangements, if approved, the Council and the organisation will enter into a comprehensive funding agreement which will include the performance measures that will be put in place to ensure the funding is used as intended as well as clearly describing any support or additional conditions agreed as part of the funding award.

Equalities and Diversity:

32. Your Fund is designed to provide investment in schemes that encourage community participation, reduce isolation, and develop the potential for social wellbeing and economic prosperity. As such it is anticipated that this project will have a positive impact on a number of those who may rely on or gain support from within the local community and those within protected characteristics that may be more likely to experience social and economic exclusion.

Other implications:

33. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed	Direct Implications
Corporate Parenting / Looked after children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Environmental Sustainability	Air source system, improved insulation, rainwater recycling, solar panels. Redistributing and using surplus food to reduce waste.
Compliance against net-zero emissions target and future climate compatibility/resilience	No significant implications arising from this report
Public Health	No significant implications arising from this report

What Happens Next:

- Following approval of the funding, a notice of the records of decisions taken will be published within 3 days of the decision being made.
- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.
- The YFS Team Officers will then issue a provisional offer of funding to the applicant, including a copy of the Draft Funding Agreement incorporating any additional conditions.

Report Author:

Jane Last, Head of Community Investment and Engagement, janel@surreycc.gov.uk

Nikki Tagg, Community Investment Manager, nicola.tagg@surreycc.gov.uk

Consulted:

Divisional County Councillor

Portfolio Holder for Customer and Communities

Land & Property, Corporate Finance and Commercial - SCC

Sources/background papers:

Your Fund Surrey Criteria

Your Fund Surrey Governance Document

SURREY COUNTY COUNCIL**CABINET****DATE: 19 DECEMBER 2023****REPORT OF CABINET MEMBER: DAVID LEWIS, CABINET MEMBER FOR FINANCE AND RESOURCES****LEAD OFFICER: LEIGH WHITEHOUSE, DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR FOR RESOURCES****SUBJECT: ACQUISITION OF CORPORATE OFFICE HUB IN NORTH-WEST SURREY****ORGANISATION STRATEGY PRIORITY AREA: NO ONE LEFT BEHIND / GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT / ENABLING A GREENER FUTURE / EMPOWERED AND THRIVING COMMUNITIES / HIGH PERFORMING COUNCIL**

15

Purpose of the Report:

This report is seeking Cabinet approval for Surrey County Council (the Council) to acquire the freehold interest in a new corporate office building in Woking as the Hub for the north-west quadrant of Surrey, as per the Cabinet approved report of December 2022, [Agile Office Estate – North-West and South-West Corporate Office Workspace](#)¹.

The proposed new corporate Hub is a modern, energy efficient property benefitting from contemporary, flexible environments and workspaces for existing and future employees which will help the Council meet its priority objective of enabling a greener future and ensure we are a high performing Council. This proposal also supports the Council's guiding mission of No One Left Behind by providing appropriate, welcoming spaces for residents visiting the property (Corporate Parenting services for example). The property is in central Woking with good access to public transport networks and nearby car parking.

Recommendations:

It is recommended that Cabinet:

1. Approves the acquisition of the freehold interest in a corporate office building in Woking. 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.

¹ December 2022, Item 203/22

- 15
2. 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. Grants delegated authority to the Deputy Chief Executive and the Director of Land and Property 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. 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.

Reason for Recommendations:

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 Workspace²](#) 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.

Executive Summary:

1. The overarching strategy for the AOE Programme is to deliver a modernised, flexible, interoperable office estate which reduces our corporate footprint (the amount of office space required), consolidating into a reduced number of buildings (to reduce administration and maintenance) whilst driving annual revenue savings.
2. Acquiring the proposed property in Woking delivers on the AOE Programme strategy as well as the objectives for Hubs; to provide multi-purpose, flexible environments which are welcoming and appropriate spaces for residents visiting our buildings and modern, appropriate agile work settings for existing and future employees.

² December 2022, Item 203/22

3. This proposal follows on from the December 2022 report when Cabinet approved further consolidation of the existing corporate estate whilst maximising the use of Hubs; to vacate and dispose of the Council's Quadrant Court corporate office in Woking; and for optioneering to be carried out to deliver corporate office space in the north-west quadrant of Surrey.
4. A robust analysis of demand and property options has been undertaken in line with the Cabinet approval of the December 2022 report to replace Quadrant Court. The search criteria included:
 - A preference for an existing building, ideally in Woking town centre with strong carbon credentials.
 - Development sites in the Woking area but due to long development processes (likely 3-4 years), this approach is of a lower preference than that to acquire an existing building in Woking.
 - Controlling the corporate estate footprint through avoiding committing to more office space than required.
5. As well as providing improved, appropriate public-facing and employee environments, the specific objectives for the new Hub are that it should deliver:
 - A reduction in overall Council corporate office space in Woking.
 - Good public transport links.
 - Access to more carparking spaces than currently available at Quadrant Court (150 spaces) with EV charging stations.
 - Cycle storage.
6. Based on the search criteria and Hub objectives, only four property options in Woking were deemed viable based on the search criteria. Three were discounted as they could not deliver on space requirements, carparking capacity/availability and/or terms of lease agreements already in place with existing tenants. The recommended option, to acquire an existing building in Woking, delivers on all of the search criteria. Cabinet should note that that the proposed building has 60 designated carparking spaces, the Council proposes leasing an additional 150 spaces in an adjacent carpark. Costs to lease the additional carparking spaces are commercially sensitive at this time and are set out in the Part 2 report.
7. Although the recommended building has an existing tenant (due to exit the premises in January 2024) the Council is able to secure the whole asset as a freehold acquisition and has the opportunity to lease some space to generate income to offset some Council costs. Details regarding the market search and analysis are commercially sensitive at this time and are set out in the Part 2 report.
8. In summary, the acquisition of the recommended property in Woking will:

- Allow the Council to achieve its ambitions as laid out in the Property Strategy as agreed by Cabinet in December 2021, [Agile Office Programme](#)³ report.
- Provide long term financial savings in relation to building maintenance costs and space reductions (circa £0.4m pa and circa 20,000sqft respectively).
- Facilitate the realisation of a capital receipt from the disposal of Quadrant Court.
- Improve the environmental efficiency of buildings within the corporate estate and contribute to the Council's 2030 net zero targets.
- Provide a modern, agile workspace environment contributing to a flexible workforce and deliver the ambitions of the Agile Organisation Programme.
- Provide residents and employees with a space with good public transport links and access to car parking for associated Council services.

9. Negotiations with the vendor are ongoing, the parameters of a possible agreement are commercially sensitive at this time and are set out in the Part 2 report.

Consultation:

10. The following have been consulted in the preparation of this report:

- Cllr Tim Oliver, Leader of the Council.
- Cllr David Lewis, Cabinet Member for Finance and Resources.
- Cllr Natalie Bramhall, Cabinet Member for Property and Waste.
- The Council's Corporate Leadership Team.
- Executive Directors and Officers within Council Directorates for Environment, Transport and Infrastructure; Children, Families and Lifelong Learning; Adult Social Care and Integrated Commissioning; Resources; Customer and Communities.
- The Council's Finance and Legal teams.

11. Cabinet Members have been briefed on the proposed acquisition and some have taken the opportunity to visit the proposed new corporate office building.

12. The Resources and Performance Select Committee has been briefed on the overall ambitions, targets and strategy of the Agile Office Estate programme and some members have also visited the proposed new corporate office building.

³ December 2021, Item 242/21

Risk Management and Implications:

13. Key risks associated with the proposal, including financial risks, are commercially sensitive at this time and are set out in the Part 2 report.

Financial and Value for Money Implications:

14. The Cabinet approved Agile Programme forecasts revenue efficiencies of £2.2m from FY2026/27. The forecast efficiency is subject to (i) the final, agreed purchase price, (ii) if purchase of furniture is required, and (iii) the value of the capital receipt from the disposal of Quadrant Court.
15. The latest purchase price proposed by the vendor is a significant reduction to previously proposed amounts from the vendor's side.
16. Further financial and value for money implications, including the capital receipt from the disposal of Quadrant Court, are commercially sensitive at this time and are set out in the Part 2 report.

Section 151 Officer Commentary:

17. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
18. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
19. The recommendation to purchase the recommended building in Woking will have minimal impact of the revenue MTFs, with the exact outcome dependent on the final commercial agreement. The proposal is considerably less than refurbishing Quadrant Court at a cost of borrowing of £1.5m. As such, the Section 151 Officer supports the recommendation.

Legal Implications – Monitoring Officer:

20. This paper seeks approval from Cabinet to acquire the freehold of a new corporate office building in Woking as the Hub for the north-west quadrant of

Surrey. As part of the proposed acquisition, it is intended that a future disposal of Quadrant Court will also take place, to generate income and offset costs of this acquisition.

21. The Council is empowered by legislation to pursue the proposals set out in this paper. Under Section 120 of the Local Government Act 1972, local authorities may acquire land for delivery of its services. The proposed freehold acquisition of this new corporate office building will fall under these provisions.
22. This report refers to the proposed building having an existing tenant (due to exit the premises in January 2024). Whilst proposals are for the Council to secure the whole asset as a freehold acquisition and have the opportunity to lease out some space to generate income, it will be necessary to ensure that the required legal advice is sought to ensure that adequate safeguards and consideration to document the terms as per the Council's intended use are met from the outset and without undue delays or costs.
23. Under Section 123 of the Local Government Act 1972 (LGA 1972), local authorities have the power to dispose of land in any manner they wish subject to the disposal being for the best consideration reasonably obtainable. Any future disposal of Quadrant Court will fall within the definition of a disposal under the LGA 1972. The Council will need to ensure that the price for any such disposal is 'market value' to comply with Section 123 of the Act. Further legal comments on any such transaction can be provided when proposals are progressed.
24. In taking a decision on the recommendations in this paper, Cabinet should have regard to its fiduciary duties to local residents in respect of utilising public monies and when considering this paper, Cabinet Members will want to satisfy themselves that the recommendations set out in this paper represents an appropriate use of the Council's resources.

Equalities and Diversity:

25. An Equality Impact Assessment (EIA) is not required to support the recommendations in this report. Accessibility works are planned and included in the capital costs to purchase and fit out the new corporate office building, to ensure it complies with the [1995 Disability Discrimination Act](#) (DDA) regulations regarding provision of reasonable access for disabled people to establishments and services which are open to the public.

Other Implications:

26. The potential implications for the following Council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	The new corporate office will provide more appropriate and welcoming spaces than those currently available at Quadrant Court for those children, families, carers and guardians who visit the premises for meetings with Council officers.
Safeguarding responsibilities for vulnerable children and adults	No direct implications arising from this report.
Environmental sustainability and Compliance against net-zero emissions target and future climate compatibility/resilience	The new facility improves over the energy efficiency of the vacated Quadrant Court building, both in heating systems and building core fabric. Only minor refurbishment will be undertaken, so where suitable. If acquired, a full condition survey, energy management and heat loss survey shall be carried out on the existing building, the existing operational carbon emissions and energy consumption calculated and the energy and carbon saving opportunities identified. This will form the baseline to the project proposals. Refurbishment work will be designed to reduce energy consumption and carbon emissions and assessed via an energy model in accordance with Part L. A full heat loss study following TM54 shall be carried out at Stage 3 and used to optimise the building fabric and heating demand. Heating shall be delivered via high efficiency low carbon heating systems where viable.
Public Health	No direct implications arising from this report.

What Happens Next:

- 27. Should Cabinet approve the recommendations in this report, the key next steps are as outlined below.
 - a. Exchange contracts following Cabinet approval and call-in period.

- 15
- b. By end Jan 2024: procurement and appointment of supply chain partners to deliver design and fit out of the new corporate office space.
 - c. Q4 FY2023/24: commence essential fit out, refurbishment and accessibility works, following exit of the existing tenant (Jan 2024).
 - d. Q3 FY2024/25: commence phased occupation of the new corporate office building, floor by floor, to manage costs and enhance programme efficiency.
 - e. Implementation of strategy and plan to communicate with, inform and engage Council employees who currently operate out of Quadrant Court and residents who visit the building. Timings to be confirmed.
 - f. The disposal of and subsequent capital receipt from Quadrant Court will be presented to Cabinet as a separate report in 2024.
-

Report Authors:

John Morris, Assistant Director - Capital Projects, Land and Property.

John.morris@surreycc.gov.uk

Matthew Pizii, Head of Strategy and Planning - Property Strategy and Management, Land and Property.

Matthew.pizii@surreycc.gov.uk

Brett McKee, Agile Organisation Programme Director, Transformation Portfolios.

Brett.mckee@surreycc.gov.uk

David Mead, Senior Programme Manager, Corporate Portfolio.

David.mead@surreycc.gov.uk

Consulted:

- Cllr Tim Oliver, Leader of the Council
- Cllr David Lewis, Cabinet Member for Finance and Resources
- Cllr Natalie Bramhall, Cabinet Member for Property and Waste
- The Council's Corporate Leadership Team
- Executive Directors and Officers within Council Directorates for Environment, Transport and Infrastructure; Children, Families and Lifelong Learning; HWASC; Resources; Customer and Communities.
- The Council's Finance and Legal teams
- Cabinet Members
- Resources and Performance Select Committee

Annexes:

Part 2 report

Sources/background papers:

Cabinet report December 2022: [Item 203/22: Agile Office Estate – North-West and South-West Corporate Office Workspace](#)

Cabinet report January 2021: [Item 21/21: Agile Office Estate Strategy](#)

This page is intentionally left blank

SURREY COUNTY COUNCIL

CABINET



DATE: 19 DECEMBER 2023

REPORT OF CABINET MEMBER: DAVID LEWIS, CABINET MEMBER FOR FINANCE AND RESOURCES

LEAD OFFICER: LEIGH WHITEHOUSE, DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR FOR RESOURCES (S151 OFFICER)

SUBJECT: 2023/24 MONTH 7 (OCTOBER) FINANCIAL REPORT

ORGANISATION STRATEGY PRIORITY AREA: NO ONE LEFT BEHIND / GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT / TACKLING HEALTH INEQUALITY / ENABLING A GREENER FUTURE / EMPOWERED AND THRIVING COMMUNITIES / HIGH PERFORMING COUNCIL

16

Purpose of the Report:

This report provides details of the County Council's 2023/24 financial position, for revenue and capital budgets, as at 31st October 2023 (M7) and the expected outlook for the remainder of the financial year.

Regular reporting of the financial position underpins the delivery of all priority objectives, contributing to the overarching ambition to ensure No One Left Behind.

Key Messages – Revenue

- Local government continues to work in a challenging environment of sustained and significant pressures. **At M7, the Council is forecasting an overspend of £1.9m against the 2023/24 revenue budget, after the application of the contingency budget.** The details are shown in Annex 1 and summarised in Table 1 (paragraph 1 below).
- The application of the contingency reduces the overall net forecast overspend position and enables Directorates to focus on maximising the opportunities to offset further risks of overspends, in order to contain costs within available budget envelopes.
- Alongside, the identification of these areas of focus, the Council has assessed the level of reserves, balancing the need to ensure ongoing financial resilience with the need to ensure funds are put to best use. The level of reserves held by the Council provides additional financial resilience should the residual forecast overspend not be effectively mitigated.

Key Messages – Capital

- At month 7, capital expenditure of £268.5m is forecast for 2023/24, a variance of £0.2m to the re-set budget of £268.3m. Further details are set out in paragraph 11.

Recommendations:

It is recommended that Cabinet:

- Notes the Council's forecast revenue budget (after the application of the full contingency budget) and capital budget positions for the year.

Reason for Recommendations:

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

Executive Summary:

- At M7, the Council is forecasting a full year overspend of £1.9m against the revenue budget, a deterioration of £1m since the M6 report. Table 1 below shows the forecast revenue budget outturn for the year by Directorate (further details are set out in Annex 1):

Table 1 - Summary revenue budget forecast variances as of 31st October 2023

	M7 Forecast £m	Annual Budget £m	M7 Forecast Variance £m
Adult Social Care	440.0	438.9	1.1
Public Service Reform & Public Health	38.1	38.1	0.0
Children, Families and Lifelong Learning	277.6	257.1	20.5
Environment, Transport & Infrastructure	155.0	153.8	1.3
Surrey Fire and Rescue	38.9	38.7	0.2
Customer & Communities	20.9	20.8	0.1
Resources	83.9	83.1	0.8
Communications, Public Affairs and Engagement	2.2	2.2	(0.0)
Prosperity, Partnerships & Growth	2.1	2.2	(0.1)
Central Income & Expenditure	45.3	47.4	(2.1)
Directorate position	1,104.1	1,082.2	21.9
Contingency	0.0	20.0	(20.0)
Corporate Funding	(1,102.2)	(1,102.2)	0.0
Overall	1.9	0.0	1.9

2. The £1.9m forecast overspend is made up of an overspend of £21.9m on Directorate positions, offset by the application of £20m contingency budget, as approved by Cabinet in October 2023. The £21.9m underlying forecast overspend relates primarily to the following:

- **Adult Social Care - £1.1m overspend, £1.1m deterioration** since last month. There is significant pressure on ASC's care package budget due to demand and market pressures and the forecast impact of assessed fees & charges debt across the year. An overall overspend of £6.2m is forecast for ASC's care package budget, which is being partially mitigated by additional grant funding and some underspends against other budgets.

The position has deteriorated by £1.1m since last month due to increased costs of care packages relating to young people transitioning from Children, Families and Lifelong Learning services into ASC, increased numbers of Older People receiving funded care packages and reductions in budgeted efficiencies for Learning Disabilities / Autism services.

Within the latest position there is a £3.1m shortfall across efficiencies relating to strengths-based practice, demand management and changing care models, the delivery of which has been impacted by a focus on fulfilling statutory obligations in the context of the new CQC assurance regime. This is forecast to be fully offset by overachievement of efficiencies relating to the completion of the closure of in-house Older People care homes.

- **Children, Families and Lifelong Learning - £20.5m overspend, £0.1m deterioration** since September. The issues affecting this budget are also seen in many county councils across the country and are due to number of factors:
 - A £4.7m pressure in relation to Home to School Transport Assistance (H2STA); despite the net increase in transport budgets of £14.6m for 2023/24, the H2STA budget is experiencing significant pressures from unit costs over and above what was anticipated. This is partly related to the tender of c30% of contracts, where prices have come in higher than budget. The contracts are for three years, so although we are experiencing higher costs this year, it should enable some stability of costs in the next two years.
 - A forecast overspend of £15.9m in external social care placements for our children looked after. This is due to a national lack of market sufficiency and price inflation, meaning children are having to be placed in extremely high-cost placements, as there are no viable alternatives. Intelligence from other County Council's suggest this is an issue affecting a large proportion of local authorities due to the lack of alternative options in the placement market.
 - Further risks remain for placements, with volatility in demand on services and prices paid. The current forecast assumes an increase in the use of in-house provision will be delivered by the end of the year.
 - Legislative changes and matching of special guardianship rates to fostering child allowances results in a £1.7m pressure in 2023/24.
 - Demand pressures within children with disability of £1.5m reflecting a continuation of the demand experienced in 2022/23.
 - These pressures are partially mitigated by a net improvement on Unaccompanied Asylum Seeking Children budgets due to increased grant rates (£1.2m), underspends on in-house fostering due to a lower number of children supported through in-house foster carers (£1.1m) and reduced current capacity for in-house residential provision (£0.7m).

- **Environment, Transport & Infrastructure - £1.3m overspend, £0.1m deterioration** since September. The change primarily relates to additional costs for managing ash die back on the corporate estate within in the Environment Service partly offset by a number of small improvements in Highways. Existing pressures include net £0.7m within Highways & Transport due to a range of items including additional staffing (including inspectors), reduced income related to the housing market and delays associated with the new approach to managing parking enforcement, partly offset by a concessionary fares saving and other highway savings; £0.2m in the Planning, Performance & Support service due to additional capacity to support service improvements and legislative change and resources to support community engagement; £0.1m due to an additional interim director to support the Planning, Place and Infrastructure services; and £0.1m additional resource in Emergency Management. In addition, Highways & Transport have other pressures that are being monitored but are currently expected to be contained within the overall service budget envelope.
 - **Surrey Fire and Rescue - £0.2m overspend, £0.3m improvement** since September, due to a backdated national pay award agreed in March at a higher rate than budgeted for, partly mitigated by management of vacancies and savings through partnership working.
 - **Resources - £0.8m overspend, unchanged** since September. The overspend is mainly due to the anticipated reduction in income from the provision of payroll services caused by a decrease in customer numbers (£0.3m) as well as staffing pressures in Business Services and People & Change due to agency and restructure costs (£0.4m).
 - **Customer & Communities - £0.1m overspend, unchanged** since September. The overall overspend position is due mainly to under recovery of income in Libraries, offset by staffing underspends. The libraries' income budget was set at 2019/20 levels as footfall continued to recover after the pandemic, however it is now considered unlikely that income will fully recover. The service is seeking new revenue streams to replace income reductions.
 - **Central Income & Expenditure –£2.1m underspend, unchanged** since September, relating to one-off additional business rate income from the Business Rates pool gain and additional grant income due to higher than forecast inflationary compensation.
3. In addition to the forecast overspend position, emerging risks and opportunities are monitored throughout the year. Directorates have additionally identified net risks of £16.4m, consisting of quantified risks of £17.2m, offset by opportunities of £0.8m. These figures represent the weighted risks and opportunities, taking into account the full value of the potential risk or opportunity adjusted for assessed likelihood of the risk occurring or opportunity being realised.
 4. Directorates are expected to take action to mitigate these risks and maximise the opportunities available to offset them, in order to avoid these resulting in a forecast overspend against the budget set.

Dedicated Schools Grant (DSG) update

5. The table below shows the projected forecast year end outturn for the High Needs Block. The forecast at month 7 is in-line with the budget.

Table 2 - DSG HNB Summary

2023/24 DSG HNB Summary	Budget £m	Forecast £m
Education and Lifelong Learning	231.7	231.7
Place Funding	22.7	22.7
Children's Services	2.3	2.3
Corporate Funding	2.0	2.0
Total expenditure	258.7	258.7
DSG High Needs Block	(218.3)	(218.3)
Deficit	40.4	40.4

6. As reported in Month 6, the second monitoring report for the safety valve agreement in 2023/24 has been approved by the Department for Education, with a further £3m funding paid to SCC. The report confirmed that the Council remains on track with its agreed trajectory, although also noted continued pressures both within the system and through rising inflation. This brings the total DfE contributions to £6m in this financial year and £70m in total. Reporting requirements are now for 3 submissions during each financial year with the next submission being due in December.

Capital Budget

7. The 2023/24 Capital Budget was approved by Council on 7th February 2023 at £319.3m, with a further £92.7m available to draw down from the pipeline and £15m budgeted for Your Fund Surrey. After adjustments for 2022/23 carry forwards and acceleration, the revised budget was £326.4m.
8. During August a re-set of the capital budget was undertaken, to ensure that the budget reflects spend profiles more accurately, taking into account known delays, additional in-year approvals and reflecting the current supplier market and wider economic conditions impacting on programme delivery. The re-set budget is **£268.3m**.

9. Capital expenditure of **£268.5m** is forecast against this budget, which represents a forecast variance of £0.2m (a decrease of £0.1m since month 6), as summarised below.

Table 3 - Summary capital budget

Strategic Capital Groups	Annual Budget	2023-24 Outturn Forecast at M7	M7 Forecast Variance	M6 Forecast Variance	Change from M6 to M7	Increase / Decrease / Unchanged
	£m	£m	£m	£m	£m	
Property						
Property Schemes	101.8	101.7	(0.1)	0.1	(0.1)	Decrease
ASC Schemes	1.6	1.6	0.0	0.0	0.0	Unchanged
CFLC Schemes	2.4	2.4	0.0	0.0	0.0	Unchanged
Property Total	105.8	105.7	(0.1)	0.1	(0.1)	Decrease
Infrastructure						
Highways and Transport	121.9	121.9	(0.0)	0.0	(0.0)	Decrease
Infrastructure and Major Projects	15.9	15.9	(0.1)	0.0	(0.1)	Decrease
Environment	9.5	9.8	0.3	0.3	0.0	Increase
Surrey Fire and Rescue	6.0	6.0	0.0	0.0	0.0	Unchanged
Infrastructure Total	153.4	153.6	0.3	0.3	(0.0)	Decrease
IT						
IT Service Schemes	9.2	9.2	0.0	0.0	0.0	Unchanged
IT Total	9.2	9.2	0.0	0.0	0.0	Unchanged
Total	268.3	268.5	0.2	0.4	(0.1)	Decrease

10. The overall variance is attributable to the following:

- **Property Schemes - £0.1m variance under budget** representing accelerated spend on Looked After Children schemes (£2.4m), reflecting the acquisition of properties for care leavers accommodation. This is offset by slippage on Depots due to procurement and other delays (£2.4m) and further minor slippage on SOLD – High Ashurst.
- **Infrastructure and Major Projects - £0.1m variance under budget** due to slippage on Surrey Infrastructure Plan schemes.
- **Environment Schemes - £0.3m variance over budget.** An overspend is forecast on Surrey Flood Alleviation schemes (£0.2m). Additional funding has been approved for the 2023/24 Tree Planting Programme which is not yet reflected in the budget. This is offset by a £0.2m underspend on the Greener Homes LAD3 Sustainable Warmth scheme following confirmation of final delivery figures from the delivery partner £0.1m).

Consultation:

11. Executive Directors and Cabinet Members have confirmed the forecast outturns for their revenue and capital budgets.

Risk Management and Implications:

12. Risk implications are stated throughout the report and each relevant director or head of service has updated their strategic and or service risk registers accordingly. In addition, the Corporate Risk Register continues to reflect the increasing uncertainty of future funding likely to be allocated to the Council and the sustainability of the Medium-Term Financial Strategy. In the light of the financial risks faced by the Council, the Leadership Risk Register will be reviewed to increase confidence in Directorate plans to mitigate the risks and issues.

Financial and Value for Money Implications:

13. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus.

Section 151 Officer Commentary:

14. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
15. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
16. The Council has a duty to ensure its expenditure does not exceed the resources available. As such, the Section 151 Officer confirms the financial information presented in this report is consistent with the Council's general accounting ledger and that forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks.

Legal Implications – Monitoring Officer:

17. The Council is under a duty to set a balanced and sustainable budget. The Local Government Finance Act requires the Council to take steps to ensure that the Council's expenditure (that is expenditure incurred already in year and anticipated to be incurred) does not exceed the resources available whilst continuing to meet its statutory duties.
18. Cabinet should be aware that if the Section 151 Officer, at any time, is not satisfied that appropriate strategies and controls are in place to manage expenditure within the in-year budget they must formally draw this to the attention of the Cabinet and Council and they must take immediate steps to ensure a balanced in-year budget, whilst complying with its statutory and common law duties.

Equalities and Diversity:

19. Any impacts of the budget monitoring actions will be evaluated by the individual services as they implement the management actions necessary. In implementing individual management actions, the Council must comply with the Public Sector Equality Duty in section 149 of the Equality Act 2010 which requires it to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

20. Services will continue to monitor the impact of these actions and will take appropriate action to mitigate additional negative impacts that may emerge as part of this ongoing analysis.

What Happens Next:

21. The relevant adjustments from the recommendations will be made to the Council's accounts.

Report Author: Leigh Whitehouse, Executive Director of Resources,
leigh.whitehouse@surreycc.gov.uk

Consulted:

Cabinet, Executive Directors, Heads of Service

Annexes:

Annex 1 – Detailed Outturn position

Detailed Revenue Outturn position

Annex 1

Service	Cabinet Member	Gross	Net	Forecast	Outturn
Family Resilience	S Mooney	£58.4m	£58.4m	£59.2m	£0.8m
Education and Lifelong Learning	C Curran	£28.2m	£28.2m	£28.3m	£0.1m
Commissioning	S Mooney	£69.6m	£69.6m	£74.4m	£4.8m
Quality & Performance	S Mooney	£10.2m	£10.2m	£10.0m	(£0.3m)
Corporate Parenting	S Mooney	£94.1m	£94.1m	£109.1m	£15.0m
Exec Director of CFLL central costs	S Mooney	-£3.3m	-£3.3m	-£3.3m	£0.0m
Children, Families and Lifelong Learning		£257.1m	£257.1m	£277.6m	£20.5m
Public Health	M Nuti	£35.8m	£35.8m	£35.8m	£0.0m
Public Service Reform	M Nuti	£2.3m	£2.3m	£2.3m	£0.0m
Public Health and PSR		£38.1m	£38.1m	£38.1m	£0.0m
Adult Social Care	M Nuti	£439.7m	£438.9m	£440.0m	£1.1m
Highways & Transport	M Furniss / K Deanus	£67.1m	£67.1m	£67.8m	£0.7m
Environment	M Heath/ N Bramhall	£82.6m	£81.5m	£81.7m	£0.2m
Infrastructure, Planning & Major Projects	M Furniss	£2.8m	£2.8m	£2.9m	£0.1m
Planning Performance & Support	M Furniss	£1.9m	£1.9m	£2.1m	£0.2m
Emergency Management	K Deanus	£0.5m	£0.5m	£0.6m	£0.0m
Environment, Transport & Infrastructure		£154.9m	£153.8m	£155.0m	£1.3m
Surrey Fire and Rescue	D Turner- Stewart	£38.7m	£38.7m	£38.9m	£0.2m
Armed Forces and Resilience	K Deanus	£0.1m	£0.1m	£0.1m	(£0.0m)
Communications	T Oliver	£2.1m	£2.1m	£2.1m	£0.0m
Communications, Public Affairs and Engagement		£2.2m	£2.2m	£2.2m	(£0.0m)
PPG Leadership	T Oliver	£0.3m	£0.3m	£0.3m	(£0.0m)
Economic Growth	M Furniss	£1.8m	£1.8m	£1.7m	(£0.1m)
Partnerships, Prosperity and Growth		£2.2m	£2.2m	£2.1m	(£0.1m)
Community Partnerships	D Turner-Stewart	£1.9m	£1.9m	£1.9m	(£0.0m)
Customer Services	D Turner-Stewart	£2.9m	£3.0m	£3.1m	£0.2m
Customer Experience	D Turner-Stewart	£0.5m	£0.5m	£0.5m	£0.0m
Cultural Services	D Turner-Stewart	£8.3m	£8.3m	£8.8m	£0.4m
Customer and Communities Leadership	D Turner-Stewart	£2.2m	£2.2m	£1.7m	(£0.5m)
Registration and Nationality Services	D Turner-Stewart	-£1.5m	-£1.5m	-£1.5m	(£0.0m)
Trading Standards	D Turner-Stewart	£1.9m	£1.9m	£1.9m	(£0.0m)
Health & Safety	D Turner-Stewart	£0.0m	£0.0m	£0.0m	£0.0m
Coroners	K Deanus	£4.5m	£4.5m	£4.5m	£0.0m
Customers and Communities		£20.7m	£20.8m	£20.9m	£0.1m
Land & Property	N Bramhall	£26.3m	£25.1m	£25.4m	£0.3m
Information Technology & Digital	D Lewis	£20.2m	£20.2m	£20.2m	£0.0m
Twelve15	D Lewis	-£1.3m	-£1.1m	-£1.2m	(£0.1m)
Finance	D Lewis	£7.6m	£7.7m	£7.6m	(£0.1m)
People & Change	T Oliver	£7.8m	£7.8m	£8.1m	£0.2m
Legal Services	D Lewis	£5.9m	£5.9m	£5.9m	£0.0m
Joint Orbis	D Lewis	£6.2m	£6.2m	£6.2m	£0.1m
Democratic Services	D Lewis	£3.8m	£3.8m	£3.8m	£0.0m
Business Operations	D Lewis	£0.7m	£0.8m	£1.2m	£0.5m
Executive Director Resources (incl Leadership Office)	D Lewis	£3.5m	£3.5m	£3.6m	£0.1m
Corporate Strategy and Policy	D Lewis	£1.1m	£1.2m	£1.1m	(£0.0m)
Transformation and Strategic Commissioning	D Lewis	£1.7m	£1.7m	£1.6m	(£0.1m)
Procurement	D Lewis	£0.1m	£0.1m	£0.1m	£0.0m
Performance Management	D Lewis	£0.2m	£0.2m	£0.2m	£0.0m
Resources		£83.9m	£83.1m	£83.9m	£0.8m
Central Income & Expenditure	D Lewis	£48.0m	£47.4m	£45.3m	(£2.1m)
Directorate position		£1,085.4m	£1,082.2m	£1,104.1m	£21.9m
Contingency	D Lewis	£20.0m	£20.0m	£0.0m	(£20.0m)
Corporate Funding			-£1,102.2m	-£1,102.2m	£0.0m
Overall		£1,105.4m	£0.0m	£1.9m	£1.9m

16

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank