

Notice of Meeting

Cabinet



Date and Time

Tuesday, 25
February 2025
2.00 pm

Place

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

Contact

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@SCCdemocracy

Committee:

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

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

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETING: 28 JANUARY 2025

(Pages
1 - 20)

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 (19 February 2025).

b PUBLIC QUESTIONS

The deadline for public questions is seven days before the meeting (18 February 2025).

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 21 - 38)

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

- A. Alternative Provision Report (Children, Families, Lifelong Learning And Culture Select Committee). A response from the Cabinet is included.
- B. Customer Transformation Programme Update (Resources and Performance Select Committee)
- C. Unit4/MySurrey Stabilisation Board Report (Resources and Performance Select Committee)

6 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING

(Pages 39 - 44)

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 45 - 54)

To receive an update from Cllr Denise Turner-Stewart, Deputy Leader and Cabinet Member for Customer and Communities.

8 THE COUNCIL'S ECONOMIC GROWTH LEADERSHIP ROLE AND REFRESHING SURREY'S ECONOMIC STRATEGY

(Pages 55 - 74)

This cabinet report provides an update on the LEP transition arrangements since the last report to Cabinet on this matter in February 2024; it sets out the reframed priorities of the local economic growth strategy and outlines a proposal for the long-term strategic funding framework to oversee investments made through legacy LEP funding and any other funds that support local growth initiatives, such as UK Shared Prosperity Fund.

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

- 9 SURREY MATERIALS RECYCLING FACILITY, TRUMPS FARM** (Pages 75 - 168)
- This report recommends that a full procurement exercise is conducted to underpin the development of a Full Business Case for a Materials Recycling Facility in Surrey, to manage and separate dry recycling produced by Surrey households.
- (The decisions on this item can be called-in by the Communities, Environment and Highways Select Committee)*
- N.B. There is a Part 2 report at Item 14.
- 10 A LAND MANAGEMENT FRAMEWORK AND POLICY FOR SURREY COUNTY COUNCIL OWNED LAND** (Pages 169 - 184)
- The purpose of the report is to gain Cabinet approval for the Land Management Framework approach and the Draft Land Management Policy.
- (The decisions on this item can be called-in by the Communities, Environment and Highways Select Committee)*
- 11 PROPOSED AMENDMENTS TO PROCUREMENT AND CONTRACT STANDING ORDERS** (Pages 185 - 226)
- Cabinet is asked to note the proposed changes to the Procurement and Contract Standing Orders (PCSOs) and commend them to County Council for final approval.
- (The decisions on this item can be called-in by the Resources and Performance Select Committee)*
- 12 2024/25 MONTH 9 (DECEMBER) FINANCIAL REPORT** (Pages 227 - 238)
- This report provides details of the Council's 2024/25 financial position, for revenue and capital budgets, as at 31st December 2024 (M9) 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)*
- 13 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

14 SURREY MATERIALS RECYCLING FACILITY, TRUMPS FARM

(Pages
239 -
348)

This report recommends that a full procurement exercise is conducted to underpin the development of a Full Business Case for a Materials Recycling Facility in Surrey, to manage and separate dry recycling produced by Surrey households.

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

15 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.

Terence Herbert
Chief Executive
Published: 17 February 2025

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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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 JANUARY 2025 AT 2.00 PM
SURREY COUNTY COUNCIL, 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 OBE (Chairman)
- * Natalie Bramhall
- * Clare Curran
- * Kevin Deanus
- * Matt Furniss
- * Marisa Heath
- * David Lewis
- * Sinead Mooney
- * Mark Nuti
- * Denise Turner-Stewart

Deputy Cabinet Members

- * Maureen Attewell
- * Steve Bax
- * Paul Deach
- * Jonathan Hulley

Members in attendance:

Cllr Liz Townsend, Local Member for Cranleigh & Ewhurst
Cllr Paul Follows, Local Member for Godalming South, Milford & Witley
Cllr Fiona Davidson, Chairman of the Children, Families, Lifelong Learning and Culture Select Committee
Cllr Trefor Hogg, Chairman of the Adults and Health Select Committee
Cllr Bob Hughes Chairman of the Resources and Performance Select Committee
Cllr Catherine Powell, Leader of the Residents Association/Independent Group

**PART ONE
IN PUBLIC**

6/25 APOLOGIES FOR ABSENCE [Item 1]

There were no apologies.

7/25 MINUTES OF PREVIOUS MEETINGS: 17 DECEMBER 2024 AND 8 JANUARY 2025 [Item 2]

These were agreed as a correct record of the meeting.

8/25 DECLARATIONS OF INTEREST [Item 3]

There were none.

9/25 PROCEDURAL MATTERS [Item 4]

10/25 MEMBERS' QUESTIONS [Item 4a]

There was one member question. A response from the Cabinet was published in the supplementary agenda. The Member asked a supplementary question which was that in the event that Camberley Fire Station was not fully staffed due to issues such as illness or other staff absence, could the Cabinet Member confirm that there was sufficient coverage to maintain the planned response times to emergencies.

The Cabinet Member for Fire and Rescue and Resilience stated that Surrey Fire and Rescue Service was dedicated to serving the entire county of Surrey and provided a response service based on that principle. This approach ensured that all emergencies received an appropriate response to incidents, based on risk, regardless of their location within the county. The target was to have 16 fire engines available at night and 20 available during the day. This provided the service with sufficient coverage to meet the service response time average of within 10 minutes to a critical incident. It was explained that when the fire service was responding to an incident they sent the nearest and quickest frontline appliance based upon the needs of the incident. Frontline appliances were moving around the county throughout any given shift. A Member development session would be organised in due course to share the gamification version of the Dynamic cover tool.

11/25 PUBLIC QUESTIONS [Item 4b]

There were two public questions. A response from the Cabinet was published in the supplementary agenda.

In response to her original question, Ellen Nicholson asked what the situation was with Heathside Care Home in Woking which had been closed for a number of years. The Cabinet Member for Property, Waste and Infrastructure explained that the land and property service was currently reviewing all Surrey County Council assets which the care home was part of and would be presenting future options to the Cabinet. The Cabinet Member for Adult Social Care stated that options were being explored to develop the site for alternative adult social care services and agreed to contact the questioner to discuss the future of the site.

Anna Sutherland asked a supplementary question on behalf of David and Leigh Chambers who were unable to attend the meeting. She stated that

if it is obvious that due consideration has not been given to all the evidence submitted, in cases where families wish to bring a Judicial Review at what stage will Surrey consider alternative dispute resolution. The Cabinet Member for Children, Families and Lifelong stated that if families were unhappy with decisions taken by the Local Authority then they would usually pursue action through the SEND tribunal service. Before families get to this stage, formal and informal resolution is sought which would not disrupt the SEND tribunal case. Dispute resolution officers supported the informal route and had been working hard to support families. The questioner asked for more clarity in respect of a Judicial Review. The Leader agreed that the question would be picked up outside the meeting to see if a more detailed response could be provided.

12/25 PETITIONS [Item 4c]

There were none.

13/25 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

There were none.

14/25 REPORTS FROM SELECT COMMITTEES, TASK GROUPS AND OTHER COMMITTEES OF THE COUNCIL [Item 5]

The Select Committee's recommendations regarding the scrutiny of the draft budget proposals were considered by the Cabinet on 17 December 2024. A formal response from the Cabinet had been included in the agenda papers. At the County Council meeting on 10 December 2024, Councillor Liz Townsend moved a motion under Standing Order 11. Under Standing Order 12.3, Councillor Clare Curran, the Cabinet Member for Children, Families and Lifelong Learning moved a proposal that the motion be referred to the Cabinet for more detailed consideration. The proposal to refer the motion was put to the vote and received support. The motion would be debated at the 28 January 2025 Cabinet meeting.

The motion was proposed and seconded at the meeting and set out the following resolution:

This Council resolves to call on the Cabinet Member for Children, Families and Lifelong Learning to commit to:

- I. Provide the opportunity for parent/carers of children with additional needs to be involved in the panel decision process with a clearly defined role.
- II. Provide the opportunity for the child or young person with additional needs to be involved in the panel decision process with a clearly defined role.

- III. Ensure the relevant case officer is automatically invited to attend panel decision meetings.

The Leader agreed that the motion proposer Councillor Liz Townsend, the motion seconder, Councillor Paul Follows and the Chairman of the Children, Families, Lifelong Learning and Culture Select Committee, Councillor Fiona Davidson would introduce and speak to the motion before Cabinet Members did.

Liz Townsend made the following points:

- Highlighted damaging consequences of leaving families out of panel meetings. Parents should be invited to these meetings so they are involved in the decision making regarding their child.
- Parents knew their children better than anyone and it was unfair to leave them out of panel discussions where important discussions were taking place.
- Parents felt that crucial information was being missed in these meetings and some never received summary advice or evidence from these meetings.
- The lack of transparency around what happens in these meetings creates suspicion between the council and parents.
- A recent task group report commissioned by the Children, Families, Lifelong Learning and Culture Select Committee criticised the panel process.
- Understood that the panel process was currently being reviewed and asked if parents could be considered as part of the panel process moving forward. This would foster transparency.

The motion was formally seconded by Paul Follows, who made the following comments:

- Members received numerous queries on Special Educational Needs and Disabilities (SEND) matters. Case work on SEND matters were increasing. The hardships families go through were difficult and emotional. The process is opaque and difficult to engage with.
- Disappointed that the motion was deferred as the opportunity was lost for all Members to contribute to the process.
- Hoped that any reviews into the process incorporates parents and recognises their rights.

Fiona Davidson, made the following comments:

- Supported the motion. There seems to be a gap between what we say 'nobody left behind' and what we are actually doing.
- The decisions made by the panel are fundamental to outcomes, but are made in private by an unknown group of people.

- How panel decisions are made are down to the local authority and the council chooses to make these decisions in private.
- Have heard lots of stories from parents around difficulties with the panel process. Parents have commented that only after the panel meeting they have found out that the incorrect information was shared at these meetings. This leads to an increase in the number of cases going to tribunal.
- In lieu of transparency, parents think that the council has something to hide.

The Leader made the following comments:

- This was a challenging area which needed reform on a national level. Improving services for children was a priority for the council. Work was being undertaken to transform the SEND arena.
- Following the 2023 Ofsted and Care Quality Commission (CQC) local area inspections, a detailed improvement plan with progress against the plan being closely monitored by the Department for Education (DfE).
- The council had made progress in addressing its Education, Health and Care Plan (EHCP) backlog and at the moment there were no EHCP applications outstanding over 30 weeks. Between 2017 to 2024 the number of EHCPs had doubled in Surrey.
- The current system does not work for councils, schools, children and their families.

Clare Curran, the Cabinet Member for Children, Families and Lifelong Learning, made the following comments:

- Accepted that the SEND service needs to improve the way panel meetings are run and how they capture the views of parents, carers and children. The service is looking to improve how panel discussions are communicated with parents and carers.
- Task groups had been set up to review these issues.
- Decision making is delegated to officers and not to the panel. The role of the panel is advisory only and supports the decision making process. It is important for us to explain the process. The panel is multi-disciplinary and includes various stakeholders. Panels consider up to 240 decisions a week.
- Noted that not all families wish to attend panels and they do not have capacity to advocate for their cause.
- Committed to making a number of changes which would go live in September 2025. She agreed Point III. of the motion.

Members of the Cabinet made the following comments:

- Noted that creating a system whereby some parents attend panel meetings and some do not, would be unfair.
- A transformation programme concentrating on making improvements to the SEND service was being undertaken and was making good progress.

Concluding the debate, Liz Townsend made the following points:

- With regards to the wording of the motion, she was not saying that parents must attend panel meetings but saying they should be given the opportunity if they want to.
- It would be positive to have case workers at panel meetings but they change too often.
- Noted the need for more defined roles for parents, carers and children. This would help the panels operate better.

The Leader made the final following comments:

- Did not think that including children in panel meetings would be a good idea.
- As part of the review, it would be useful to see what other local authorities do.
- Stressed that it is important that the information before panel meetings is accurate. Case officers should be required to attend panel meetings as they are the advocate for the child.

Point I. of the motion was put to the vote with 10 Members voting against and 0 Members voting For.

Point II. of the motion was put to the vote with 10 Members voting against and 0 Members voting For.

Point III. of the motion was put to the vote and was carried.

RESOLVED:

The Cabinet agreed to:

- III. Ensure the relevant case officer is automatically invited to attend panel decision meetings.

15/25 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]

There was one decision for noting.

RESOLVED:

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

16/25 CABINET MEMBER OF THE MONTH [Item 7]

A Cabinet Member of the Month update was provided by the Cabinet Member for Adult Social Care. The following key points were made:

- Right Home/Right Support: The Council was in the final stages of construction for a new Short Breaks accommodation in Woking, Emily Lodge. It was anticipated this new service will be operational from Spring 2025.
- The Council would also commence construction for a further new Short Breaks service in Banstead this year. Construction remains on track to deliver new Supported Independent Living at three Council owned sites across Surrey in Horley, Woking and Cobham. The first of these sites will start welcoming new tenants with care and support needs from Autumn of this year.
- For affordable Extra Care Housing, the Council finalised the legal arrangements for the delivery of the first development in Guildford at the end of 2024. Furthermore, the Council secured outline planning for affordable Extra Care Housing at seven sites across Surrey (Epsom and Ewell, Reigate and Banstead, Runnymede, Surrey Heath, and Tandridge).
- The service was preparing for the planning for your Future Day on Tuesday 11 March 2025. This will provide another focal point as part of our ongoing campaign aimed at self-funders, carers and care arrangers.
- Carers Fair- Carers Rights Day, held on 21 November was a heartwarming celebration dedicated to the incredible unpaid carers of Surrey. Action for Carers Surrey hosted lively Carer Information Fairs, where a variety of local charities and organisations came together to offer practical, financial, and legal advice, along with general support and information.
- TECH- The Technology Enabled Care and Homes (TECH) paper was on the agenda for the Cabinet meeting. The paper marks a significant transition from piloting technology towards embedding technology in all that we do.
- Housing- council officers had been working with colleagues across borough and district authorities to understand the implications for Surrey with the rapidly changing policy position from central government on housing delivery. At the end of 2024, Surrey's first Affordable Housing Roundtable was organised. A second event will be taking place in February to start exploring solutions and an updated "Call to Government", with over 40 businesses and organisations already signed up to be involved in the work and part of designing the solutions.

RESOLVED:

That the Cabinet Member of the Month update be noted.

17/25 2025/26 FINAL BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY TO 2029/30 [Item 8]

The item was introduced by the Leader of the Council who explained that the Council had a statutory duty to set a balanced budget in advance of each

financial year. The Final Budget for 2025/26 would be presented to Full Council on 4 February 2025. The Leader explained that the Local Government financial climate was extremely challenging with high levels of inflation, an increase in National Insurance contributions and an increase in demand for our services. The Leader explained that there was a new government in place with a new agenda that would impact the Council. There would be a funding review in 2026 which would lead to a multi-year settlement for councils which would impact the councils funding. A strong focus on financial accountability had enabled the Council to improve its financial resilience. The council had a healthy level of reserves and was investing in prevention and early intervention. The Council was pushing at pace with its transformation programme and had invested in more homes for looked after children and the Your Fund Surrey programme which supported communities around Surrey. The Leader spoke about Local Government Reform and the potential impacts on the county council. The Council would continue to lobby government for additional funding.

The Leader explained that the final budget for 2025/26 proposed total funding of £1,264.1m; an increase of £55.7m from 2024/25. In order to achieve a balanced budget, the following recommendations would be made to full Council on Council Tax and the Adult Social Care Precept which would be a 2.99% increase in Council Tax and 2% Adult Social Care Precept. The increase in the total bill for a Band D property would equate to £1.69 per week. The Capital Programme for 2025/26 – 2029/30 proposed ongoing investment in priority areas such as highways infrastructure, improving the condition of our property estate, creating additional school places including for children with special educational needs and disabilities, the green agenda, transforming our libraries and investing in adult social care accommodation with care and support.

The Leader explained that the final budget delivered investment in our services and recognised the priorities of our residents. The budget would support vulnerable residents and would ensure the council was fit for the future. A thorough consultation and engagement process had been undertaken on the draft budget and the council would continue to lobby government for additional funding.

The Cabinet Member for Finance and Resources commented on the report explaining that the final budget had been a culmination of a years' worth of work. Extensive consultation had been taken place on the budget which involved residents, stakeholders and members. The Select Committees had been involved in the scrutiny of the budget and conducted deep dives into the budget. The Cabinet Member supported a multi-year settlement but was concerned around the funding formula. Thanks was given to finance officers for helping develop a strong and resilient budget.

Cabinet Member lent their support to the budget and recognised the wider community benefits including investment in the Your Fund Surrey programme and extra care and supported independent living.

RESOLVED:

That Cabinet makes the following recommendations to Council on 4 February 2025.

Cabinet recommends that County Council:

1. Approves the net revenue budget requirement be set at **£1,264.1 million** (net cost of services after service specific government grants) for 2025/26 (Annex B), subject to confirmation of the Final Local Government Financial Settlement.
2. Approves the total Council Tax Funding Requirement be set at **£972.3 million** for 2025/26. This is based on a council tax increase of 4.99%, made up of an increase in the level of core council tax of 2.99% and an increase of 2% in the precept proposed by Central Government to cover the growing cost of Adult Social Care (Annex E).
3. Notes that for the purpose of section 52ZB of the Local Government Finance Act 1992, the Council formally determines that the increase in core council tax is not such as to trigger a referendum (i.e. not greater than 3%).
4. Sets the Surrey County Council precept for Band D Council Tax at £1,846.35, which represents a 4.99% uplift, a rise of £1.69 a week from the 2024/25 precept of £1,758.60. This includes £286.61 for the Adult Social Care precept, which has increased by £35.17. A full list of bands is as follows:

Valuation band	Core precept	ASC precept	Overall precept
A	£1,039.83	£191.07	£1,230.90
B	£1,213.13	£222.92	£1,436.05
C	£1,386.44	£254.76	£1,641.20
D	£1,559.74	£286.61	£1,846.35
E	£1,906.35	£350.30	£2,256.65
F	£2,252.96	£413.99	£2,666.95
G	£2,599.57	£477.68	£3,077.25
H	£3,119.48	£573.22	£3,692.70

5. Notes that underlying General Fund reserve balances are projected to increase to £50.5 million as of 1 April 2025, based on the current year forecast.
6. Approves the Total Schools Budget of £738.7 million to meet the Council's statutory requirement on schools funding (as set out in Section 9 of the 2025/26 Final Budget and Medium-Term Financial Strategy to 2029/30).
7. Approves the overall indicative Budget Envelopes for Directorates and individual services for the 2025/26 budget (Annex B) and that the Corporate Leadership Team be required to meet the revenue budget for the delivery of Council services.
8. That the Corporate Leadership Team be required to deliver the revenue saving plans as set out in Annex A.

9. Delegate powers to the Leader and Deputy Chief Executive & Director of Resources (Section 151 Officer) to finalise budget proposals and recommendations to County Council, updated to take into account new information in the Final Local Government Finance Settlement;'
10. Approves the total £1,398.8 million proposed five-year Capital Programme (comprising £1,016.8 million of budget and £382.0 million pipeline), including the £406.3 million annual Capital Budget for 2025/26 (Annex C).
11. Approves the Capital and Investment Strategy (Annex F - Sections 1 to 3), which provides an overview of how risks associated with capital expenditure, financing and treasury will be managed as well as how they contribute towards the delivery of services.
12. Approve the Treasury Management Strategy and Prudential Indicators (Annex F – Section 4) which set a framework for the Council's treasury function to manage risks, source borrowing and invest surplus cash, as considered by the Audit & Governance Committee on 22 January 2025.
13. Approves the policy for making a prudent level of revenue provision for the repayment of debt - the Minimum Revenue Provision (MRP) Policy (Annex G).
14. Approves and reviews the re-set of the Earmarked Reserves, as set out in Annex D.
15. Notes that the investment in Transformation required to deliver improved outcomes and financial benefits is built into the proposed Medium-Term Financial Strategy (as set out in section 3 of 2025/26 Final Budget Report and Medium-Term Financial Strategy to 2029/30).

Reasons for decisions:

Council will meet on 4 February 2025 to agree a budget and to set the Council Tax Precept for 2025/26. Cabinet is required to recommend a budget to Council for consideration at this meeting. The budget directs available resources to support the achievement of the Council's ambitions and priorities in the 2030 Vision and the Refreshed Organisation Strategy.

The budget will also support the delivery of the continuing transformational changes that are required to ensure that the Council can improve priority outcomes for residents, while managing growing demand for services and ensuring future financial sustainability.

18/25 COMMUNITY RISK MANAGEMENT PLAN (CRMP) 2025-2030 [Item 9]

The Cabinet Member for Fire and Rescue, and Resilience introduced the report stating that the Surrey Fire and Rescue Service's (SFRS) Community Risk Management Plan (CRMP) for 2025-2030 has been meticulously developed following an extensive and robust consultation process. Engaging staff, partners and the public, the consultation had spanned from May to September 2024 ensuring a comprehensive collection of feedback and insights. A great amount of resource had been dedicated to promoting the CRMP and consultation. It was a statutory requirement to have a CRMP with a minimum duration of three years, the current one, the Making Surrey Safer Plan, ended as of 2024 and

therefore a new one for 2025 was required. The new plan supported the Council's vision of No One Left Behind and will be delivered in stages to ensure the changes could be monitored.

The Cabinet Member stated that the plan was not a cost saving measure but was based on managing risk appropriately within our county and how we utilise our resources to manage that risk. A major focus for this consultation and subsequent engagement was the closure of Banstead Fire Station and relocation of some resources from Camberley Fire Station to a station north of the county. If this was approved, a thorough review of alternative locations in Whyteleafe would be undertaken. In relation to the Camberley proposal, there was still appropriate fire and rescue cover for the risk in that area and this fire station was not closing. Irrespective of the outcome of any review or changes, the ten-minute Surrey-wide response target to critical incidents and our fire engine availability requirements remained unchanged. Two key changes were being suggested following analysis of consultation responses. These were firstly, proposal 1.1, to Relocate the current Banstead fire engine and crew to Godstone Fire Station in 2026, following an updated and extensive review of any options within the Whyteleafe area. Secondly, proposal 1.3 to Review current resources at Camberley Fire Station and consider relocation options within the boroughs of Spelthorne, Elmbridge and Runnymede. The plan had received external verification from Nottingham Trent University (NTU) and various fire and rescue professionals.

Cabinet Members welcomed the focus on prevention work within the plan and the extent of the consultation undertaken. The plan had been considered by the relevant Select Committee who welcomed the plan and the robust process undertaken. The Leader thanked the Chief Fire Officer and staff for an excellent and comprehensive document.

RESOLVED:

1. That Cabinet approves the CRMP for 2025-2030, ensuring that SFRS can begin implementing the service-wide strategy from April 2025 in a staged approach.

Reasons for decisions:

- SFRS has consulted both its staff and the public on the seven CRMP proposals, details of which were shared with them via a thorough communications and engagement campaign.
- The plans set out how the service will prevent, protect and respond to emergencies during 2025-2030, aligning resources to the right locations, ensuring vital equipment is appropriate and effective, and supporting the wider health and wellbeing agenda.
- The feedback gained during this consultation has shown that there is a majority positive 'approval rating' for the six proposals requiring an agreement/disagreement level, ranging between 62% to 76%. The analysis

report (**annex 3**) was created by Surrey County Council's (SCC) Research Intelligence Unit (RIU) following the consultation period.

- An audit of SFRS's CRP (**annex 2**) has been conducted by Nottingham Trent University (NTU) to ensure accuracy and robustness. NTU are leaders in public research who led on the National Fire Chiefs Council's (NFCC) National Risk Methodologies, reviewed the data and evidence used to develop the CRMP's strategic aims and proposals. They confirmed that "...Surrey FRS has undertaken a robust process to develop the CRMP for Surrey".

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

19/25 ADMISSION ARRANGEMENTS FOR SURREY'S COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2026 AND SURREY'S RELEVANT AREA [Item 10]

The Cabinet Member for Children, Families and Lifelong Learning introduced the report which asked Cabinet to make recommendations to Full Council on the admission arrangements that will apply for Surrey's community and voluntary controlled infant, junior, primary and secondary schools for admission in September 2026, as well as a determination on Surrey's Relevant Area. Surrey County Council was responsible for setting the admission arrangements for 68 community and voluntary controlled schools for 2026 by 28 February 2025. The Cabinet Member covered the recommendations in the report which included three key recommendations that the Published Admission Number (PAN) for Year 3 at Reigate Priory is reduced from 150 to 120 for 2026 admission, that a PAN is not introduced for admission to Year 3 at Audley Primary School for 2026 admission and that a PAN for Reception at Earlswood Infant School is reduced from 120 to 90 for 2026 admission.

RESOLVED:

It is recommended that Cabinet make the following recommendations to Full Council on 4 February 2025:

Recommendation 1

That the Published Admission Number (PAN) for Year 3 at Reigate Priory is reduced from 150 to 120 for 2026 admission, as set out in Appendix 1 of Annex 1.

Reasons for Recommendation

- It is supported by the Headteacher and Governing Body of the school
- It is supported by Surrey's Education Place Planning team
- There will still be sufficient places for local children if the PAN is decreased
 - It will help the school maintain financial viability as they will be able to operate with just four classes
 - It will have no impact on children who are currently on roll at the school

- The decision is not related to the future provision of places in Reigate

Recommendation 2

That a Published Admission Number (PAN) is not introduced for admission to Year 3 at Audley Primary School for 2026 admission.

Reasons for Recommendation

- There are spaces at other schools in the area which negates the need to introduce a Year 3 PAN at Audley Primary School
- Although a small number, the introduction of a Year 3 PAN of 2 at Audley Primary School could have a detrimental impact on other schools in the area
- It will have no impact on children who are currently on roll at the school

Recommendation 3

That the Published Admissions Number (PAN) for Reception at Earlswood Infant School is reduced from 120 to 90 for 2026 admission, as set out in Appendix 1 of Annex 1.

Reasons for Recommendation

- It is supported by the Headteacher and Governing Body of the school, having been requested by them
- It is supported by Surrey's Education Place Planning team
- There will still be sufficient places for local children if the PAN is decreased
- It will help the school maintain financial viability as they will be able to operate with just three classes
- It will have no impact on children who are currently on roll at the school

Recommendation 4

That the Published Admission Numbers (PANs) for September 2026 for all other community and voluntary controlled schools (excluding Year 3 at Reigate Priory and Reception at Earlswood Infant School, which are covered by Recommendations 1 and 3) are determined as they are set out in Appendix 1 of Annex 1.

Reasons for Recommendation

- Most other PANs remain as they were determined for 2025 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences for 2026 admission
- The PANs provide for the sufficiency of places at community and voluntary controlled schools
- The Education Place Planning team supports the PANs
- Each community and voluntary controlled school were given the opportunity to comment on the proposed PAN if they wished

Recommendation 5

That all other aspects of Surrey's admission arrangements for community and voluntary controlled schools for September 2026, for which no change has been consulted on, are agreed as set out in Annex 1 and its appendices.

Reasons for Recommendation

- The local authority has a duty to determine the admission arrangements for 2026 for all community and voluntary controlled schools by 28 February 2025
- The admission arrangements are working well
- The arrangements enable the majority of pupils to attend a local school and in doing so reduce travel and support Surrey's sustainability policies
- The arrangements are compliant with the School Admissions Code
- Section 20 of Annex 1 has been amended to remove reference to an offer of a place being withdrawn 'even if the child has already started at the school'. This is because registered pupils may only be removed from roll in the limited circumstances set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024, as amended.
- Section 21 of Annex 1 has been updated to include the following wording in relation to travel assistance, which ensures it reflects the recent changes to Surrey's travel assistance policy:

'To be considered for travel assistance to a school that is not your nearest, you will normally be required to demonstrate that you have applied for and been refused a place at any nearer schools....'.

Recommendation 6

That Surrey's Relevant Area is agreed as set out in Annex 4.

Reasons for Recommendation

- The local authority is required by law to define the Relevant Area, within which admission authorities must consult with other schools on their admission arrangements
- The Relevant Area must be consulted upon and agreed every two years even if no changes are proposed
- Setting a Relevant Area ensures that any schools who might be affected by changes to the admission arrangements for other local schools will be made aware of those changes
- No change has been made to Surrey's Relevant Area since it was last determined in February 2023

20/25 EVERYDAY LIVING OPPORTUNITIES [Item 11]

The Cabinet Member for Adult Social Care introduced the report explaining that Cabinet approval was being sought to progress the Commissioning Plan for supporting Everyday Living which would establish quality metrics and key performance indicators, establish a benchmarked pricing methodology and secure market sustainability and growth. With population growth, an ageing population, greater numbers living with disability, and financial constraints, more cost-effective

approaches to procuring high quality support for people with eligible needs needed to be established. The Cabinet Member also presented the first published Adult Social Care Travel Policy which would play a central role in facilitating increased independent travel and supporting people who draw on services (and their families) to understand eligibility criteria and independently consider their travel options when accessing support with everyday living.

The Chairman of the Adults and Health Select Committee welcomed the report and the approach being taken which would help residents live in their own homes for longer and live fulfilling lives in the community.

RESOLVED:

1. That Cabinet approves the commissioning strategy for supporting everyday living for adults and young people in transition with eligible needs, through a Light Touch Regime procurement process under The Public Contracts Regulations 2015 or the Procurement Act 2023, as appropriate.
2. That Cabinet approves that the ELO tender be commenced in quarter 4 of financial year 2024/25.
3. That Cabinet approves delegated authority to the Executive Director, Adults, Wellbeing and Health Partnerships in consultation with the Cabinet Member of Adult Social Care. for awarding the contract/s.
4. That Cabinet notes the outcome of the formal consultation on the AHWP Travel Policy and to approve and agree to publish the AWHP Travel Policy as an integral document that supports the aims and desired outcomes of the Everyday Living Opportunities Tender.

Reasons for decisions:

Most community services are currently commissioned via individual spot contracts, which offer a limited overview of equity, quality or price. With population growth, an ageing population, greater numbers living with disability, and financial constraints, more cost-effective approaches to procuring high quality support for people with eligible needs must be established.

The Travel Policy is an important enabler for this work, playing a central role in facilitating increased independent travel and supporting people who draw on services (and their families) to understand eligibility criteria and independently consider their travel options when accessing support with everyday living. The policy is an important tool for communicating with Surrey's residents.

(The decisions on this item can be call-in by the Adults and Health Select Committee)

21/25 TECHNOLOGY ENABLED CARE AND HOMES (TECH) [Item 12]

The report was introduced by the Cabinet Member for Adult Social Care who explained that the report builds upon previous Surrey initiatives in the area of Technology Enabled Care and Homes (TECH). With increasing financial pressure on health and social care and the need for more equitable access to personalised care and support, a reliable, scalable and more diverse offer of TECH was essential. The Cabinet Member was excited to see the roll out of TECH across the Council and the opportunities for service users. The delivery approach for TECH was robust with a strong commissioning and procurement approach. The Chairman of the Adults and Health Select Committee welcomed the Council's approach to TECH and the opportunities it would give to residents especially letting residents live in their homes for longer. The Select Committee welcomed the service opening up the TECH offer to self-funding residents as well as those directly supported by the Council.

A query was raised around privacy and the use of TECH and if TECH would be bespoke to the individual. The Cabinet Member stated that technology had become common place in society and had many benefits including keeping people safe and enhancing their lives. Care and support outcomes would always be the number one priority for the service followed by technology. Assurances were given that individuals information would be kept safe and service users would be explained how their data was being used to support them. The Cabinet Member stated that TECH would be tailored to individual needs and people would be given the option of pick the individual TECH they wanted.

The Leader stated the Council was keen to progress this work as soon as possible as it would improve outcomes for residents. This was also a cost effective way to support residents in their own homes for longer.

RESOLVED:

1. That Cabinet notes progress made to date to review current pilot technologies.
2. That Cabinet notes benchmarking and profiling of our service, including our need to improve outcomes tracking and benefits realisation approaches.
3. That Cabinet agrees our strategic ambition for developing technology enabled care and homes (TECH).
4. That Cabinet approves our commissioning and procurement approach
5. That Cabinet approves our priority areas and phasing of technology roll out to support staff with culture growth and technology adoption.

6. That Cabinet agrees the financial investment required for first 2 years of delivery.
7. That Cabinet notes the intention to return to Cabinet in 2026 to set out 5 to 10-year strategic delivery plan and strategy.

Reasons for decisions:

Whilst benefits have already been achieved through our current TECH offer in Surrey, there is considerable opportunity for greater growth and benefits realisation. This paper sets out a more ambitious delivery model with clear commissioning and procurement approaches that maximise opportunity and reduce risk to the Council.

Our recent review of the current offer has highlighted some key focus areas. We must improve our internal processes and enable easier identification of TECH solutions. We must also improve our systems and outcomes tracking if we are to be able to demonstrate TECH benefits more quickly and clearly.

Our strategic ambition is to embed TECH as a core part of social care delivery. By demonstrating outcomes more clearly, we will be better placed to identify future investment from partners to grow our offer and align with other TECH, AI and digital programmes. We will also develop a strong self-funder and front door offer for residents.

With no new funding we must target our core delivery of TECH to the areas of highest need and greatest impact. Prioritisation will therefore be based upon corporate transformation, demand management and high-cost areas.

Prioritisation is also key to ensuring staff can be supported to embed the culture growth required to see TECH succeed. Members shared that they felt TECH would fail if it was to be used everywhere, with all staff from the start. A recent review demonstrated staff knowledge and confidence was generally low across the organisation and varied considerably from team to team across Surrey. Positively, the majority of staff spoken to so far seem excited about TECH and want to engage so we must use this interest to progress.

The Contract Management Advisory Service (CMAS) were asked to support the TECH team to assess the options for the provision of TECH in Surrey. Commissioning, operations, IT&D, finance and the TECH team were involved in the process. Three options, detailed later in this paper,

were explored with one preferred and recommended to help further our ambition.

Given the above we intend to outsource a core commissioned service for a minimum of two years. This will allow us to gather more robust data and evidence to develop a better offer for TECH with greater evidence of staff learning and engagement. The recommendation for a longer-term strategy is based upon national comparators and benefits realisation timeframes.

(The decisions on this item can be call-in by the Adults and Health Select Committee)

22/25 DISPOSAL OF QUADRANT COURT, 35 GUILDFORD ROAD, WOKING, GU22 7QQ [Item 13]

The report was introduced by the Cabinet Member for Property, Waste and Infrastructure who explained that the report was seeking Cabinet approval for the freehold disposal of Quadrant Court in Woking following an extensive marketing campaign. The property in question was an office building and was deemed surplus to operational requirements. Staff based in the building would be relocated to Victoria Gate, Woking. Delegated authority was requested to the Executive Director for Environment, Property and Growth, in consultation with the Director of Land & Property to finalise the transaction and conclude all associated legal agreements.

RESOLVED:

1. That Cabinet formally declares the asset surplus to operational requirements.
2. That Cabinet approves the sale of Quadrant Court, Guildford Road, Woking to the party and upon the terms outlined in the part 2 Report.
3. That Cabinet delegates authority to the Executive Director for Environment, Property and Growth, in consultation with the Director of Land & Property to finalise the transaction and conclude all associated legal agreements.

Reasons for Decisions:

Quadrant Court is deemed surplus to operational requirements and to enable the disposal, Cabinet is to formally declare the asset surplus under the Councils Constitution.

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

23/25 2024/25 MONTH 8 (NOVEMBER) FINANCIAL REPORT [Item 14]

The report was introduced by the Cabinet Member for Finance and Resources who explained that this report provided details of the Council's 2024/25 financial position, for revenue and capital budgets, as at 30th November 2024 (M8) and the expected outlook for the remainder of the financial year. At M8, the Council was forecasting an overspend of £18.6m against the 2024/25 revenue budget. All Directorates were continuing to work on developing mitigating actions to offset forecast overspends. Most of the increase this month in the forecast overspend related to the Place Directorate and particularly to the facilities management contract. At M8, capital expenditure of £325m is forecast for 2024/25. This was £3.6m more than the re-phased budget. The Leader stated that it was imperative the council came within the £20m contingency by the end of the year.

RESOLVED:

1. That Cabinet notes the Council's forecast revenue 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 information and for approval of any necessary actions.

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

24/25 EXCLUSION OF THE PUBLIC [Item 15]

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

25/25 EVERYDAY LIVING OPPORTUNITIES [Item 16]

A part 2 report was introduced by the Cabinet Member for Adult Social Care.

RESOLVED:

1. See Exempt Minute E-03-25
2. See Exempt Minute E-03-25

Reasons for decisions:

See Exempt Minute E-03-25

(The decisions on this item can be call-in by the Adults and Health Select Committee)

26/25 DISPOSAL OF QUADRANT COURT, 35 GUILDFORD ROAD, WOKING, GU22 7QQ [Item 17]

A part 2 report was presented by the Cabinet Member for Property, Waste and Infrastructure. Details were given of the bids received and the successful bidder.

RESOLVED:

1. That Cabinet formally declares the asset surplus to operational requirements.
2. See Exempt Minute E-04-25
3. See Exempt Minute E-04-25
4. That Cabinet delegates authority to the Executive Director for Environment, Property and Growth, in consultation with the Director of Land & Property to finalise the transaction and conclude all associated legal agreements.

Reasons for Decisions:

To enable the disposal, Cabinet is to formally declare an asset surplus to operational requirement under the Council's Constitution.

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

27/25 PUBLICITY FOR PART 2 ITEMS [Item 18]

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

Meeting closed at 4.19 pm

Chairman

CHILDREN, FAMILIES, LIFELONG LEARNING AND CULTURE SELECT COMMITTEE

Item under consideration: ALTERNATIVE PROVISION (AP)

Date Considered: 3 December 2024

1. In February 2024, when the subject of AP was last discussed at select committee, 23 per cent of these children and young people (CYP) receiving alternative provision were receiving at least the 15-hour minimum a week education set by the Department for Education. Eight months later, this had risen to 45 per cent. The Committee was informed there had been a focus on reviewing individual support packages to ensure referrals met the minimum 15-hour threshold, and regular reviews were conducted for children who received less due to their complex needs.
2. Members recognised there had been good progress in increasing the number of hours of AP provided; however, given the majority still received fewer than 15 hours a week, they remained concerned about whether children and young people were able to access it. Members receive frequent correspondence from parents stating how difficult AP is to access, how long CYP have to wait for it, and how little information is available. The Committee asked whether schools, parents, officers, and other stakeholders had a clear understanding of what AP was, its objectives, and when it should be used. They were told the Service was developing documents for families and schools to improve clarity on roles, responsibilities and purpose. The Committee is concerned that some policy and guidance information has taken a very long time to deliver and some is not yet published. It is almost a year since the Select Committee endorsed Family Voice Surrey's recommendation to provide a Parent Handbook on AP and this has not yet been issued.
3. Members queried whether both outcomes and quality of provision - whether provided by schools or SCC - were monitored robustly. There was also concern about the level of severely absent, given the potential safeguarding implications and that a comparison between the severely absent cohort against the total year 11 cohort showed a higher percentage going on to become Not in Education, Employment or Training, as well as a notably higher proportion whose current situation remained unknown.

Recommendations

The Children, Families, Lifelong Learning and Culture Select Committee notes the significant improvement between February 2024 and October 2024 in the number of children and young people receiving 15 or more hours of education each week. It is encouraged by the Service's increased focus and attention on children not in school and applauds the efforts so far to ensure that this easily forgotten cohort is not neglected.

The Committee recommends that the CFLL Service:

- I. Prioritises achieving the target of 15 hours a week for all Children and Young People, except those who have complex medical or mental health needs that mean they can cope only with fewer hours.
- II. Delivers a strategy and plan to assess the quality of Alternative Provision provided based on whether the provision is meeting the needs of the CYP receiving it and enabling the CYP to return to full-time education or appropriate alternative employment/training.
- III. Considers – with safeguarding partners – how children not in school (and not just those who are electively home educated) could be better safeguarded. The Committee remains concerned that this sizeable cohort of children are particularly vulnerable and the issue warrants increased attention.
- IV. Works with schools to understand why 2,303 children and young people are missing more than half of the school year, and how this number can be reduced - particularly the 514 severely absent pupils with an EHCP in mainstream, given the SCC strategy of ensuring more children with EHCPs are educated in mainstream environments.
- V. Presents to the Select Committee the findings of the Surrey Virtual School review into 'suitable education', which was due to go to the education subgroup of the Corporate Parenting Board in November 2024.

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

Background papers

[Report to Children, Families, Lifelong Learning Select Committee 3 December 2024, Item 9](#)

[Draft minutes of Children, Families, Lifelong Learning Select Committee 3 December 2024](#)

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- V. Presents to the Select Committee the findings of the Surrey Virtual School review into 'suitable education', which was due to go to the education subgroup of the Corporate Parenting Board in November 2024.

Cabinet Response:

- I. Teams to increase the number of hours of provision CYP can access. There is an ongoing challenge to teams to continue to review the number of hours provision being made and progress remains ongoing. Guidance has been circulated to Case Workers regarding the expectation that no child shall have education below 15 hours unless for complex medical reasons. In DfE most

recent guidance around Alternative Provision – “Arranging Alternative Provision – A guide for Local Authorities and Schools – February 2025” it states:

“The law does not define “full-time education” but children should have provision, where possible, which is equivalent to the education they would receive in a mainstream (or special) school. This may not mean the same number of hours. If, for example, a child receives one-to-one tuition, the hours of face-to-face provision could be fewer as the education may be more intensive.”

In line with best practice, already being implemented by Surrey Virtual School, our ambition for those able to is that they would receive the equivalent of 18 hours of provision. However, for those children receiving 1:1 provision which could include 1:1 tuition, the number of hours they are able to successfully access is likely to be less.

- II. As set out in ‘Area of Improvement 4: Alternative Provision’ of the Surrey Local Area SEND Partnership Improvement Plan (January 2024), a comprehensive programme of activity is underway to increase the breadth, level, and quality of AP services in Surrey. Progress against the AP Strategic Improvement Plan activities is overseen by the AP Governance Board as well as the Additional Needs and Disabilities (AND) Joint Commissioning, Alternative Provision and Pathways to Independence Project Board.

A key activity within the AP Improvement Plan is the implementation of the Independent AP Dynamic Purchasing System (DPS), established to ensure high quality and consistency in the commissioning of provision for CYP requiring independent AP. The DPS process ensures that all successful providers meet a benchmarked standard, allowing providers to join at set periods provided they meet the necessary qualitative evaluation criteria. This strengthened commissioning process for independent AP is supported by the development of a range of new reporting mechanisms, enabled through the DPS framework, which align with the wider AP Improvement Plan KPIs. KPIs include a key focus on outcomes for CYP (including reintegration), underpinned by Individual AP Agreements (IAPAs) for each placement. The IAPA outlines the expected outcomes of the placement at its inception, linking to needs set out in the EHCP. As part of the ongoing monitoring of provider quality, work is underway to implement a Risk Assessment tool (RAV) for AP, overseen by an AP Quality Assurance monitoring steering group. This will be in place by March 2025.

In line with the objectives set out in the Alternative Curriculum and Reintegration Support Strategy, Surrey is transitioning to an ‘in-house first’ approach, reducing reliance on independent providers. Where it is necessary to commission an independent AP provider Surrey’s position is that these settings must be registered with the DfE or be contracted under the DPS framework. Only in exceptional circumstances would there be reason to commission a new placement with a provider not meeting one of these criteria, i.e. because of a Tribunal decision, in which case Surrey will conduct the necessary compliance checks to provide a minimum level of assurance around the quality and suitability of provision.

The current Alternative Curriculum and Reintegration Support Strategy will be refreshed for September 2025.

New guidance for Schools on roles and responsibilities with regards to the commissioning of AP will be published by April 2025. This will support schools in ensuring a focus on quality and outcomes for CYP in AP. For those CYP with an EHCP whose AP has been commissioned by the LA, new Case Officer Guidance will be implemented which outlines the expectations for regular review of provision. Currently for Children Looked After review of provision being made to children takes place through the maintenance of their Personal Education Plan. The provision made to children with an Educational Health and Care Plan will be reviewed through the Annual Review of their Plan. Both these mechanisms assure whether the needs of a child or young person are being met and they are making progress.

- III. Joint working across the directorate has facilitated the development of guidance, training, and enhanced reporting to ensure the safeguarding of Children Not in School (CNiS) is prioritised. Areas of focus include:
- Creation of practice guidance by Surrey Virtual School all children with a Social Worker not in school to ensure clarity around LA responsibilities and policies.
 - Education leader participation in regular Social Worker training events (e.g. 'Team Tuesday' session)
 - Social Care and Education data and reporting enhanced to include tracking of electively home educated children coming to the attention of the C-SPA
 - Schools are required to ensure all children on their roll receive access to the national curriculum and have access to a suitable education that meets their needs. Schools may need to differentiate how they deliver that education according to the needs of the child. Attending school part time for a short period of time to allay anxiety may be the best option for a young person.
 - Guidance has been provided to schools around the use of Part-time timetables.
 - Schools make a half termly return to the Council of the names of children who are accessing part-time timetables and provide reasons why this is in place and when the provision will be reviewed
 - Ongoing training for Social Workers around CNiS/Elective Home Education (EHE)
 - New guidance for schools setting out their role and responsibilities when commissioning AP – to be published by April 2025
 - Data matching on a rolling 6-months basis between EHE and referrals to C-SPA. This is available to practitioners via Tableau.

The Department for Education recently published information on thematic reviews for CNiS, focussing on joint commissioning of programmes with

health and social care. A plan outlining our preparation for a potential thematic review has been developed and outcomes of the national thematic review report will identify areas for development.

- IV. As at 24.01.25 there were 2,667 children recorded as Severely Absent in academic year 2024/25. Of these 1,673 remained as active on roll with their school.

	Total Aut 24/25	No. remaining on roll at same school		
		Total	Of which EHCP Mainstream	Of which EHCP Special
No. pupils SA	2,667	1,673	427	121

Of the 994 that are no longer identified as on roll at the school in which they were recorded as being severely absent in Autumn 24/25,

Destination Situation	Total	Of which EHCP
EHE	231	23
Change of school placement**	182	97
Accessing AP	77	39
CME	11	6
Other* (i.e. moved out of area)	493	4
Total	994	169

*This primarily consists of children that have moved out of area

**Not recorded as SA in new placement

Further work to better understand the circumstances leading to absence will be carried out, auditing those who remain active on roll. Auditing and dip sampling will continue on a regular basis with particular attention being paid to vulnerable groups (children with a Social Worker, those Severely Absent, EHE, those on a part-time timetable). This activity will be a focus of a multi-agency CNiS group being formed in response to the DfE Thematic review and will then be used to support ongoing partnership working, including:

- Implementation of new attendance guidance, including targeted support meetings
- Encouraging attendance group – working with schools and wider partners to focus on education neglect and develop action plans to address this

Whilst work is ongoing to ensure strong partnership working to improve children's attendance it is important to note that Surrey is not an outlier with regards to attendance. As indicated below, the proportion of children severely

absent from a Surrey school was below that seen nationally and across the South East.

Category/ Cohort	Surrey number of children	Data Source	National average	SE average	Stat neighbour average	Comment	Good to be.
Children who are Severely Absent from School	3184 pupils Attendance > 50% 23/24 – provisional estimate 2.0%* (2505 pupils, 1.7% 22/23)	DfE provisional LA data download Aug 24 for AY 23/24 (DfE published data)	2.0% 22/23	2.1% 22/23	n/a	Lower than national and SE	Low

*this is based on a calculation of 3184 pupils / total 155,679 pupils in the DfE file. The published figure may differ from this when released as there are complex rules applied when calculating attendance statistics. Individual children may be counted more than once if they attend multiple schools in the same period

- V. A key findings summary will be made available to the Select Committee by end February 2025. A final draft is attached to this document at Annex 1.

Clare Curran
Cabinet Member for Children, Families and Lifelong Learning
17 February 2025

Surrey Virtual School SVS

Ensuring Children Looked After Receive a Suitable Education

Findings from a review conducted by the Surrey Virtual School

Anwen Foy

Virtual School Headteacher
and Assistant Director

January 2025

Findings from a review of children looked after who are not in full time education

Aims of the review

- To define expectations of a 'suitable education' for children in the care of Surrey
- To review why a minority of these children are not currently receiving a 'suitable education'
- To clarify the LA's approach as the Corporate Parent, to ensuring a suitable education is in place and the Virtual School and partners' actions to secure this for every looked after child
- To make recommendations and highlight next steps to ensure all children looked after receive a suitable education

Brief Background

Children's right to an education

The UN Convention on the Rights of the Child states that every child has a right to an education. In England, those who hold parental responsibility (including the LA as corporate parent for children they look after) have a legal duty to secure education for any of their children of compulsory school age.

Looked after children who are not in school: Context

The Children’s Commissioner’s 2023 report, ‘[Lost in Transition](#)’, found that children missing from education were more likely to come from deprived neighbourhoods, have a special educational need, or be known to social care. [Further research](#) conducted by the Children’s Commissioner (2023) showed that looked after children were over-represented among those missing from school and that **2.7% of looked after children nationally were not in school**. Her analysis also highlighted that “*unaccompanied children seeking asylum, male children, older children, children with special educational needs, and children without stable care placements were disproportionately more likely to not be in school.*”

This review took into account the requirements of statutory guidance and legislation which support an understanding of what a ‘suitable education’ means for a looked after child. This included [Section 19\(1\) of the Education Act 1996](#), [DFE Statutory Guidance](#) around the education of looked after children, [the SEND Code of Practice](#) as well as [DfE’s guidance on the registration of schools](#) which sets out that there is no legal definition of what constitutes ‘full-time’ education and that “*generally, we consider any institution that is operating during the day, for more than 18 hours per week, to be providing full-time education.*”

Which children were in scope?

The Virtual School’s review focused on the available dataset as at June 2024, and included looked after children **of statutory school age** who were not in school because they were:-

1. **Children Missing Education.** DfE defines CME as ‘*children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school*’.
2. **Children who are receiving unregistered education provision.** This means that the education provision that a looked after child is receiving is not registered as a school with the DfE.
3. **Children who are enrolled at a school but not attending.** This includes those who are ‘persistently’ absent (90% or less attendance) and those who are ‘severely’ (50% or less attendance) absent. Some of these children may have a reduced hours timetable in place, or a blended programme of Alternative Provision (AP).

Please note that: -

- For unaccompanied asylum-seeking young people, the concept of ‘alternative’ provision must be viewed in a different light, as it is generally not being used as an alternative to traditional full-time schooling. Instead, it forms part of a graduated induction into life in a new country and formal education, alongside the development of cultural orientation and age-appropriate life skills. This is followed up in the ‘recommendations’ below.
- Young people in post 16 (years 12 and 13) were not in scope of this review.

Key findings by group

Please note that as numbers are small in each group, exact data is not included in order to ensure that no child can be identified.

Group 1: Children Missing Education (CME)

- The percentage of children looked after recorded as CME included in this review was very low (below 2%). This is reflective of consistently low figures for the past 2 years due to the collective efforts led by the Virtual School, to ensure that every child has education in place. As of December 2024, this figure reduced to 0.5%.
- Within this small group, over half were in Key Stage 4, with the majority of others in Key Stage 3, therefore reflecting a predominantly adolescent demographic. A small number were asylum experienced young people, newly arrived in the UK.
- There was an equal distribution of in and out of county, however, all those with EHCPs (around a third of the total CME) were out of county.
- Children 'new to care' (i.e. in care for 12 months or less as of March 2024) were a feature of this group. We work hard to minimise the impact of any unavoidable school moves as a result of a care setting move.
- Although this group is very small, the characteristics outlined above are representative of what is seen at other points in the year

Group 2: Children in unregistered alternative provision (AP) (not on roll of a school)

- Within the review, as of June 2024, 5.2% of the statutory school CLA cohort were receiving their education in this way. There is no national dataset for this measure, however benchmarking with the Children's Commissioner report (2023) is possible, which shows that a higher percentage of Surrey CLA within this review were in unregistered AP than the 2.7% found nationally in 2023.
- Within this group of Surrey CLA included in the review, over half had EHCPs, there were no children recorded as 'SEND Support.' However just over a third were UASC recent arrivals (and therefore new to care). If this group were discounted, the overall percentage would reduce from 5.2% to 3.2%.
- Over half of the group were in Year 11 (correlating in part to the presence of UASC in this group) and nearly three quarters were living out of county.
- Children were receiving a mixture of online and in person tuition, and UASC were also accessing other strands of the Virtual School's UASC induction programme.
- The number of hours' of education accessed by each child varied, although Section 19 legislation around children with EHCPs stipulates that it education should be 'suitable to a child's age, ability and aptitude and to any special educational needs they may have.' Equally, DFE guidance around UASC recognises that these young people '*may never have had access to education before*' and that it may need to be introduced gradually alongside '*cultural orientation and life skills appropriate to their age.*'

Concerns about unregistered alternative provision

- We are mindful that this type of education is not regulated by the government or inspected by Ofsted, and therefore it is less possible to independently assess its appropriateness as a "suitable education" for the children who receive it.
- As good corporate parents, our other main concerns about this for looked after children are around the gradual increase we are seeing in its use, the potential variability in number of hours, quality and breadth of curriculum provided and the

assurances around access to therapeutic aspects of EHCPs where these are in place. Safeguarding and cost requirements also need to be met from within the LA rather than with through a child's registered school or provision.

Group 3: Children who are enrolled at a school but not attending (persistently or severely absent)

- As of June 2024, there were 127 statutory school aged looked after children who were on the roll of a school but persistently absent and a further 61 who were severely absent.
- Whilst 'unauthorised absence' is generally very low for looked after children, it was higher within the group in scope of this review who were either persistently or severely absent.
- We know from Welfare Call (the provider which collects daily attendance marks for all CLA) that 'refused' is sometimes used by schools as a reason for non-attendance, meaning that it is unauthorised. This is always followed up by the Virtual School and the reason for absence is frequently found to be EBSNA (Emotional Based School Non-Attendance) based. This reflects the prevalence of emotional and mental health needs within this group of children.
- Our review also found that children looked after who were persistently absent were more likely to have additional needs (with either an EHCP or SEND Support) or to be UASC, with reduced hours timetables in place for around 20% of this group of children.
- Just over 10% of children persistently absent and 20% of children severely absent were new to care during the previous school term, and therefore still in a period of adjustment and stabilisation, including to their pattern of school attendance.
- 15% of children who were severely absent had additionally experienced 2 or more care placement moves during their Year 11, reflecting that dealing with changes, transitions and potential feelings of instability are highly likely to have affected children's school attendance, on practical, emotional and behavioural levels.
- 80% of the children severely absent were in Years 9-11, a much higher proportion than for persistently absent (51%) and within this group, 13% became 'not on roll' during the year, meaning that severe absence for a proportion, was a pre cursor to coming off the roll of a school altogether.
- A higher proportion of children persistently absent than severely absent were attending schools in other LAs.

Educational outcomes

Finally, the Virtual School's review considered Key Stage 4 educational outcomes for the 38 children in year 11 who were included in this review. The following caveats apply:-

- Individual children will frequently have multiple factors impacting on their education which have a cumulative effect. Each child will respond to these kinds of challenges in different ways.
- The group in scope here is small (38 children) and presents a snapshot of the Year 11 children

Findings

- Whilst mindful of these caveats, our review strongly suggests that children who do not receive a 'suitable education' are far more likely to achieve poorer educational outcomes and struggle more at transition points.
- It also suggests that being in DfE registered provision more strongly supports achievement of at least some qualifications and likelihood of successful transition to post 16 EET.
- Unsurprisingly, children persistently absent were more likely to achieve qualifications than those with greater levels of absence (severe absence).

Recommendations

The following recommendations have been agreed by both social care (CP PLT) and education leadership teams (ELL LT) and are already being actioned, led by an Assistant Headteacher from the Virtual School – progress is shown below

	Recommendations (December 2024)	Progress	RAG
1	<p>We take collective responsibility within CFLL, as good corporate parents to ensure that every statutory school aged looked after child, is on the roll of a DfE registered education setting and we agree that sufficiency of 'suitable education' in a specific geographical area is not an acceptable reason for a looked after child to be out of school.</p> <p>Where this is the case: -</p> <ol style="list-style-type: none"> 1. An SVS Deputy Headteacher / Assistant Headteacher will quality assure the PEP following completion by the Education Support Officer <ol style="list-style-type: none"> a. 18 hours of online tuition for a block of 6 weeks* will be offered as interim education with a clear start and end date in line with the statutory guidance and best practice. b. Tuition providers will need to provide assurances of quality and sufficiency, inputting into meaningful learning targets which link to the child's current and future needs as recorded on their PEP. c. Steps taken to support the child back into education are clearly recorded and dated on their PEP. d. A new 'Practice Standard' is drawn up to guide social workers in their practice around children looked after who are not in full time, registered education 	<p>Agreed by ELL leadership team 16th January and Corporate Parenting PLT 15th January 2025</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Published and in place</p>	
2	<p>Escalation processes are used where support and challenge have not been successful including:</p>	<p>All in place, monitoring of use and impact</p>	

	<ul style="list-style-type: none"> a. Referral and follow up from the monthly SEND SVS SCT quadrant-based meetings so that visibility and accountability remain high b. An IRO alert c. Use of appeal and direction to admit d. Use of the multiagency FAST process (Finding A Solution Together where appropriate) (Surrey only) e. Referral to the 'School Monitoring Group' within ELL 'as appropriate. (Surrey only) f. For children not resident in Surrey, the Surrey Virtual School will facilitate contact with the other LA's Virtual School, so that 'local' escalation routes (including lodging an official complaint) can be explored and identified. 	now put in place	
3.	For those OOC CLA with EHCPs there will be a named Surrey 'virtual' SEND Case Officer acting as a link for the other LA's SEND team and taking the necessary steps to secure DfE registered provision without delay for the child, should they return to Surrey.	Agreed at ELL Leadership Team 16.1.25 Currently being operationalised	
4.	A qualified SENCO to be part of the SVS staff team who will support and challenge the child's professional network and SEND Commissioning about the quality of education and delivery of their EHCP whilst they are not on roll of DfE registered provision. For children who are 'CME' they will retain oversight of their EHCP and Annual Review and monitor their access to the therapeutic aspects of their plan.	SENCO now in place	
5.	AP Commissioners for children looked after with EHCPs to: - <ul style="list-style-type: none"> a. Ensure that arrangements for delivery of therapeutic aspects of their plan are either built in and delivered as part of the service received or commissioned separately for the child. b. Number of hours provided is sufficient and builds to full time as soon as possible 	Discussions with Commissioning at an early stage	
6.	SVS Education Support Officer (ESO) will attend (in person or virtually) and input into Annual Review of any Surrey CLA with EHCPs OOC <i>who are CME or have AP only in place</i> . Support and training to be provided by Surrey SEND for this activity. Best practice would be for the Annual Review and PEP to be a combined meeting.	Introduced January 2025	

7.	That consideration is given within the LA to ways in which Surrey children looked after could be placed on roll on a Surrey DFE registered education setting, short term, whilst they are receiving unregistered 'AP only' provision – one example could be children in Year 11 placed on the role of a post 16 college.	Discussions underway with lead LA officers prior to discussion at Post 16 Phase Council	
8.	The impacts and implications of a 'suitable education' for UASC have been identified following SVS' review for children looked after and are currently being shared and carefully considered. Consideration of a connected document which focusses on the needs of UASC is taking place and will be reported back in February 2025 to Education Subgroup of Corporate Parent Board.	To be presented at the March meeting of the Education Sub Group for Corporate Parenting	
9.	Social care teams to do everything possible to avoid care placement moves in the time leading up to statutory assessment in Years 6 and 11. Where this is unavoidable, we recommend that signoff is required from the Virtual School Head, and rationale recorded by the social worker on the child's record on LCS. Details of mitigations and support to prevent educational underachievement recorded on PEP.	In progress	
10.	<p>Reduced hours timetables (RT) are put in place only in exceptional circumstances, in line with the requirements of statutory attendance guidance as outlined in this paper and should not be used as a way to manage a child's behaviour.</p> <p>We expect that a RT for a looked after child:</p> <ol style="list-style-type: none"> Outlines its purpose and ambition for the child Includes a clear start and finish/review date Is uploaded to the child's PEPs always notified to the local authority where the child attends school The Surrey Inclusion and Virtual School teams will link half termly to track and monitor the use of RTs for looked after children, as well as linking closely and regularly with the SVS Assistant Headteacher with responsibility for school attendance. 	RT closely monitored by the Virtual School. In progress.	

Acknowledgements: Kind thanks to members of Surrey Corporate Parent PLT, Quality and Performance Service, Education and Lifelong Learning Leadership Team and Surrey SEND, for their consultation and input.

REPORT OF THE RESOURCES AND PERFORMANCE SELECT COMMITTEE

Item under consideration: Customer Transformation Programme Update

5

Date considered: 5 February 2025

The Resources and Performance Select Committee received an update report on the **Customer Transformation Programme**. The report was presented by the Cabinet Member for Customer & Communities, with support from the Programme Director – Customer Experience Journey and other officers. The Committee seeks to provide continuing scrutiny input into the programme as tranches of funding continue to be released by Cabinet, especially as the council's work on transformation will likely be impacted by Local Government Reform (LGR).

In considering updates on the Customer Transformation Programme and its Dynamic Customer Operating Model, as well as other appendices, the select committee noted the benefits of the programme and notable successes (including projects such as *FixMyStreet*) and the ongoing work to ensure that gains continue to be delivered to Surrey residents. However, the committee continues to voice caution regarding the 'Test and Learn' approach and Dynamic Customer Operating Model's lack of clear project end targets. The committee asks to be able to scrutinise any future proposal for release of funding for the programme before it goes to Cabinet for decision.

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:

Recommendations:

- The select committee welcomes work to drive efficiencies at the council so as to improve contacts with our residents and preserve financial sustainability to protect services, but voices caution about the challenges to delivering robust benefits for Surrey residents, and has concerns about the lack of clear project end targets entailed by the Dynamic Customer Operating Model.
- The select committee also voices caution about the potential impacts of engaging in expensive and complex programmes in the face of possible Local Government Reform (LGR) and its as yet unknown effects on the council, though notes that Cabinet already plans undertake complex planning for the possible impacts of LGR.

- The select committee RECOMMENDS that Cabinet revisit the funding Customer Transformation Programme in light of the uncertainties of Local Government Reform to ensure that any future spending and investment continues to benefit Surrey residents and/or any new future Authorities, and that any new or revised proposal comes before this select committee for scrutiny before a Cabinet decision is made.

Cllr Robert Hughes - Chairman, Resources and Performance Select Committee

Date: Tuesday 11 February 2025

Cllr Steven McCormick - Vice-chairman, Resources and Performance Select Committee

Date: Tuesday 11 February 2025

Cllr Lesley Steeds - Vice-chairman, Resources and Performance Select Committee

Date: Tuesday 11 February 2025

Background papers

[Customer Transformation Programme Update \(appendices included\)](#)

Item under consideration: Unit4/MySurrey Stabilisation Board Report

The Resources and Performance Select Committee also received an update report on the **Unit4/MySurrey Stabilisation Board Report**. The report was presented by the Cabinet Member for Finance & Resources, with support from the Deputy Chief Executive and other officers. The Committee would like to provide continuing oversight of work with Unit4, as well as continuing to monitor the implementation of its task and finish group recommendations, and is interested to see the results of Cabinet's planned work to plan for how IT infrastructure will be impacted by Local Government Reform.

In considering the report and its annexes, the select committee welcomed the continued prioritisation of resolving issues with Unit4 and the changes that are being made to governance to redouble efforts here. The select committee remains concerned about the number of issues still outstanding with Unit4, the impacts of these, and the original specification used to procure the system at tender stage. The committee asks for a further update within the next few months and to be consulted on planning regarding the impacts of LGR.

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:

Recommendations:

- The select committee welcomes the continued prioritisation of work underway to keep resolving issues with Unit4 through contract negotiations and changes to governance and acknowledges the lessons learned, but remains concerned about the number and nature of outstanding issues, the cost and impacts to the council and its staff, and the nature of the original specification used when procuring the system.
- The select committee RECOMMENDS that officers update the select committee approximately 3 months from now (or at the most appropriate time, such as at the end of the *Stabilisation* phase) on the progress in resolving the remaining issues with Unit4, the performance and capacity of the system, and the effectiveness of the new governance arrangements.
- The select committee RECOMMENDS that Cabinet consider undertaking a review to understand and evaluate the likely impacts of any Local Government Reform (LGR) on the use of the Unit4 system to deliver the core financial functions of any future Authorities, as part of its planned wider work on how IT infrastructure would change due to LGR, and that the results of any review are shared with this select committee.

Cllr Robert Hughes - Chairman, Resources and Performance Select Committee

Date: Tuesday 11 February 2025

Cllr Steven McCormick - Vice-chairman, Resources and Performance Select Committee

Date: Tuesday 11 February 2025

Cllr Lesley Steeds - Vice-chairman, Resources and Performance Select Committee

Date: Tuesday 11 February 2025

Background papers

[Unit4/MySurrey Stabilisation Board Report](#)

[Item 10 - Annexe 1 - Governance model for Stabilisation](#)

[Item 10 - Annex 2 - Audit Actions Summary](#)

[Item 10 - Annex 3 - EIA Unit4 Stabilisation Programme Dec 24](#)

SURREY COUNTY COUNCIL**CABINET****DATE: 25 FEBRUARY 2025****LEAD OFFICER: ASMAT HUSSAIN, INTERIM DIRECTOR OF LAW AND GOVERNANCE****SUBJECT: 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 delegated decisions taken since its last meeting as set out in Annex 1.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The Leader has delegated responsibility for certain executive functions to individual Cabinet Members and reserved some functions to himself. These are set out in Part 3, Table 2- Scheme of Delegation.
2. Delegated decisions are scheduled to be taken on a monthly basis and will be reported to the next available Cabinet meeting for information.
3. 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 Report

Sources/background papers:

None

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Cabinet Member Decisions

Cabinet Member for Children, Families and Lifelong Learning- 28 January 2025

Decision:

PROPOSAL TO CREATE A SEN UNIT AT THAMES DITTON INFANT SCHOOL

(i) Resolved

The Cabinet Member for Children, Families and Lifelong Learning determines the statutory notice published for the proposal thereby bringing into effect the formal commencement of the proposals.

The Cabinet Member for Education and Learning:

Approved the proposal without modification.

(ii) Reasons for decision

The Cabinet Member for Children, Families and Lifelong Learning 's approval and recommendation completed the statutory process in accordance with the DfE guidance "Making significant changes ('Prescribed Alterations') to Maintained Schools."

Cabinet Member for Fire and Rescue, and Resilience

Decision:

SURREY FIRE & RESCUE SERVICE STATEMENT OF ASSURANCE- 28 January 2025

(i) Resolved

The Cabinet Member for Fire and Rescue, and Resilience approved the annual Surrey Fire & Rescue Service Statement of Assurance for publication.

(ii) Reason for decision

The requirement for an annual Statement of Assurance was set out in the Fire and Rescue National Framework for England.

Cabinet Member for Property, Waste, and Infrastructure Decisions – 28 January 2025

Decisions:

FORMER PLAYING FIELD, SURREY HILLS, ALL SAINTS C OF E PRIMARY SCHOOL, ABINGER LANE, ABINGER COMMON, DORKING, RH5 6HZ

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(i) Resolved

The Cabinet Member for Property, Waste, and Infrastructure:

1. Formally declared the asset surplus to operational requirements in consultation with The Leader and Deputy Leader.
2. Approved the sale of Former playing field, Surrey Hills. All Saints C of E Primary School, Abinger Lane, Abinger Common, Dorking, RH5 6HZ to the party, at the price and subject to the conditions, noted in the part 2 report.
3. Delegated authority to the Director of Land and Property in consultation with the Executive Director for Environment Property and Growth to finalise the transaction and enter into all associated legal agreements.

(ii) Reasons for decision

Following an open marketing campaign of the former playing field, Surrey Hills, All Saints C of E Primary School, Abinger Lane, Abinger Common, Dorking, RH5 6HZ terms were agreed to sell Surrey County Council's (the Council) interest in the former attached playing fields and woodland to the party, and at the price, noted in the part 2 report.

The playing field was surplus to requirements and approval for this disposal had been secured under Section 77 of the School and Standards Framework Act 1998 from the Secretary of State for Education.

The Cabinet Member was asked to formally declare the asset surplus to operational requirement under the Council's constitution.

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Cabinet Member of the Month (Feb 2025): Denise Turner Stewart, Customer & Communities

Your Fund Surrey: Your Fund Surrey (YFS) is now into its' fifth year. Through the Fund we have now supported 48 large community-led projects in all areas of the County, equating to almost £20million in total. The initiative has given life to large and small scale projects across Surrey and highlights the Council's commitment to empowering a thriving, inclusive, and vibrant community for all residents. The projects have provided communities with a sense of belonging and have helped combat social isolation, physical inactivity and provision of services.

A list of all funded projects (in order of value) is included below:

	Name of organisation	Project Description	Value
1	Tatsfield Parish Council	New picnic tables for village green	£10,146
2	Camberley & District Men's Shed	Refurbish pavilion for a new men's shed.	£14,000
3	Elstead Parish Council	Irrigate the recreation ground	£16,740
4	The Church of the Good Shepherd	New kitchen and disabled toilets	£27,065
5	Weybridge Men's Shed	Sheds and equipment for new facility.	£30,000
6	Claygate Recreation Ground Trust	New path and creation of a family garden	£35,000
7	Bletchingley Village Primary School	Creation of a Wellbeing Garden	£44,113
8	Limpsfield Parish Council	Creation of cycle and walk ways over Limpsfield Common.	£49,509
9	Walton on Thames Charity	Install a tree canopy.	£53,675
10	Core Judo Academy	Extension of parking and creation of outdoor fitness area	£68,000
11	Kingswood Shetlands & Friends	Purchase of educational yurt & fencing	£69,935
12	The Surrey and Hampshire Canal Society	An electric canal boat and fittings	£75,000
13	Earlswood Park Management Company	New playground, allotment and community garden	£84,962
14	Head2Head Theatre	Energy efficient centre for special needs.	£91,225
15	Bletchingley Parish Council	Play equipment, resurfacing and seating.	£95,000
16	Disability Challengers	Inclusive playground for all children.	£99,000
17	Park Mead Primary School	New Multi Use Games Arena (MUGA) with floodlights.	£99,900
18	Ashford Town (Middlesex) Football Club Limited	New 3G pitch	£99,999
19	Horton Chapel Arts and Heritage Society	Pathway and wild garden.	£112,594
20	Farncombe Community Garden	New garden including accessible ramps.	£114,000
21	The War & Spottiswoode Memorial Hall	Extension to building including changing rooms and toilets.	£114,500
22	Blanchman's Farm Local Nature Reserve	Disabled, allweather trackway.	£119,000
23	Wonersh Bowling Club	Create a community hub	£135,625
24	South Park Sports Association	Installation of a community use 3G pitch	£150,000
25	Oakwood School	Installation of a full-size, floodlit 3G pitch	£150,000
26	Puttenham Parish Council	Community transport hub	£175,658

27	Friends of Kenyngton Manor Park	Total refurbishment of the playground	£190,176
28	Reigate Rugby Club	Regenerate 5 acres of existing multi-sport pitches	£221,705
29	Warlingham Sports Club	New entrance with male, female and disabled toilets.	£244,892
30	Lord Pirbright's Hall and Recreation Ground Charity	Build, installation and basic fitting out of new pavilion	£300,000
31	WR SPORTS CLUB	Extension to the clubhouse.	£300,000
32	Claygate Primary School	Covering swimming pool and new changing rooms, showers and a community room.	£363,500
33	Sunbury and Walton Unit 327 of the Sea Cadet Corps	A new, environmentally-friendly training centre with a hall, office, kitchen and two training rooms.	£370,100
34	Salfords Cricket Club	Demolition of the old pavilion and physical build of the new community pavilion.	£431,000
35	The Parochial Church Council of the Ecclesiastical Parish of Woking Christ Church	New youth centre	£495,000
36	Leatherhead & Dorking Gymnastics Club	Building a new gymnasium, sensory room and reception area.	£550,000
37	Normandy Community Shop and Cafe Limited	Building a timber-framed, fibre cement clad shop and café.	£570,189
38	1st Ash Vale Scout Group	Construction of new building, outside area facilitating its use and bicycle storage.	£606,443
39	Ripley Village Hall CIO	Demolish existing building and build a fully accessible new village hall.	£645,036
40	Rowledge Village Hall CIO	New Village Hall replacing existing one	£800,000
41	Epsom Sports Club	The fabrication and installation of the pavilion.	£833,333
42	8th Ashford (Middlesex) Scout Group	A new community centre.	£899,645
43	The Parochial Church Council of the Ecclesiastical Parish of Haslemere	Add a second floor to the community hall and make the building accessible and environmentally friendly	£1,000,000
44	Old Woking and District Community Centre	Creating a new community centre.	£1,080,628
45	Stanwell Events	Construct a new community hub.	£1,105,834
46	1st Oxshott Scout Group and Oxshott Guides and Brownies	Build a new community hall.	£1,187,817
47	Master Park Pavilion Charity	Create a new fit-for-purpose community hub and sports pavilion.	£1,860,000
48	Yvonne Arnaud Theatre Management Ltd	Improve accessibility and community spaces	£2,988,000

£19,177,944

Further information on some specific projects include:

- (i) **Stanwell Events, Spelthorne:** £1.1m was granted in December 2023 to turn an existing community sports pavilion, not fit for purpose, into a modern and accessible community hub for residents in one of the most deprived areas of the County. The project is nearing completion and expected to open in March 2025. Stanwell Events already support many residents in the area and this project will enable them to expand their service and support more residents. The new facility will increase services across all projects by 30-50%.



- (ii) **Salford's Cricket Club, Reigate and Banstead:** The local cricket club received £431,000 from YFS to turn a dark, dingy, unwelcome cricket building into a modern, welcoming and accessible community hub for all. The new hub has a clubroom, bar and kitchen and has set up a volunteer coffee shop. Usage of the old pavilion was constrained due to its age and size with only 2% of usage for non-cricket activities. The new building will provide 45% usage for the wider community, meeting a key demand as nearby venues are limited and oversubscribed.



- (iii) **Ripley Village Hall, Woking:** Work is now complete after £586,396 (47% of total funding) was granted towards developing the village hall. The existing building was at 90% capacity and having to turn away groups due to lack of capacity. The new building has three fully accessible community rooms, a new kitchen, toilets and offices. It has replaced the former wooden framed building originally erected as a temporary structure in the 1970s. The new building is proving to be popular with the community, particularly as it is now able to offer services not currently available in the area including counselling and support services.



- (iv) **The Horton, Epsom:** £112k was awarded to The Horton towards renovating existing overgrown land to create a landscaped green space open for the whole community to enjoy. The idea was developed with local residents over the past four years and will include new trees, planting, seating, and the creation of a looped path. Work has commenced, with more planting to happen in the spring and summer before the grounds can open to the public. The path will enable the community to enjoy the open space throughout the entire year, helping to encourage physical activity and gaining the benefits of being out in the open air.



The two Member-led community funds are continuing to be very popular with both Members and Community Groups.

7

Your Fund Surrey – Small Community Projects fund, each Councillor was allocated 100K from the YFS Fund to spend in their division, which runs to the end of March, the County Council has supported nearly 500 community projects valuing over £4million. Another £2.5million of projects between £1,000 and £100,000 are currently being assessed with the final £1.6m expected before the fund ends. A variety of projects have been funded supporting a whole range of community groups. Funded projects have included:

- new brick planters, community gardens and orchards to enhance the local environment
- various village hall refurbishments including kitchen improvements and disabled toilets
- enhanced playgrounds, especially focussing on accessible equipment
- new scouting and sports equipment
- new or improved disabled access to community buildings
- sensory rooms at schools
- establishing men's shed projects to help with social isolation
- solar panels to reduce ongoing costs and enable community projects to continue
- accessible kissing gates, replacing stiles, to open the countryside to all

Your Councillor Community Fund (YCCF) for 2024/2025 closed on 31st January 2025. Every County Councillor supported at least one project with their £5,000 allocation. Over 385 small scale projects were funded with nearly 99% of the total fund allocated. YCCF for 2025/2026 is due to reopen in early Summer.

Social Value Marketplace: The Surrey Social Value Marketplace is an online platform where community groups, businesses and organisations from across the county can work together and share resources to help each other and, ultimately, the county. Charities, voluntary organisations and other community groups can post requests on the Marketplace, and businesses from across the county can fulfil those requests. Bidders for SCC contracts will be expected to use the marketplace when developing their commitments in tenders. Recent examples of community value generated via the Marketplace include tools for repair cafes, art suppliers for parent toddler groups and volunteers with pets to attend social support groups.

Since October 2024, there has been a focused approach to address our Social Value principles. An action plan has been developed spanning the two core areas of opportunity for capturing social value – social value through our third-party contracts and community social value generated via the Marketplace. The improvement plan covers the Marketplace and website improvements; the development of a champions network; and enhanced commitment and delivery of social value committed through tenders and contract management. As part of the improvements to Social Value, a strand of the action plan is focused on Contract Management. Social Value delivery through contracts will be reported on corporately through the contract management oversight function.

As of 24th January, we have completed substantial website improvements on the Marketplace to help improve the page and how it functions for users when they visit the site. The intention is to make the Marketplace more user friendly. We are exploring changing the name from 'Social Value Marketplace' to 'Surrey Community Marketplace' to help make the platform's purpose clearer and ensure it is seen as a resource for everyone. With the website's technical improvements in place, we're gearing up for a soft launch in February. We are also actively engaging key partners throughout Surrey to energise and drive fresh engagement on the platform. Regular, valuable content is key to keeping the Marketplace active and vibrant. We intend to undertake the full launch of the newly rebranded Marketplace in March 2025, with a focused communication plan.

We will also further develop the Marketplace so that any of our suppliers' contractual commitments without plans can be placed on the Marketplace – to enable commitments to be developed and delivered through the needs of the community.

Library Hubs: We continue to invest in our library network to ensure residents and communities benefit from modern facilities that are fit for the future. This investment is helping to transform our libraries into vibrant community hubs – improving access to services, information, social interaction, cultural experiences and learning opportunities – and within the next 6 months Epsom, Redhill, Staines and Weybridge libraries will be re-opening with an enhanced offer. Super Access in these libraries will offer longer opening hours and more flexibility for customers and community groups to use their local library at times that are convenient to them.

The Weybridge Library Hub shows what residents can look forward to. The County Council, partner organisations and the local community are working together to create an exciting and diverse offer that will have something for everyone, all in a modern and accessible building in the town centre. Visitors will be able to meet, connect and take part in a range of events and activities – such as keep fit sessions, arts and crafts, and film screenings – or simply sit and relax with a hot drink. Spaces, including a multi-use hall, will also be available for individuals and community organisations to run their own activities. In keeping with the building as a whole, the library space is designed to be dynamic and flexible, offering spaces for activities alongside books, soft seating, drinks facilities, computer zones and areas for work and study.

At the Staines Library Hub, alongside the library, Surrey's Registration Service, the Citizens Advice Bureau and Voluntary Support North Surrey, and Spelthorne Museum will also be based in the building. The County Council is working with a consortium of partner organisations to re-imagine how people design, engage with, work in and enjoy culture in the community. The joint programme of activity will increase engagement with arts and culture locally while also offering creative skills development opportunities for young people. The Staines Library Hub will provide residents with a similarly diverse offer, with a particular focus on culture.



The first of our major transformation was completed at Woking Library, which opened on 23rd December 2024. The library has been incredibly busy, with many positive comments from residents using the library since it re-opened; *“it’s amazing, such an inviting space. Plus, they have loads of free activities on during the week for children too. It’s great as well as literally in the middle of the town centre.”*

These improvement works are all part of our modernising libraries programme, providing public services, support and activities based on local needs, all under one roof. Our aim is to provide:

- Local accessible and inclusive spaces for all members of the community
- Welcome environments for people to come and work, study, rest and play
- Providing social settings available for residents to connect with others, or to simply sit and relax
- A place for people to work, providing flexible working from our meeting rooms
- Areas available for community led activities to be run by community organisations and individuals
- Extended library opening hours through Super Access technology
- Access to a wide range of services and support, including in partnership with the voluntary sector

As well as these major transformational investments by the Council, the service has delivered refurbishment works at Chertsey, Hersham, Molesey, Addlestone libraries to enable a fully flexible layout to create space for events and performances, exhibitions, partner organisations and community use. The works included provision of flexible furniture, new shelves, study and workspaces, soft comfortable furnishings, as well as new furniture to enhance our children's libraries.

We are planning a roll out of digital screens in every library, the first one has been installed at Dorking library. This will allow us to improve our communication with our residents, for example enabling us to display branch and location specific content for messaging, promotion and signposting to other services.

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Surrey Libraries will shortly be rolling out a new chargeable refreshment offer to 42 libraries, which will include larger coffee machines in Woking, Staines, Weybridge, Farnham, Godalming, Guildford and Redhill and smaller coffee machines at the remaining sites. This complements the creation of community hubs that are warm, vibrant, comfortable and welcoming spaces.

The roll out of super access continues, which offers longer opening hours and more flexibility for customers and community groups to use their local library at times that are convenient to them, even when staff are not present. This has now been rolled out to 7 libraries, with Woking Library due to go live in February 25, which has extended library opening hours by 14,776 hours across these 7 sites per year.

2024 was a very successful year for Surrey Libraries and we are pleased to see the success of investing in our services is demonstrated through the recent library statistics: library events are up by 56% to 11,095, event attendees are up by 43% to 244,704, 4.2million items have been borrowed, 184,441 public PC sessions, E-visits up by 24% to 1.6 million library web page visits and registered borrowers are up to 322,325, the highest since 2017.

Some event highlights include: Three new Library of Things were launched at Guildford library in partnership with Zero Carbon Guildford, at Godalming library in partnership with What Next? and in Dorking Library in partnership with Circular Dorking, making it easier for residents to borrow tools, gadgets and other handy items, whilst reducing waste and saving money. Guildford Library of things won the SCC Greener Futures Star Award. Scoot Theatre ran two shows at Staines Library, where they transformed the library space and took an engaged and enthusiastic audience on an energetic bike ride. 38 adults and 55 children attended on the day. Families also praised its interactive nature, '*Lovely use of the library to entertain.*'



Surrey Heritage Service preserves and celebrates the county's written and pictorial past and cares for and provides access to Surrey County Council's own historic records, as well as supporting people to research the history of their community or family. Surrey History Centre in Woking holds a wide range of unique documents spanning nine centuries of Surrey's history on six miles of shelving - from parchment deeds dating from 1170s to digital records. On 8th March the Centre is hosting an Open Day event that will provide an opportunity to explore the collections. On the day visitors can enjoy a range of events and tours allowing them to find out more about the resources available to help them research the history of their family, house or other aspect of the county's past.

The Centre's collections include parish records dating back to 1538, military records of the Queen's Royal Surrey Regiment and its predecessors, archives of religious groups, workhouses, schools, orphanages and

hospitals, historic maps, photographs, private letters and diaries, and artefacts. Visitors can get expert assistance from the centre's trained staff and be shown how to access the many records that have been digitised and can be viewed online via Ancestry and Find My Past.

There are also seven Local History Centres in Surrey libraries, at Banstead, Caterham Valley, Cranleigh, Ewell, Lingfield, Horley and Redhill Libraries. Each library provides a collection of research materials relating to the surrounding area and an opportunity to gain help from or volunteer as, a local history volunteer.

On the 27th January the centre was the venue for a Ceremony to mark Holocaust Memorial Day hosted by Cllr Saj Hussein, Chairman of Surrey County Council. Over 60 guests attended, including members of the public, and had the opportunity to see a powerful exhibition in the foyer called 'Finding Ivy: A Life Worthy of Life. The Story of the British-born victims of the Nazi war on disabled people'. One of those people was Elsie Schmidt of Surrey, whose medical case notes from Brookwood and Netherne psychiatric hospitals are preserved by the centre. An international audience of 43 people attended the curator's online talk about the project on 29th January 2025.



Arts & Culture: The Culture team delivered another successful Surrey Youth Arts and Culture Festival in Surrey Heath in November, attracting over 1700 young people. £25,000 of funding was secured for the delivery of the festival, including £13k from Arts Council England and in-kind support of over £8k from the 25 delivery partners.



Surrey Arts has now launched an alternative provision music offer. Delivery began in January 2025 and the team are working with a number of case workers and schools to establish provision for young people across the county. This programme uses music to build confidence, self-esteem and creative skills for vulnerable young people, many of whom are often not engaging in school. The long-term aim is to use the programme to support them back into school.

Surrey Arts have been appointed to continue leading the music hub for Surrey, securing £1.4m of funding from the Department for Education for 24-25. They have also secured £465,000 of funding (also from the Department for Education) for the purchase of instruments and music equipment to allow the service to make delivery more inclusive, as well as upgrading the instruments it hires out. During the Autumn term (Sept-Dec 24), 12,000 young people participated in weekly music lessons and activities through Surrey Arts through individual and group music lessons, whole class school programmes and weekly ensembles. Over 360 vulnerable young people received financial support through the remissions programme enabling them to access activities. The remissions programme provides free/heavily subsidised lessons, activities and instrument hire to young carers, children who are looked after and low-income families. Surrey Arts have launched a video with highlights from the 23-24 academic year, which can be seen [here](#).

Active Surrey: Funding has been confirmed for a 1-year extension to the Holiday Activity and Food (HAF) Programme. An additional £43K has been secured to deliver pilot work with children with Additional Needs and Disabilities (AND) over February half term, which will inform further opportunities for AND children in mainstream HAF provision in the coming main school holidays.

7 Boroughs/Districts are working on a legacy programme from Specsavers Surrey Youth Games which will be delivered in their localities.

Active Schools Conference is on Thursday 27 March 2025 at Woodhatch Place, Reigate, boroughs and districts will be invited to attend free of charge to collaborate with schools and attend workshops across themes which support creating active school environments.

During 2024, 290 health professionals and volunteers attended Behaviour Change and/or Active Ageing training with Active Surrey.

Active Surrey have been re-commissioned to run Surrey's Tier 2 healthy weight contract for children and teenagers aged 5 to 17 years. 'Be Your Best 5-17' will help address a growing crisis in the health of children and young people where 1 in 4 children in Year 6 in Surrey are clinically obese. The fully funded programme for all ages offers 1:1 bespoke healthy lifestyle support, online peer-to-peer group sessions, and access to free community offers from cooking sessions to leisure classes.

The team is working to establish a Physical Activity Advice service in partnership with leisure centre operators across Surrey to support the Adult Social Care *WorkWell* programme. Our Health team has secured £112K of funding to support community organisations' older adults' physical activity projects as part of our Live Longer Better programme.

Smarter Travel to Work project launches in February 2025, working with three employers (Surrey Police, Reigate and Banstead Borough Council and Denbies) to develop strategies to de-carbonise staff journeys to and at work. A Cycling Circular Economy networking event was held in December 2024, where over 225 refurbished bikes have been given away to residents since January 2024 and 136 bikes have been loaned to primary schools to enable children without access to a bike to complete their Bikeability training.

Registration & Nationality Service: The winter period is busy for the service, particularly in supporting bereaved families with registering the deaths of their loved ones, with over 2,700 deaths registered in December 2024 and January 2025 alone. Alongside the day-to-day delivery of this vital statutory service, we also have some exciting developments underway to improve our offer for residents. Refurbishment and decarbonisation works have begun at the Weybridge Register Office, which will see the building benefit from new carbon efficient heating systems and windows, alongside a newly decorated ceremony room. The project is on track with the building due to reopen in April 2025. In the meantime, customers in the Weybridge area can visit the service in its temporary home in Dakota, Brooklands, to register births, deaths and marriages. As part of this move, we are undertaking a proof of concept by trialling a ceremonies room within a corporate office building. This has been extremely well-received by customers: within just the first 8 weeks of being open, we conducted 24 ceremonies and booked in a further 13. *"We would like to thank the entire ceremonies team for making our wedding day such a special and memorable occasion...we absolutely applaud the efforts you have made to make Dakota a welcoming venue"*.



We are also proud to now be hosting group citizenship ceremonies at Woodhatch, with the support of civic dignitaries in the county, providing a sense of occasion and a fantastic experience for new British citizens in Surrey.



In November, Cabinet gave approval for the Registration & Nationality Service to proceed with plans to take forward a new operating model. This will expand service provision across the county through greater co-location with other services, providing a more local and accessible offer for residents. It will also enhance our ceremonies offer, giving more choice for customers and helping to generate additional income. You can find more information on the proposal in the [Cabinet Report](#), and we look forward to updating you as this work develops.

Customer Services (including Customer Transformation Programme): The goal for Customer Transformation is to ensure that everyone who contacts and interacts with the Council has the best possible experience every time. Just a few examples of achievements to date include:

- Enabling customers to self-serve and reducing manual processing for staff: since the launch of Fix My Street, more residents are reporting issues online. This technology investment has also resulted in a 92% reduction in manual processing of customer enquiries for Contact Centre staff and increased customer satisfaction.
- Reducing microsites (independent websites) and incorporating these onto our corporate SCC website (reduced by 8 so far) helps residents navigate through our service offer more seamlessly online.
- Improving communication with Blue Badge customers, increasing availability of officers to assess and process applications more efficiently, so that residents understand the outcome faster.

We're Making It Easier for Customers to Get Help: During our annual peak call period for Education (August and September) and beyond, we've seen fewer customer calls about Education-related issues, including Additional Needs and Disabilities (AND). For example, calls about Home to School Transport have dropped by 25%, and calls about school admissions are down by 13% compared to last year. This shows that our new approach, which focuses on prevention, better communication and consolidating customer contact teams, is reducing demand and improving the customer experience.

Thanks to these improvements, customers are spending less time waiting for help. The average Education call answer wait time during the peak period has decreased significantly, from 13.7 minutes in 2022 to just 3.6 minutes in 2024. We're resolving more issues on the first contact with customers, meaning fewer follow-up calls are needed. This lets our specialist service teams focus on more complex issues, such as appeals. Our new telephony system is also helping us manage demand better and improve the customer experience. The updated menu system makes it easier for customers to navigate, and during busy times, customers can request a call back instead of waiting on hold.

We're Making It Better for Residents Online: Alongside the Customer Transformation Programme's redesign of SCC website, we're improving the current site to better meet residents' needs now. We've introduced a new tool to gather customer feedback, which now receives about 100 responses every day on average. Bringing together this feedback and insights from over 500 residents in online testing sessions, we're making key pages, like those for libraries, adult, health & wellbeing services, easier to use and more helpful.

We're also encouraging more residents to use our website instead of contacting us by phone or email. For example, we've made the Blue Badge application process clearer and easier to follow online. This will reduce calls and emails, allowing our team to focus on processing applications faster. Similarly, we've simplified the

School Admissions pages, so that it's easier to find information, leading to a 10% increase in customer satisfaction.

We're Making It Quicker and Easier to Resolve Complaints: Our Council-wide complaints improvement plan is now underway and we're starting to see positive results, particularly regarding Local Government & Social Care Ombudsman (LGSCO) complaint handling. The Ombudsman has agreed with our decisions more often this year, from 47% in Q1 rising to 73% in Q3. This reflects our commitment to resolving complaints early and following best practice.

As we prepare for the new Complaints Handling Code set to roll out in 2026, we've joined the LGSCO's pilot programme. By working with other councils, to test and identify challenges, we're learning from our collective experiences, whilst also ensuring we're ahead of the curve in adopting the best ways to handle complaints. We've also formed a dedicated improvement group with the Ombudsman for AND complaints to reduce the number we receive. As a result, the Children's Complaint Team successfully reduced the number of Children's Social Care complaints escalations with no final stage escalations in November and December 2024.

In conclusion, the variety of initiatives and projects outlined in this report highlight our dedication to enhancing the quality of life for Surrey residents. From community investments and social value initiatives to library transformations and arts and culture programmes, we are committed to supporting and empowering our vibrant communities. As we continue to support and invest in our communities, we aim to ensure that every resident has access to the resources and opportunities they need to thrive.

SURREY COUNTY COUNCIL**CABINET****DATE: 25 FEBRUARY 2025****REPORT OF CABINET MEMBER: MATT FURNISS, CABINET MEMBER FOR TRANSPORT, INFRASTRUCTURE AND GROWTH****LEAD OFFICER: SIMON CROWTHER, INTERIM EXECUTIVE DIRECTOR FOR ENVIRONMENT, PROPERTY & GROWTH (EPG)****SUBJECT: THE COUNCIL'S ECONOMIC GROWTH LEADERSHIP ROLE AND REFRESHING SURREY'S ECONOMIC STRATEGY****ORGANISATION STRATEGY PRIORITY AREA: GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT, THRIVING COMMUNITIES, ENABLING A GREENER FUTURE, NO-ONE LEFT BEHIND****Purpose of the Report:**

In April 2024, the delivery of economic growth functions previously held by Local Enterprise Partnerships (Coast to Capital LEP and Enterprise M3 LEP) transferred to Surrey County Council (SCC). As the Upper Tier Local Authority (UTLA), the Council was asked by Government to be the lead across Surrey for local economic planning by updating the economic growth strategy, take on economic growth responsibilities previously held by the LEPs, and deliver key business support and workforce development services such as the Growth Hub, Careers Hub and administration of local growth funds.

This Cabinet report provides an update on the LEP transition arrangements since the last report to Cabinet on this matter in February 2024; it sets out the reframed priorities of the local economic growth strategy; and outlines a proposal for the long-term strategic funding framework to oversee investments made through legacy LEP funding and any other funds that support local growth, skills, and workforce development initiatives, such as UK Shared Prosperity Fund. This important area of work will help Surrey County Council to primarily meet the "Growing a sustainable economy so everyone can benefit" priority objective and ensure No One is Left Behind.

Recommendations:

It is recommended that Cabinet:

1. Notes the progress made in establishing the Council as Surrey's strategic economic leader including the taking on of LEP functions and assets from Government.

2. Notes the use of delegated officer powers to approve the signing of a Memorandum of Agreement with Hampshire County Council, which formally sets out how ongoing governance will be undertaken, and how assets and liabilities will be split between both local authorities.
3. Approve the vision and priorities in the refreshed economic growth strategy following the endorsement by the One Surrey Growth Board and the Surrey Business Leaders Forum. These interconnected updated priorities are reinforced by the evidence review that has been carried out.
4. Approve the creation of the Economic Growth Funding Framework and related funding rounds for 2025/26, through which investments will be made to realise initiatives that support the agreed priorities. This includes approximately £4 million towards capital initiatives, £2 million towards revenue initiatives and £1 million towards an SME business grant scheme.
5. Approve funding thresholds for the Interim Executive Director for Environment, Property & Growth in consultation with the Cabinet Member for Transport, Infrastructure, and Growth and the Section 151 Officer (up to £100,000), and the Cabinet Member for Transport, Infrastructure, and Growth (between £100,000-£500,000), with Cabinet responsible for approving any investments over £500,000.

Reason for Recommendations:

To bring the significant strategic decision of approving the refreshed county-wide economic growth strategy and strategic funding framework to Cabinet, which will help give direction to local economic initiatives and enable greater coordination of local institutions with an ability to deliver.

Executive Summary:

Local Enterprise Partnership (LEP) Transition Arrangements

1. Since taking on the responsibilities from the Local Enterprise Partnerships (LEPs) in April, the Council has been delivering effectively for residents and local businesses in several ways, including ongoing contractual agreements with responsibilities for Growth Hub services to SMEs, Careers Hub service linking schools and employers, the Innovation work programme with the three Surrey universities, and the upcoming Made Smarter Adoption programme for the South East. Some of the key successes for 2024/25 include:
 - a. Business Surrey established as the new single gateway for Surrey businesses to access information, advice and guidance to support their growth (47,256 total website views since launch).
 - b. Establishment of the Surrey Growth Hub, providing high-growth businesses with free tailored 1:1 support from experienced Business Advisors (930 businesses engaged / supported since launch).
 - c. The Surrey Careers Hub has recently completed its first academic year which has seen significant improvements in the level of careers guidance in Surrey's schools, having delivered a 2-10% increase in performance

by schools and colleges across all the Gatsby Benchmarks (the indicators of world class careers provision).

- d. Re-launch of Surrey Business Leaders Forum, which has been designed to meet Government's requirement for a strong business voice to support local decision-making, with 34 representatives across key industries.
2. Part of the LEP transition process has required negotiations with other Upper Tier Local Authorities (UTLAs) to re-allocate legacy local growth funds that were controlled by the two LEPs that operated in Surrey.
 3. The process with Hampshire County Council to agree arrangements covering the Enterprise M3 area was formally concluded on 22 August 2024 with the signing of a Memorandum of Agreement. The legal agreement sets out how the ongoing relationship with Hampshire County Council will be governed and how assets and liabilities will be split between both local authorities. The approval to sign the agreement was taken under delegated powers by virtue of Cabinet's decision in the February 2024 Cabinet report.
 4. As part of the agreement, funding is divided based on Working Age Population in the parts of Hampshire and Surrey that were previously covered by Enterprise M3 LEP (51% Surrey, 49% Hampshire). After factoring in Accountable Body fees and winddown costs, the Council can expect to receive up to £18.2m over the next seven years to 2031 (in Financial Year 2024/25 this was £8.7m of mostly capital funding). It is important to note that there will be some uncertainty with long-term debtors (e.g. renegotiating terms, or writing off loans that are deemed irrecoverable), so these figures are based on current projected repayments to the Accountable Body, but this could change over the coming years.
 5. Council Officers are seeking to put in place a similar Memorandum of Agreement with Brighton & Hove City Council and West Sussex County Council, however several outstanding issues remain, and it is unlikely to be agreed until the end of March 2025 at the earliest. The legacy funding that Coast to Capital currently controls is significantly smaller than Enterprise M3 and there is a greater level of uncertainty. Once a draft agreement is in place, approval via delegated authority will be sought in the same way as the with Hampshire County Council.
 6. Following this strategic transition of LEP powers to the Council, there is an expectation from Government for local economic growth services to continue to be delivered and enhanced in Surrey. This includes producing local economic growth strategy, future investment plans, and ensuring private sector involvement to inform decision-making.

Refreshing Surrey's Economic Growth Strategy

7. Surrey had an existing economic strategy statement: Surrey's Economic Future 2030, which was approved by Cabinet in December 2020. This strategy has been integral to shaping the Council's economic growth work programme to date. However, the strategy was developed during the pandemic, and the

Surrey and UK economy is now in a very different position, making the requirement above an appropriate opportunity to review and refresh the strategy so that it is more reflective of our current economic context and the enhanced leadership role the Council has taken on.

8. The focus of refreshing the strategy has been assessing Surrey's current and future economic landscape and updating the relevant socio-economic data to generate new insights. Alongside reviewing the evidence base, a series of stakeholder engagement sessions have been held with local businesses and partners, including workshops with the Surrey Business Leaders Forum and One Surrey Growth Board, sessions with Surrey's universities through the Innovation Board, the education and skills system through the Skills Leadership Forum, and local government via the Economic Development Officers Group and the Surrey Place Leaders Forum.
9. This recent engagement and analysis of the latest evidence have highlighted that the priorities of the current strategy, while still relevant, need reframing to ensure they are widely recognised and to reinforce the interconnected nature of them so that they are not seen in isolation. The vision of the strategy remains, which is to 'ensure that Surrey continues to retain its position as one of the country's leading high-value and innovative regional economies by increasing productivity (GVA) and delivering wider socio-economic benefits to ensure no one is left behind'. This vision is underpinned by three refreshed and interconnected strategic priorities that that will help deliver local growth.
10. **Priority 1:** Supporting skills and workforce development by ensuring Surrey's residents can support the workforce and skills demands of Surrey's businesses.
 - a. Surrey benefits from a well-educated workforce, with high qualification levels and a significant proportion of working-age residents holding degrees or higher. However, economic inequality remains a pressing issue, with certain groups, such as those with no qualifications and individuals caring for family at home, facing significantly higher rates of economic inactivity.
 - b. The Council has been delivering several skills programmes and initiatives over the past few years. For example, Skills Bootcamps, Multiply, Surrey Festival of Skills, and Open Doors. The refreshed evidence base and feedback from local businesses and stakeholders has highlighted the need for a continued focus on tailored, targeted employment support for priority groups, which future programmes like Connect to Work and control of the Adult Skills Fund will enable. This will be essential to address disparities, unlock potential within underrepresented populations, and ensure a more inclusive and equitable local economy.
11. **Priority 2:** Supporting business growth by creating the right conditions for Surrey businesses to start, grow and thrive.
 - a. The evidence shows that Surrey has a diverse economy, underpinned by a variety of sector and sub-sector specialisms, such as digital

services, automotive, cybersecurity, space, health, and the creative industries. However, recent trends highlight challenges, as the total number of businesses in Surrey has declined, driven primarily by a reduction in microbusinesses, whilst the proportion of large businesses has grown. Business birth rates remain below pre-pandemic levels, exacerbating this trend.

- b. Through the LEP transition, the Council has recently taken on enhanced responsibilities to support Surrey-based SMEs, with a particular focus on high-growth businesses via the Growth Hub. The shifts highlighted in the refreshed evidence base and feedback from the Surrey Business Leaders Forum have highlighted the importance of targeted interventions. This includes business support programmes, access to funding, and workforce development initiatives, to create an environment that encourages start-ups and SMEs to establish, scale, and thrive in the region and create new employment opportunities for local residents.

12. Priority 3: Supporting economic infrastructure by unlocking growth through place-based approaches.

- a. Surrey hosts several key innovation assets including universities, anchor businesses, incubators, research hospitals and science and business parks. The refreshed evidence base has identified 11 individual sub-regional “clusters” in the emerging economy which link closely to several of Surrey’s towns. Surrey has seen a recent drop in the proportion of high-growth businesses, which now sits below the UK average, and lags in generating active university spinouts against a national trend of growth. There has also been a declining trend in the share of multi-tenancy commercial space in Surrey.
- b. Recently the Council has undertaken deep dive work to understand and map co-working spaces and analyse the availability and supply of commercial sites across the county. In addition, there have been capital investments through the CoStar and GAIN programmes that provide crucial links between Surrey universities and local SMEs in the CreaTech and Games sectors respectively. Feedback from the Surrey Business Leaders Forum reinforced the importance of small/co-working and innovation spaces for SMEs that support greater business-to-business interactions, skills development, and agglomeration benefits.

13. It is important to recognise the recent Government announcements about local government reorganisation (LGR). The refreshed strategy will remain relevant and provide direction for any future strategic authority, where the whole ecosystem for economic growth will need to be considered to move forward the development of the three interconnected priorities around skills and workforce development, business support, and economic infrastructure.

14. Cabinet is asked to approve the vision and reframed strategic priorities of the local economic growth strategy. A draft executive summary of the strategy has been included in the Annex.

Surrey Economic Growth Funding Framework and UK Shared Prosperity Fund

15. The Council is becoming responsible for an increasing range of funding sources aimed at supporting local growth, this includes the LEP legacy funds and UK Shared Prosperity Fund (UKSPF) for transitional year 2025/26. This precedes wider local growth funding reforms from 2026/27, presenting the Council with opportunities to enable and support effective prioritisation, strategic alignment, and consistent decision-making. The establishment of the Surrey Economic Growth Funding Framework will provide a long-term overarching mechanism to enable an effective approach, ensuring future investments support the delivery of the priorities in the refreshed economic growth strategy.
16. The Government's updated guidance highlights their expectation that UKSPF "will ensure places deliver directly on the Government's foremost Mission to kickstart economic growth". Therefore, bringing Surrey's allocation within scope of the Surrey Economic Growth Funding Framework will ensure alignment with both the national mission and local strategic priorities, and streamline the approach to making investment decisions. The proposal for funding in 2025/26 is to prioritise ensuring the one-off UKSPF allocation is utilised in full and then use legacy LEP funding if required.
17. It is proposed that the funding rounds for 2025/26 will be made available to all, internal and external partners and businesses, via an open Expression of Interest process. It is proposed that by April 2026, the following funding pots will be launched:
 - a. **Capital funding** (approximately £4 million) towards physical infrastructure and/or assets that act as a catalyst for the delivery of the three strategic priorities in the refreshed strategy. Capital investment will unlock economic growth by creating, improving or further developing dedicated spaces for workforce development, hands-on learning, university spinouts, industry-led research and development such as training hubs, testing facilities, and collaborative workspaces that strengthen supply chains and equip the Surrey workforce.
 - b. **Revenue funding** (approximately £2 million) towards innovative proposals from local partners, stakeholders, and businesses that are aligned to the economic growth strategy and funding framework.
 - c. **Grant Scheme for SME business growth** (approximately £1 million) towards grants between £10k-£50k to cover 50% of project costs and used to fund costs that support growth through workforce development and job creation in local businesses. For example: staff upskilling programmes (e.g. AI skills training); tools and equipment to increase growth and/or productivity; development of new products/diversification that will lead to business growth and subsequent job creation.

18. The Economic Growth Funding Framework will be governed by several decision-making principles that will be used consistently across all funding decisions and will also help to inform the creation of future funding rounds:
- a. **Strategic alignment** – Contribute to long-term sustainable economic growth with clear links to the vision (i.e. increased productivity and no one left behind) and at least one of the three strategic priorities.
 - b. **Innovation** – Demonstrate innovation and be future-oriented to help foster Surrey’s competitive advantages. Enhance and complement existing provision/offers and avoid duplication.
 - c. **Scalability** – Have the potential to support significant growth and be scaled regionally and/or across sectoral clusters.
 - d. **Partnership and collaboration** – Encourage collaboration between businesses, universities, schools, public sector, and other stakeholders.
 - e. **Impact and legacy** – Focus on long-term value creation, favouring initiatives that will create a lasting economic impact.
 - f. **Place-based impact** – Consider geographic spread of investment decisions and take a more targeted approach where necessary.
 - g. **Deliverability and financial viability** – Robust business cases that demonstrate sound financial planning, risk management strategies and appropriate experience.
19. The Council has in place strong governance arrangements to support delivery of the economic growth strategy via the One Surrey Growth Board and Surrey Business Leaders Forum (see Annex 1). It is proposed that a cross-cutting “Investment Panel” is established alongside these boards to further strengthen arrangements and to provide a dedicated mechanism to oversee fund allocations. This will include membership from the Economy and Growth team, Finance, Procurement, and at least two private sector representatives drawn from the Surrey Business Leaders Forum.
20. The Investment Panel will review, evaluate, and make recommendations regarding proposals submitted to the Council that seek to use funds covered by the Surrey Economic Growth Funding Framework. The Panel will ensure that the allocation of funds aligns with the strategic objectives, priorities, and eligibility criteria of the funding framework.
21. It is recommended that Cabinet gives delegated authority to approve investments and, when required, the transfer of capital from pipeline to budget following a recommendation by the Investment Panel at the following thresholds:
- a. **Up to £100,000:** the Interim Executive Director for Environment, Property & Growth in consultation with the Cabinet Member for Transport, Infrastructure, and Growth and the Section 151 Officer

- b. **£100,000- £500,000:** As above and the Cabinet Member for Transport, Infrastructure, and Growth
- c. **Over £500,000:** Cabinet responsible for approving

22. An annual report will be produced and shared with Cabinet, the One Surrey Growth Board, and the Communities, Environment, and Highways Select Committee, which will include information such as an overview of investment decisions, performance of funding rounds, lessons learned, and details about the level of funding that remains available for allocation using the framework.

Consultation:

23. As noted within the report, there has been extensive stakeholder engagement throughout the process to refresh the economic strategy. This includes a workshop on 2 September 2024 with the One Surrey Growth Board and Surrey Business Leaders Forum. The interactive session focused on the “drivers” that will affect Surrey’s economy over the next decade to help inform Surrey’s economic growth priorities.

24. The topics contained within this Cabinet report were also subject to scrutiny by the Communities, Environment, and Highways Select Committee during their December 2024 meeting.¹ The Committee formally endorsed the reframed strategic priorities and the approach to create a strategic funding framework as the mechanism through which investment decisions are made using local growth funds.

Risk Management and Implications:

25. **Delays in finalising Coast to Capital LEP agreement** – Negotiations with Brighton & Hove City Council and West Sussex County Council remain unresolved, with an agreement unlikely before March 2025. This is limiting Surrey's ability to utilise legacy funding sooner.

26. **Uncertainty in legacy funding realisation** – Legacy funds are contingent on projected repayments. Risks such as renegotiated terms or bad loans could result in lower-than-expected funding.

27. **Delivering full UKSPF allocation** – Funding must be used in 2025/26 and underspends sent back to Government. This will be dependent on the level of interest from local businesses in the grant scheme and the number and size of suitable proposals for funding received from local partners. Forecasts for allocations will be under constant review.

28. **Governance processes** – The establishment of an Investment Panel and tiered decision-making thresholds may introduce delays or inefficiencies if processes are not streamlined effectively.

¹ Communities, Environment and Highways Select Committee (5 December 2024), <<https://mycouncil.surreycc.gov.uk/documents/s99974/1.%20Report%20-%20The%20Councils%20Economic%20Growth%20Leadership%20Role.pdf>>

Financial and Value for Money Implications:

29. The Council will receive up to £18.2m over seven years (2024–2031) from Hampshire County Council, with £8.7m already received in 2024/25. However, there is uncertainty with long-term debtors, such as renegotiated terms or loans which may be irrecoverable. This forms the majority of the funding currently in scope of the Surrey Growth and Innovation Funding Framework.
30. The Council has also been allocated £3.6m for UKSPF in 2025/26, including £665,000 in capital funding. 4% of this allocation will be used for administration costs and will partly be used to fund a fixed-term position in the Economy & Growth team to oversee the decision-making process and funding allocations, as assumed in the Medium Term Financial Strategy (MTFS). The remainder will contribute to overall costs.
31. All investments will be evaluated against the decision-making principles outlined in the report, which are designed to ensure value for money. In addition, the delegated authority thresholds put in place a further check before final approval.
32. An annual report will provide transparency, covering investment decisions, funding performance, and lessons learned, ensuring accountability and inform changes to maximise outcomes from the funding available.

Section 151 Officer Commentary:

33. The Council continues to operate in a very challenging financial environment. Local authorities across the country are experiencing significant budgetary pressures. Surrey County Council has made significant progress in recent years to improve the Council's financial resilience and whilst this has built a stronger financial base from which to deliver our services, the cost of service delivery, increasing demand, financial uncertainty 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 deliver financial efficiencies and reduce spending in order to achieve a balanced budget position each year.
34. In addition to these immediate challenges, the medium-term financial outlook beyond 2024/25 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.

35. The proposed approach provides a robust framework for investing in economic growth activities within the funding available. As such the recommendations are deliverable within the Medium Term Financial Strategy.

Legal Implications – Monitoring Officer:

36. Officers are recommending approval of the recommendations in paragraphs 3 to 5 of this report. Recommendations 1 and 2 are for noting and relate to the transition arrangements which became necessary following the transfer of the Local Enterprise Partnerships (Coast to Capital LEP and Enterprise M3 LEP) functions to the Council detailed in the body of this report.
37. Legal Services provided support in the finalisation and completion of the Memorandum of Agreement between the Council and Hampshire County Council which recorded the transition arrangements for the M3 LEP. Regarding the Coast to Capital LEP transition arrangements, external lawyers, Bevan Brittan, were instructed to provide the Council and the 2 other Upper Tier Authorities (Brighton and Hove City Council and West Sussex) with support and advice in relation to the Company Law implications of the transition, and all the related loan and grant agreements which were concluded by the Coast to Capital LEP. Legal Services has provided advice in relation to these and is providing ongoing support.
38. Recommendations 3 and 4, propose a refreshed Economic Growth Strategy, and setting up of an Economic Growth Funding Framework; these provide the strategic and governance framework for the Council in carrying out the functions previously undertaken by the LEPs.
39. As to recommendation 4, officers must ensure that if these funding schemes are to be delivered as grants, that advice is taken from Legal Services to ensure that any Subsidy Control implications are given due consideration.

Equalities and Diversity:

40. At a strategic level there is a firm commitment to tackle inequality aligned to the Councils' mission of No One Left Behind. The vision of the refreshed economic strategy includes a focus on "delivering wider socio-economic benefits to ensure no one is left behind", which recognises the importance of tackling inequality, but highlights the connection to how the local economy and businesses are a key part of the solution.
41. An Equality Impact Assessment is not necessary at this stage; however it will be important to consider equality implications (and potentially complete a full Equality Impact Assessment) as part of the design of any future service offer(s). For example, the design and build of the Business Surrey website was consciously done in a way to meet a high accessibility standard.

What Happens Next:

42. Publish the refreshed economic growth strategy and Economic Growth Funding Framework.
 43. Launch three funding rounds for 2025/26 and actively promote to partners and businesses.
 44. Produce an annual outcomes report setting out what has been funded, delivered, and achieved, and financial health of the “fund”.
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Report Author:

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Annex 1: 7-page Executive Summary of Economic Growth Strategy (with deep dives and evidence to be added in final publication)

Sources/background papers:

[‘Guidance for Local Enterprise Partnerships \(LEPs\) and local and combined authorities: integration of LEP functions into local democratic institutions’](#), *HM Government*, (4 August 2023)

[‘Local Enterprise Partnership \(LEP\) Integration’](#), *Surrey County Council*, (31 October 2023)

[‘Guidance for local authorities delivering business representation and local economic planning functions’](#), *HM Government*, (19 December 2023)

[‘Promoting and Supporting Sustainable Economic Growth in Surrey \(LEP Integration\)’](#), *Surrey County Council*, (27 February 2024)

[‘Guidance: UK Shared Prosperity Fund 2025-26: Technical note’](#), *HM Government* (December 2024)

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Annex 1 - Surrey's Economic Growth Strategy 2025-2035

Executive Summary

Surrey's economy – A dynamic and innovative place to do business

Surrey is an area of many economic strengths and the second biggest economy outside of London. The county is exceptionally well connected, globally because of the proximity of Heathrow and Gatwick Airports, as well as to London and the South-East coastal ports. As an internationally recognised region offering outstanding quality of life, Surrey provides a unique blend of dynamic urban centres, quaint villages, and breathtaking landscapes, making it a prime destination for investment and business opportunities.

With more than 110,000 businesses, a highly skilled workforce, an enviable location, Surrey has a great story to tell. The county boasts a long and successful history of attracting international businesses while nurturing some of the UK's most successful and innovative companies. Success has helped to breed success, and the collaborative business ecosystem has led to the evolution of world-class clusters in sectors such as automotive, cybersecurity, space, health, and creative industries. It all contributes to an economy worth £50 billion a year, making it one of the largest regional economies in the country. But Surrey's story is richer than headline figures; the thousands of success stories attributed to businesses based here have roots in the talent, innovation, and ideas of the 1.2 million residents who call the region home.

However, Surrey's overall success story does mask some disparities and pockets of deprivation within the county. West Surrey's economy is disproportionately more productive than East Surrey's, explained largely by the different business bases in the west and the connections to local universities. While many Surrey residents benefit from relative affluence and wealth, there are significant numbers of people in small neighbourhoods, often overlooked by data sets, that struggle with poverty, poor physical and mental health, worklessness, alcohol and substance abuse, and domestic abuse. Surrey has four areas at ward level that fall into the lowest 10-20% decile in the Index of Multiple Deprivation.

Strategic opportunities

There are several specific strategic opportunities that put the county in a strong position to continue to foster innovation and growth over the coming years.

- **Surrey's growth sectors** – Surrey tends to specialise in sectors that are more productive in terms of GVA contribution such as digital services or finance and insurance, with sub-sector specialisms also covering a large range of activities. Surrey also has a high concentration of businesses in the emerging economy, with a

particular strength in space activities. This helps to highlight the polycentricity of Surrey's economy.

- **Knowledge Intensive Services (KIS)** – Surrey has strengths in businesses that offer KIS, with 1 in 4 jobs in a knowledge-based industry in Surrey (i.e. Information and communication, Financial and insurance, Professional, scientific and technical). However, there has been a recent trend of KIS businesses declining at a faster rate than all businesses in Surrey, meaning that the proportion of businesses that are in knowledge intensive services is shrinking.
- **Highly skilled local workforce** – Surrey benefits from a broad-based highly skilled local workforce. Qualification attainment in Surrey is strong, with a particularly high proportion of working age residents qualified to a degree level or above. Since the publication of the last economic growth strategy this has remained consistent.
- **Innovation and R&D** – Surrey businesses perform better than the UK average across most indicators, with the only exception being businesses performing internal R&D. Employment in R&D is concentrated in Surrey's town centres and are often geographically close to key innovation assets in well-connected areas. 11 individual "clusters" in the emerging economy have been identified across Surrey, which demonstrates the extent to which innovation occurs across the county.
- **Infrastructure assets** – Surrey hosts several key innovation assets including universities, anchor businesses, incubators, research hospitals and science & business parks. Many key innovation assets are located near Surrey's largest towns, such as Guildford, Camberley, Staines and Egham, or Weybridge and Addlestone. Many are also located near key transport networks, such as motorways like the M3, M23 and M25 or commuter railway services, including the North Downs Line which provides a crucial East/West transport link.

Strategic challenges

The picture described above is broadly positive: there are substantial strengths on which we can build. However, as previously highlighted by the Future Economy Surrey Commission in 2020, there is risk of "complacency and relative decline". In a dynamic economy, past achievements are no guarantee of future success, and there are several strategic challenges and risks to Surrey's 'virtuous circle' of innovation, productivity and prosperity.

- **Start-ups and microbusinesses** – The total number of businesses in Surrey has decreased in recent years (more sharply than UK and CIPFA¹ averages), driven largely

¹ 'Nearest Neighbours Model', CIPFA, <<https://www.cipfa.org/services/cipfastats/nearest-neighbour-model>>

by microbusinesses, whilst large businesses have grown. Post-pandemic, the number of businesses in Surrey fell by 5.0%, a sharper decline than both the CIPFA average (3.9%) and nationally (0.8%). Business birth rates in Surrey also fell sharply in 2020 and are still below pre-pandemic levels indicating that the county is a more challenging place to start a business.

- **High-growth businesses** – The proportion of high growth businesses in Surrey has declined recently and is below the UK average. In 2022, there were 230 high growth enterprises in Surrey, accounting for 0.34% of all active enterprises, compared to places like Oxfordshire and Cambridgeshire with significantly higher rates at 0.52% and 0.47% respectively.
- **University “spinouts”** – There has been a low level of active spinouts in recent years, and this declining trend is against a national backdrop of increasing numbers. Addressing this will be crucial, as the three universities are important local assets and spinouts are a key way to foster innovation, create high-value jobs, and can help contribute to a strong and resilient entrepreneurial ecosystem.
- **Regional competition for talent** – Surrey has a high proportion of residents in high-skilled occupations. However, workplace occupations are generally lower-skilled occupations than resident occupations in Surrey, suggesting that residents often commute out of the county for top roles (such as London or Reading). In one respect, this is welcomed as those residents will likely have greater disposable income and a portion of which will be spent locally. But for Surrey-based businesses, this competition for workforce presents a challenge for recruitment and filling key skills gaps to support growth.
- **Inactivity rates** – Inequality remains an acute issue, as certain populations have a higher chance of being economically inactive. A large driver of economic inactivity is due to looking after family/home, and people with no qualifications or from the Gypsy Romany Traveller Community are more likely to be economically inactive than comparators.

Our vision and strategic priorities

The core mission of the economic growth strategy is to:

Ensure that Surrey continues to retain its position as one of the country's leading high-value and innovative regional economies by increasing productivity (GVA) and delivering wider socio-economic benefits to ensure no one is left behind.

Surrey is in a strong position to build on the local economic strengths of a highly mixed and polycentric economy with several nationally significant sectors and emerging economy sub-sectors. These are the key engines of innovation, productivity, growth, employment, investment, and sustainability, which contribute to Surrey's "economic USP".

Underpinning this mission are three interconnected strategic priorities that are the key components that will help deliver local growth:

- 1. Ensuring Surrey's residents can support the workforce and skills demands of Surrey's businesses***
- 2. Creating the right conditions for Surrey businesses to start, grow and thrive***
- 3. Enabling economic infrastructure to unlock growth through place-based approaches***

Priority 1 – Ensuring Surrey's residents can support the workforce and skills demands of Surrey's businesses

Why is it important?

Surrey's economic future will involve an increasingly high-value, knowledge-intensive, and 'digitised' economy. Access to a skilled workforce that reflects economic need and is adaptable to future demand will enable more businesses to operate efficiently, to expand, improve their competitiveness, and can help foster innovation through the implementation of new technologies and processes.

The county has also consistently benefited from high-employment rates, therefore addressing economic inactivity and underemployment is a crucial element of this priority, by providing opportunities for all to acquire relevant skills. This will lead to increased household incomes, improved health and wellbeing outcomes, and help tackle the pockets of deprivation that exist across the county.

Creating a stronger and more responsive alignment between the skills of the local workforce with local business needs will be a key driver of productivity growth and enable a virtuous cycle of opportunity that benefits businesses, residents, and the wider community.

Key areas for action

- Local skills provision is reflective and responsive to current and future needs of Surrey businesses.
- Attracting working age populations (16-64) and ensure employment opportunities are available for all, particularly targeting those without formal qualifications and helping lower skilled residents into high demand sectors.

- Upskill residents to help address workforce needs across Surrey employers.
- All residents can navigate and take advantage of employment support and skills/professional development provision.
- Careers provision is aligned to emerging and future workforce needs of Surrey businesses to inspire the next generation and ensure a local talent pipeline.
- Employers supported to recruit from a wider talent pool to help address inequality in skills and employment and tackle micro clusters of deprivation.

Priority 2 – Creating the right conditions for Surrey businesses to start, grow and thrive

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Why is it important?

Surrey is an entrepreneurial county and home to innovative businesses, particularly in sectors like Professional Services, Space, Creative, Automotive, Games, Animal Health, and Cyber Security, which contributes to a vibrant and dynamic regional economy. However, we know that many Start-ups and SMEs are facing wide-ranging challenges impacting their ability to grow and scale-up, such as increased economic costs/uncertainty, access to finance, investment readiness, and technological change. There are also new “emerging economy” sub-sectors across Space Energy, deep tech including quantum and sensors, as well as part of life sciences like MedTech, that will be the key drivers of future growth and will have more specialised support requirements that need to be considered.

Fostering the right business environment through access to dedicated support, funding, networks, and facilities will enable successful firms to expand, new innovative firms to emerge and grow, and enable widespread technology adoption across the county’s SME base. This will help unlock long-term economic growth, stimulate job creation, and increase productivity.

Key areas for action

- Grow the business base, by supporting start-ups, university ‘spinouts’, and small businesses, particularly those in knowledge intensive services.
- Target more intensive support at high-growth SMEs, or those with high-growth potential.
- Sustain local strengths in tradeable jobs and support businesses to expand into new markets, within the UK and internationally.
- Surrey’s innovation strengths should be leveraged to support growth across the wider region.
- Build stronger business-to-business and business-to-knowledge base links between ‘anchor’ and emerging businesses, universities and support institutions.
- Ensure capacity for innovative businesses to expand.

Priority 3 – Enabling economic infrastructure to unlock growth through place-based approaches

Why is it important?

Surrey is polycentric, benefitting from a widely distributed network of strategic towns and sub-regional clusters of several nationally significant sectors and sub-sectors.

Economic infrastructure, such as transport networks, availability of commercial sites, digital connectivity, and local energy systems, are crucial foundations of a thriving economy. Improving these local assets will boost productivity by enabling businesses to operate more efficiently, have space to grow, and attract investment.

We need to align our economic growth interests with our spatial and infrastructure priorities to help tackle the physical barriers to unlock growth. By addressing specific local needs and leveraging local strengths will help to generate maximum impact and help to foster thriving communities.

Key areas for action

- Improve road and public transport infrastructure to tackle congestion and improve inter-county travel.
- Fill out existing commercial/industrial space and maximise the opportunities it brings.
- Ensure employment and commercial land demands are balanced against growing housing targets.
- Support the increased provision of new and affordable homes.
- Continue to ensure that digital and electricity infrastructure supports businesses across the county, including rural areas.
- Take a more strategic view across all local growth and investment funding streams to maximise benefits to local people and places.

Governance

One Surrey Growth Board

The One Surrey Growth Board helps to influence and steer the council's strategic approach to growing the regional economy. The board is a constructive check and challenge of local decision-making and helps to drive forward the county's economic growth policy and programmes. It includes representatives from the public and private sector, including multinationals, business representative organisations, education and local government.

The board is focused on:

- understanding the county’s current economic context,
- highlighting regional assets, advising on key strategies,
- providing feedback on the implementation of economic growth programmes and initiatives,
- working collaboratively to support and grow our economy.

The One Surrey Growth Board is supported by several partnership groups in achieving its ambitions and delivering the local economic strategy. This includes the Surrey Business Leaders Forum, Surrey Place Leaders Group, Surrey Skills Leadership Forum and Surrey Innovation Working Group.

Further details about membership can be found here:

<https://www.businesssurrey.co.uk/about-business-surrey/how-we-work/one-surrey-growth-board/>

Surrey Business Leaders Forum

The Surrey Business Leaders Forum represents a diverse range of businesses linked to the county’s economic strengths. It brings together companies from across the county including SMEs, Surrey-based multinationals, businesses from Surrey’s priority sectors, and business representative organisations.

The Forum plays a critical role in elevating the voice and role of business in local decision-making related to economic growth. It is an advisory group providing the One Surrey Growth Board and Surrey County Council with business insight, expertise, and challenge relating to the business impact of council initiatives. The Forum also helps to raise awareness of local business and economic needs.

Further details about membership can be found here:

<https://www.businesssurrey.co.uk/about-business-surrey/how-we-work/surrey-business-leaders-forum/>

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SURREY COUNTY COUNCIL**CABINET****DATE: 25 FEBRUARY 2025****REPORT OF CABINET MEMBER: NATALIE BRAMHALL, CABINET MEMBER FOR PROPERTY, INFRASTRUCTURE AND WASTE****LEAD OFFICER: SIMON CROWTHER, INTERIM EXECUTIVE DIRECTOR FOR ENVIRONMENT, PROPERTY AND GROWTH****SUBJECT: SURREY MATERIALS RECYCLING FACILITY, TRUMPS FARM****ORGANISATION STRATEGY PRIORITY AREA: GROWING A SUSTAINABLE ECONOMY SO EVERYONE CAN BENEFIT/ ENABLING A GREENER FUTURE/ HIGH PERFORMING COUNCIL****Purpose of the Report:**

A separate Part 2 report contains information which is exempt from Access to Information Requirements by virtue of Schedule 12A Local Government Act 1972, paragraph 3, "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".

This report recommends that a full procurement exercise is conducted to underpin the development of a Full Business Case for a Materials Recycling Facility in Surrey, to manage and separate dry recycling produced by Surrey households.

This piece of work helps Surrey County Council meet its high performing council priority objectives, enabling a greener future and growing a sustainable economy so everyone can benefit priority objectives because it seeks to respond to on-going and forecasted changes in waste policy and legislation which will have a disproportionate impact on SCC's revenue budget.

Recommendations:

It is recommended that Cabinet:

1. Approves a procurement exercise for a new Materials Recycling Facility ("MRF") initiating support from legal, financial and technical advisors, including developing the Full Business Case for the facility.
2. Approves any legal agreements that are required to secure planning permission, approval is sought for the same, subject to the oversight of any such agreement by the Director of Law and Governance.
3. Delegates authority to the Interim Executive Director for Environment, Property and Growth Place, in consultation with the Cabinet Member for Property,

Infrastructure and Waste and the Executive Director for Resources to approve the finalised Procurement Strategy and commence the procurement exercise once the planning application for the MRF has been approved.

Reason for Recommendations:

1. In 2023, the Resources and Circular Economy Team (“RCE”) had a Strategic Waste Infrastructure Plan approved by Cabinet. This plan highlighted the lack of dry mixed recycling (“DMR”) treatment infrastructure available locally and noted the strain on the existing infrastructure. Since then, the team has been working on the recommendations within that report.
2. Surrey County Council’s (“SCC”) current waste infrastructure capacity is under significant pressure. Use of third-party sites to manage and separate recyclable materials collected by the District and Boroughs on SCC’s behalf has shown to be increasingly expensive and the service has no control over costs or the separation processes (Appendix 1).
3. Imminent waste legislative changes will dramatically alter the risk profile of SCC (as the Waste Disposal Authority (“WDA”)) and requires whole system thinking. The changes will result in SCC’s infrastructure capacity coming under greater pressure as will third-party Materials Recycling Facilities (“MRF”) which will further increase potential SCC costs. Liability for additional costs will fall to SCC, of which SCC would have no control. SCC will need greater control over its supply chain and associated infrastructure.
4. SCC are proposing the development of a MRF on SCC owned land at Trumps Farm, Chertsey. An outline planning permission application has been submitted and an Outline Business Case (“OBC”), presented herein has been developed. Determination is anticipated for May 2025.
5. The OBC outlined the key drivers for the development, which are:
 - a. Legislative changes in the waste sector will dramatically alter the risk profile of SCC as the WDA. The amount and type of recycling materials collected will both increase and change over time.
 - b. The need to be able to adapt and respond accordingly to this changing legislation.
 - c. The need to build resilience and self-sufficiency within SCC’s waste infrastructure network.
 - d. Limited infrastructure capacity within the existing SCC network and the region as detailed in Strategic Waste Infrastructure Plan (Cabinet April 2023)¹.
 - e. Budgetary pressures and the need to extract greater value for money from our services.

- f. The need for whole system and frictionless working with the District and Borough (“D&B”) Waste Collection Authorities (“WCA”) to drive efficiencies and improve performance.
 - g. Reducing the carbon impact of the service, by managing Surrey’s dry recycling where it is generated, rather than sending it to treatment outlets across the country.
6. Supported by pre-market engagement SCC proposes the development of a MRF that will:
 - a. process all dry recycling SCC is currently responsible for (c.90,000 tonnes), with the ability to take additional districts’ material;
 - b. not require any changes to the current District and Borough collection regimes, unless stipulated by legislative changes;
 - c. use greater technological processes, including Artificial Intelligence (AI) to increase the quality of material and recycle more, as well as futureproofing the facility by giving it greater flexibility in its operations;
 - d. likely seek a Design, Build, Finance, Operate, (DBFO) and Collaborate/Partner delivery mechanism, to provide SCC with the control needed to mitigate the changing waste landscape. Interface risks will be the responsibility of the supplier;
 - e. reduce SCC’s revenue costs as compared to the third-party offtake contracts.
 - f. be coterminous and available from the end date of the existing contracts.
7. A full procurement strategy will be developed once approval to go ahead with the project has been granted. This will be supported by further market engagement including interviews with interested parties to ensure a full understanding of what the market can offer. Delegation is requested to approve this strategy prior to commencing the procurement exercise.
8. Therefore, the recommendation to Members is to approve the procurement exercise for a Surrey MRF, including the development of the Full Business Case (“FBC”).
9. Further, it is important for SCC, to secure planning permission as soon as possible to inform the costs and liability consequences to be assessed in the FBC and as such Cabinet is asked to approve SCC entering into any legal agreement which may be needed to secure that permission subject to oversight by the Director of Law and Governance.
10. Following completion of the procurement exercise, the Full Business Case will be required to return to Cabinet, for a decision to progress the project further.

Executive Summary:

Background

11. Surrey County Council (“SCC”) is the statutory Waste Disposal Authority (“WDA”), for Surrey. Under the Environmental Protection Act (1990) SCC is responsible for the bulking, transport, treatment, and disposal of approximately 500,000 tonnes of waste, as well as the provision of Community Recycling Centres (“CRCs”).
12. Under this legislation District and Borough (“D&B”) councils are the Waste Collection Authorities (“WCAs”) and have a statutory duty to collect the waste produced by households in Surrey. This waste comprises four overarching streams: residual ‘black bag’ waste; dry mixed recycling (“DMR”) (paper and card, plastics, metal cans and glass bottles); food waste, and garden waste.
13. To manage these waste streams, SCC’s waste infrastructure portfolio comprises:
 - a. five Waste Transfer Stations (“WTS”) - where material is bulked before heading to a treatment or disposal facility;
 - b. 14 CRCs - where residents can bring waste that is not suitable for their kerbside collections;
 - c. an anaerobic digestion (“AD”) facility treating 40,000 tonnes per year of food waste;
 - d. a gasifier facility treating 55,000 tonnes of residual ‘black bag’ waste; and
 - e. in addition to these assets, a range of third-party WTS and treatment infrastructure are used to deliver the service.
14. In April 2023, RCE developed its Strategic Waste Infrastructure Plan which was approved by Cabinet. The report stated that:
 - a. SCC’s current infrastructure network is operating at capacity, with very little contingency.
 - b. There are limited, alternative, local facilities within Surrey and the surrounding region for bulking and sorting of recycled materials.
 - c. To build resilience and allow greater control over the material collected, the report proposed the development of a business case for a new Materials Recycling Facility (“MRF”) at Trumps Farm, on SCC land adjacent to the former landfill site that SCC is responsible for.
 - d. Approval to develop the Outline Business Case (“OBC”) and to submit a supporting planning application for a MRF, was granted.
15. MRFs are specialised processing facilities taking DMR collected at the kerbside by WCAs and separating mixed items like paper, card, plastic, metal and glass into single material streams. These streams are then sent on to reprocessors to turn into new products.

16. Whilst the primary purpose of a MRF is to sort DMR, the methods used can vary greatly depending on the composition of the inputs, age, and size of the facility. These sorting methods include:

- a. manual picking, with staff identifying and physically removing materials from a conveyor belt.
- b. mechanical interventions such as a drum, which rotates material through a screen, or an over-band magnet which separates metal containers.
- c. technology solutions such as using near-infrared light to gather information about material and object recognition for identifying objects in images or videos.
 - i. This software is then linked to physical interventions such as air sorters, which emit high-powered jets of air, or robotic pickers, both of which separate an item of recycling into the relevant material category.

17. Most MRFs operate using a blend of these processing methods. However, the advent of Artificial Intelligence (AI) means that sorting technology is being bolstered significantly, with identification and classification of materials continually improving, increasing the quality of material outputs which increases the value (Appendix 2).

Dry Mixed Recycling in Surrey

18. Surrey residents produce approximately 120,000 tonnes of DMR a year. Once collected by the WCAs, this material is taken to WTS across the county before it is bulked and sent to third-party MRFs. Currently the material is recycled at several MRFs across England and the South-East.

19. Under the Environmental Protection Act (EPA) 1990, all WCAs have the right to be responsible for the bulking and processing of their DMR, with the WDA required to pay a 'recycling credit' to the WCAs for delivering this function. Alternatively, the WDA can choose to direct the material, taking responsibility for its management and determining a recycling credit alternative

20. In 2017, SCC, in agreement with nine of the eleven WCAs took on the responsibility for managing the bulking and onward treatment of approximately 90,000 tonnes of DMR per year. These authorities are Epsom & Ewell, Elmbridge, Guildford, Runnymede, Spelthorne, Surrey Heath, Tandridge, Waverley, Woking. The two remaining WCAs, Reigate & Banstead and Mole Valley, opted to retain responsibility of their DMR.

21. The financial mechanism that was agreed in 2017, when SCC took responsibility for DMR from nine of the eleven WCAs, includes a mechanism to share gate fee savings where the third-party gate fee falls below £40 per tonne and in addition, WCA's bear 50% of the cost of disposing of any rejected loads. Whilst the quality of material presented by the WCAs does influence the gate fee, the most significant driver of the gate fee is the global price of commodities.

22. In the next phases of the project, SCC will consider how it can work more effectively with WCAs to increase the quality of recycling and maximise the material and monetary outcomes, ensuring that incentivisation appropriately drives the behaviours needed.

Role of Surrey Environment Partnership (“SEP”)

23. SEP is a non-binding working arrangement between the 11 WCAs and SCC. Its primary aim is to manage Surrey’s waste in the most efficient, effective, economical, and sustainable manner. The management of SEP and its activities are provided through the Joint Waste Services (JWS) contract team, hosted at Surrey Heath Borough Council. In 2018 SCC transferred a number of recycling administrative functions (WDA Partnership Functions) to JWS.

24. In 2024, SCCs Cabinet made the decision to return the WDA Partnership Functions to SCC, with the purpose of directly managing and delivering activities and interventions needed to improve recycling in Surrey. The risks posed by policy changes (below) will disproportionately affect SCC as the WDA, therefore it is crucial that these actions and interventions be administered by SCC to ensure its strategic objectives are met.

25. The benefits that this has on the proposed MRF includes:

- a. allowing a whole system view to be taken on necessary strategies, such as behaviour change initiatives and communication campaigns, to maximise the efficiency of the system and the proposed facility.
- b. giving SCC greater control over mitigating the financial impacts of the legislative changes and maximising the EPR payments received in line with effective and efficiency measures.
- c. providing direct oversight of DMR data for the facility, allowing SCC to respond in real time.
- d. identification of low performing (e.g. high levels of contamination) areas, specific to collection rounds, where targeted campaigns and initiatives can be developed.

Legislative Drivers

26. There are significant changes to waste policy being implemented imminently, notably:

- a. The **Collection and Packaging Reforms** (under The Environment Act 2021) will significantly alter the composition of Surrey’s waste, with changes to packaging types to increase recyclability of (mostly) plastic under **Extended Producer Responsibility** (“EPR”) and the requirement to collect a broader range of materials at the kerbside under **Simpler Recycling**.
 - i. EPR will mean that packaging producers will pay local authorities for the collection and disposal of waste. Payments will be received based on how effective and efficient a local authority is at

managing this waste. A Surrey MRF will allow SCC to maximise these payments by improving effectiveness and efficiencies.

- ii. Simpler Recycling will require WCAs to increase the types of materials they collect within their current kerbside collections, i.e. plastic film, flexible plastic pouches, cartons and aerosols. This will have a knock-on effect on SCC's waste infrastructure by requiring more space at WTS and requiring SCC to amend its dry recycling contracts, at a cost. The benefit of a Surrey MRF will allow SCC: to effectively manage these new material streams without incurring additional cost; to communicate with residents and influence behaviours based on real-time evidence; to have increased flexibility in the materials processed, as well as creating space within the WTS network; to meet its WDA Statutory Duty and allowing for further opportunities to increase recycling.
 - iii. Simpler Recycling will mandate businesses to separate the same materials as households for recycling collections (paper and card, plastics including film, cartons, glass and metal cans including aerosols). Whilst there is not a requirement on SCC or the WCAs for the provision of this service, this does present commercial opportunities to the MRF development, where appropriate.
- b. The introduction of the UK Emissions Trading Scheme ('ETS') for waste will place a levy on fossil fuel-based material (e.g. plastic) that is treated thermally through means such as Energy from Waste (EfW) and gasification. The RCE service estimates that this will add an additional revenue cost to SCC of up to £10m per year. The delivery of a Surrey MRF will work to mitigate these financial pressures by increasing recycling, particularly with regard to plastics and provide revenue savings which can offset these costs.

27. These legislative changes dramatically alter the risk profile of SCC (as the WDA) and requires whole system thinking. SCC's current infrastructure capacity will come under pressure as will third-party MRF facilities, further increasing potential SCC costs. The liability for additional costs will fall to SCC, for which SCC would have no control over. SCC is of the view that it will need greater control over its supply chain and associated infrastructure.

The Outline Business Case

28. As per the Strategic Waste Infrastructure Plan, SCC developed an outline planning application for the site, which was submitted in December 2024 (Ref: PP-13642829.).

29. Alongside this, an Outline Business Case (OBC) was developed in conjunction with external financial, technical and legal advisors and SCC colleagues in Procurement, Finance, Planning, Land and Property.

30. The strategic objectives detailed in the OBC are:

- a. As a **strategic investment** that reduces the overall cost to SCC as compared to the business-as-usual alternative.
- b. To **control material and be present in decision-making** that would give SCC the opportunity to adapt to further changes in policy, changing consumption habits, and to avoid flexibility costs, associated with outsourcing this service.
- c. To **increase capacity and improve resilience** that would alleviate pressure on the waste transfer station network and reliance on third-party contractors. This would provide a series of additional benefits including:
 - i. Flexibility in processing capabilities of new materials streams collected at the kerbside.
 - ii. Creating resilience within SCC's treatment network.
 - iii. Increasing direct delivery capacity and subsequently reducing any additional burdens on the WTS network.
- d. To improve the **quality** of DMR that would reduce contamination and maximise outputs. The additional benefits of this include:
 - i. Maximising EPR payments regarding effectiveness and efficiency.
 - ii. Greater degree of control over processing costs.
 - iii. Enabling a better understanding of, and planning for changes in, material value, associated with changing global demands.
 - iv. Enabling greater collaboration with WCAs to incentivise the collection of high-quality materials and invest in processes that will reduce levels of contamination.

31. To reduce the service's **carbon impact** associated with transportation by increasing direct deliveries and in-county treatment of dry mixed recycling.

32. In the development of this OBC, SCC conducted pre-market engagement ("PME") between October and November 2024. Consequently, the outcome of which allowed for the refining of the Surrey MRF proposal, as follows:

33. **Capacity** - The proposed facility will process up to 100,000 tonnes of dry mixed recycling (DMR) that is delivered by the WCA. Unless legislative changes require, SCC are not proposing changes to current collection regimes in place with the nine D&Bs for which SCC manage the DMR. The remaining capacity provides opportunities for additional income from the two remaining Surrey authorities or trade waste customers.

34. PME responses demonstrated that the market had the capability and experience in delivering MRFs of a similar or greater capacity to that proposed here (100,000 tonnes) and is capable of delivering the sorting technology required to meet SCC's needs.

35. **Technology** - The proposed facility will use greater technological processes, including Artificial Intelligence (AI) to increase the quality of material and recycle more. As well as futureproofing the facility by giving it greater flexibility in its operations.
36. AI technology has the ability to produce high quality recyclate from a mixed source of material. Using item recognition software and rapid action robotics, mixed dry materials can be picked out and sorted efficiently into single stream fractions for onward sale. AI also provides the flexibility required for the Surrey MRF as it can be reprogrammed to target different materials without the need for any physical modifications to the plant. The purity of outputs produced by this technology is superior to those produced from current third-party MRFs.
37. PME found that the market is deploying highly technological and AI solutions to sort material as standard in new MRFs, with older facilities retrofitting older technology and reconfiguring manual interventions (Appendix 2).
38. The responses indicated that the flexibility provided by AI-enhanced technologies is broad and easily achieved, with the ability to reconfigure quickly to meet the composition of the incoming material streams.
39. The PME suggested that this technology can provide the performance and futureproofing needed for the service, delivering high quality outputs and reducing the need for manual interventions, delivering a consistent and adaptable operation.
40. **Delivery Mechanism** - SCC will likely seek a Design, Build, Finance, Operate, (DBFO) and Collaborate delivery mechanism, to provide SCC with the control needed to mitigate the changing waste landscape, at the same time outsourcing interface risks.
41. A DBFO approach appoints a single private sector contractor to design, build, finance and operate and maintain the MRF. Once the asset is successfully commissioned, the authority pays the contractor a monthly payment which pays for the provision of services by the contractor, but also the recovery by the contractor (over a long-term contract period) of the capital costs it incurred in constructing and financing the construction of the asset. The use of the private sector to deliver waste infrastructure in this way has been used extensively in the last 30 years in the UK, including Cornwall Council and Suez, Hampshire Councils and Veolia, and West Sussex and Biffa.
42. The PME provided limited experience of delivering DBFOs specifically for individual MRFs as these are not traditionally developed by local authorities. However, there are numerous examples of the DBFO models use in waste infrastructure as above.
43. There are various permutations on how to contract with the market, which will be developed through the procurement process.

44. As collectors of material to the MRF, SCC is also exploring how best to incentivise WCAs to increase recycling and reduce contamination.
45. On approval, these options will be explored further during the next round of soft market testing.
46. **Economics** - OBC cost modelling by external financial consultants identified financial savings as compared to business as usual. This will be covered in Part 2.
47. **Procurement** - A full procurement strategy will be developed once approval to go ahead with the scheme has been granted. This will be supported by further market engagement including interviews with interested parties to ensure a full understanding of what the market can offer.
48. The proposed procurement route is to use the new Procurement Act 2023 'competitive flexible procedure'. This allows a process to be designed to best fit the scale of the project allowing SCC to engage with the bidders through negotiation or dialogue phases. Dependant on the size of the market, the process also allows SCC to down select bidders and will enable best value for money to SCC and ensure a suitable partner is procured.
49. **Timeline** - It is proposed that the facilities development is coterminous with the expiry of the material offtake existing contracts in 2029. This would alleviate the need to either a) seek alternative third-party infrastructure in the interim period, b) allow for whole system benefits to be realised in line with the re-procurement of all SCC infrastructure at the same time, most notably the waste transfer station network. This provides a four-year development period for the proposed facility, necessary to cover the property, planning, procurement exercise, construction and mobilisation.
50. The procurement of the design, build and operation of this facility will be separate from the re-tendering of the existing Suez waste contract, in order to be able to access the most suitable operator.
51. If the service commencement date is missed, the service would extend their existing arrangements on a short-term basis to ensure the collection and bulking of DMR continues in the interim period.

Consultation:

52. This work has been shared with Communities, Environment and Highways (CEH) Select Committee on 12th February 2025. The outcomes were that the CEH Select Committee:
- a. Welcomes the initiative to comply with the Environment Act (2021) and the re-procurement of the Council's outsourced waste management services.

53. As detailed above PME has taken place with potential suppliers.

54. A pre-application consultation was conducted in respect of the planning application for the facility. The public, Runnymede Borough Council and local members have all been consulted (Annex 1).

55. Through this process, stakeholders raised concerns about traffic and road safety, which have been addressed in the planning application. The output of a traffic assessment identified low vehicle movements, and traffic mitigation measures have been proposed in the application.

56. Further concerns were raised regarding:

- a. pollution, particularly odour - the proposed facility will not manage odorous wastes like food or black bags. Any environmental permit will require stringent odour measures to be in place.
- b. increased noise - noise monitoring via sensitive receptors placed near neighbouring properties, of which the closest were on Trumps Green Road (150m north) and Kitsmead Lane (300m south) established that potential increases in traffic noise would be negligible and that there would be no effects anticipated from construction occurring in the daytime and evening. Nevertheless, the facility may include noise reducing measures (e.g. acoustic screens and noise dampening linings for exterior surfaces) as a condition of the environmental permit.
- c. the loss of natural habitat. It is noted that the proposed facility will be located in the green belt. The site has been designated for waste activity in the Minerals and Waste Local Plan. As such there are requirements on biodiversity loss replacement, and a nationally mandated¹ requirement to increase biodiversity above 10% of the existing levels. Within the planning submission a plan to recover any biodiversity loss and then increase this by a further 10% have been included.
- d. impacting on Runnymede Borough Council's Net Zero efforts - the planned development will consider opportunities for carbon offsetting including proposed solar panels to the roof. Additionally, the facility will allow for greater carbon benefits to be realised by reprocessing DMR close to source, reducing carbon emissions associated with additional haulage as well as the facility itself increasing recycling for Surrey as a whole.

Risk Management and Implications:

57. Risks are set out in Part 2.

¹ Schedule 7A of the Town and Country Planning Act 1990 (as inserted by [Schedule 14](#) of the Environment Act 2021)

Financial and Value for Money Implications:

58. Financial evaluation of the OBC and the associated funding proposal is set out in Part 2. It should be noted that outcome of the OBC identified financial savings to SCC for developing a Surrey MRF.

Section 151 Officer Commentary:

59. The Council continues to operate in a very challenging financial environment. Local authorities across the country are experiencing significant budgetary pressures. Surrey County Council has made significant progress in recent years to improve the Council's financial resilience and whilst this has built a stronger financial base from which to deliver our services, the cost-of-service delivery, increasing demand, financial uncertainty 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 deliver financial efficiencies and reduce spending in order to achieve a balanced budget position each year

60. In addition to these immediate challenges, the medium-term financial outlook beyond 2024/25 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.

61. The MRF represents a significant long-term financial commitment to the Council. Based on the attached OBC the project is expected to deliver financial and other efficiencies over the operational life of the facility, when compared to the estimated business as usual position. The financial benefits are summarised in Part 2 to this paper and further explained in the OBC, and expressed in terms of overall cost, discounted net present cost, and cost per tonne. The OBC represents an estimated position, after taking advice from relevant specialist advisors. The proposed procurement process will facilitate the development of a FBC, on the basis of which Cabinet can decide whether to proceed with the project. The cost associated with developing that FBC is estimated at £1.86m, and it is proposed that this is funded from EPR grant which the Council has been notified of.

Legal Implications – Monitoring Officer:

62. The delivery of this project will require continuing and on-going internal and external legal support to facilitate an optimal outcome for the Council. Legal, contractual, environmental, and insurable risks will need to be considered in the FBC and through the procurement process and legal advice should be sought on high risk matters as they are identified and assessed. It is understood that the contract will not be awarded until the FBC has been assessed and approved by

Cabinet. Legal agreement/s may need to be entered into to secure the planning permission and Legal Services can support with those as required.

63. In procuring the services and works outlined in this report the Council must comply with the Council's Constitution and any relevant National legislation, alongside the Council Procurement and Contract Standing Orders (PSCOs) and the Public Contracts Regulations 2015 and the Procurement Act 2023, as appropriate.

Equalities and Diversity:

64. The EIA did not identify any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken (Annex 2).

65. As the proposed MRF will be an active waste processing site that will not be open to the general public, with blanket restrictions on public access to the facility. There is no impact on or need for the acknowledgement of any protected characteristic or any group within the public.

66. For staff operating the facility, we will deliver a compliant and considered procurement process that:

- a. Engages with bidders to inform and refine the process.
- b. Emphasises bidder adherence to the Equality Act 2010.
- c. Allows bidders to detail case studies and provide accreditation on their approach to equality.
- d. Gives appropriate weighting to Social Value to mitigate and counterbalance equality challenges posed by an active waste processing facility.

67. We believe this approach takes all reasonable measures to mitigate the risk of discrimination and / or negative impacts, promoting equality wherever possible.

Other Implications:

68. 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	N/a
Safeguarding responsibilities for vulnerable children and adults	N/a
Environmental sustainability	An ESA has been completed (Annex 3).

	<p>The greatest environmental impact the MRF has on the areas listed in the guidance is on the site itself, with the development meaning the unavoidable loss of trees and habitat. However, Biodiversity Net Gain and tree assessments have identified several opportunities for mitigation which will form a key part of the design and procurement process, as well as satisfying planning requirements and nationally mandated targets to recover biodiversity loss and increase by 10%.</p> <p>The site is in a low-risk area for flooding and is at risk from climate change in a broad sense, meaning this will form a key component of the design process.</p> <p>Consumption of construction materials, water and energy as part of the build and operation is unavoidable. However, a highly considered and market-informed procurement strategy will incentivise mitigation of these impact.</p> <p>The primary purpose of the MRF is to produce high quality recycled material streams within Surrey, reducing overall vehicle movements and ensuring waste material is treated closer to source in line with SCC's strategic objectives; all of which mitigates the carbon impact of waste materials produced by Surrey residents and the significant resources required to handle and treat it.</p>
<p>Compliance against net-zero emissions target and future climate compatibility/resilience</p>	<p>SCC has developed a carbon model for monitoring the carbon impacts of the RCE service.</p> <p>The proposed facility will reduce the transport burden associated with out of county treatment therefore reducing the haulage required. Initial modelling at the OBC stage suggests a reduction of 4,500 tonnes of carbon per annum compared to the current operation.</p> <p>We anticipate further carbon savings associated with increased performance at the facility as compared with third-party MRFs coupled with a reduction in contamination through interventions and campaigns directly managed by SCC.</p>

	These scenarios will be modelled at Full Business Case stage.
Public Health	n/a

What Happens Next:

- 69. Officers will begin preparations for soft market testing in February 2025, followed by its role out and the subsequent development of the Procurement Strategy in anticipation of planning approval in May 2025.
- 70. Following delegated approval of the Procurement Strategy, SCC will look to appoint the necessary external support and commence procurement activity, namely document preparation to October 2025.
- 71. In parallel, this information will be used to support the development of the Full Business Case. It is anticipated that the procurement will be launched in October 2025 running for a full year to October 2026.
- 72. At which point the Full Business Case will be complete and will be taken (via the necessary channels) to Cabinet in November/December 2026 seeking approval to appoint the successful contractor and commence construction.
- 73. In the event that the Full Business Case does not provide value for money to SCC, the project would cease, and opportunities to recoup the money spent on development would be sought.
- 74. Delegated authority to the Interim Executive Director for Environment, Property and Growth, in consultation with the Cabinet Member for Property, Infrastructure and Waste is requested, for the approval of the finalised Procurement Strategy, once planning approval has been received. SCC would then start the programme of work relating to the procurement activity and engagement of consultant support.
- 75. Officers will provide an update to Major Project Board in May 2025 in the first instance and at regular intervals in the intervening time to November 2026.

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Consulted:

Public and Runnymede Borough Council Members, during the pre-planning application consultation.

Annexes:

Annex 1 Statement Of Community Involvement

Annex 2 Equalities Impact Assessment

Annex 3 Environmental Sustainability Appraisal

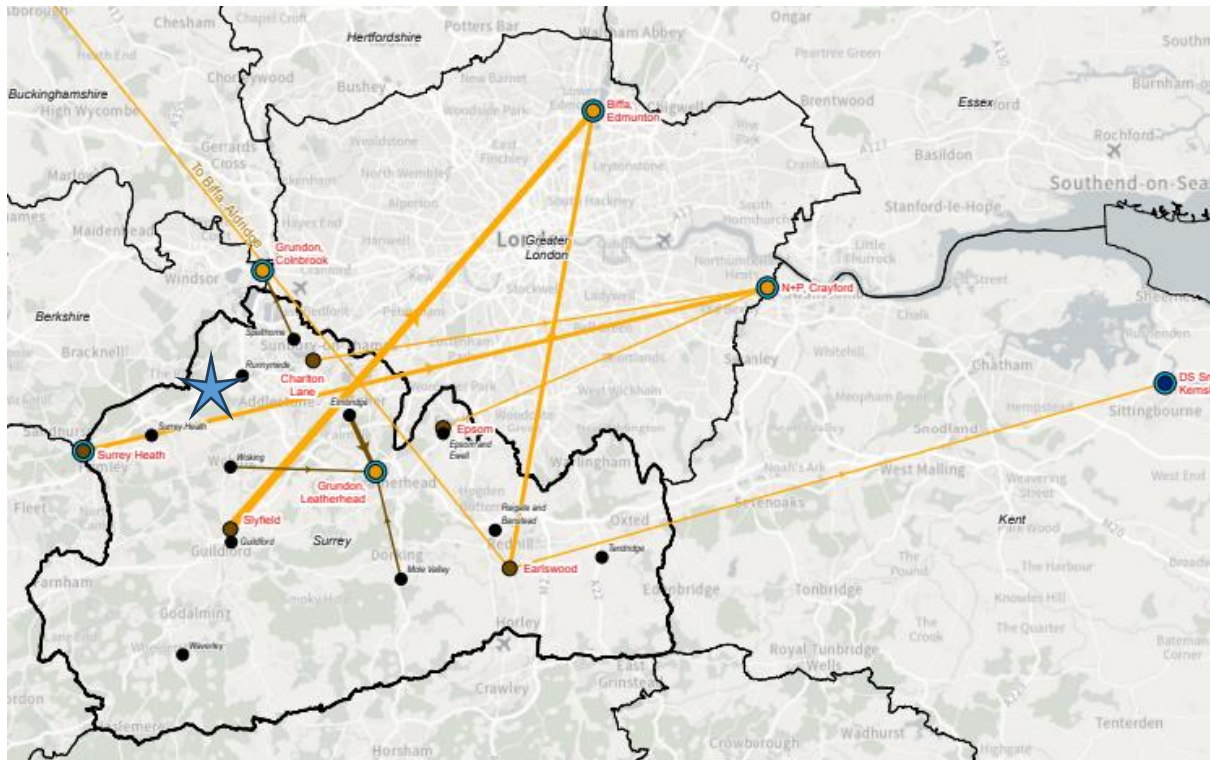
Part 2 report


Sources/background papers:

Cabinet Paper April 2023 - Strategic Waste Infrastructure Plan

CEH Select Committee, February 2025 – Resources and Circular Economy Service Update

Appendix 1: DMR Destinations, 2023-24



 Proposed Surrey MRF at Trumps Farm

Appendix 2: MRF Case Studies

MRF CASE STUDIES

Directly Relevant Case Studies

The inclusion of AI technology into the specification for the proposed Surrey MRF means that there are very few existing operating MRFs in the UK, or around the world that could be considered to be directly relevant to this project.

Sherbourne Resource Park, Coventry

Sherbourne Recycling Ltd's, Sherbourne Resource Park facility is one of the most recent, and arguably the most closely relevant development. Developed by Coventry City Council (CCC) who were considering the technical and economic viability of developing a large scale (c.175,000tpa) Materials Recycling Facility (MRF) to process household and commercial dry recycling collected by CCC and its Partner Councils, Walsall, Solihull, and the districts of North Warwickshire, Rugby, Stratford, Nuneaton and Bedworth. This facility which opened its gates in 2023, provides the opportunity for the region to increase recycling rates, enhance the quality of dry recycling outputs, deliver financial savings and increased landfill diversion in line with strategic objectives of the Councils.

The MRF process runs at 47.5 tonnes per hour and the facility comprises three main buildings: Reception Hall, Process Hall and Outfeed Hall, being 3,300m², 5,700m² and 2,850m² respectively.



The facility has adopted AI-driven technology, supplied by a Canadian Company Machinex, and is powered by renewable energy from roof mounted solar panels, and the private wire connection to the nearby Coventry energy from waste facility.

The integration of AI technology has significantly transformed material specifications enabling more precise and efficient operations by increased sorting efficiency (high

picks per minute) and recovery rates. The flexibility of the AI-driven sorting technology has been demonstrated in action by the ability to change product specifications overnight.



AI systems were able to detect and remove contaminants more effectively, ensuring recycled materials met higher purity standards. The purity of the recyclables produced has been excellent and enabled the Operator to achieve very good prices. As a result of this improved market value, it is expected that the MRF's customer base will expand in the future, generating greater revenue.

Furthermore, AI-enabled predictive maintenance has reduced downtime for equipment, increased worker safety and therefore keeps the facility running smoothly while minimising disruptions. Real-time access to operational data has also been instrumental in maintaining consistency in operations and to meet quality control and assurance requirements.

Rumpke Recycling and Resource Center, Ohio

This \$100 million facility is thought to be the largest and most technologically advanced recycling facility in North America, employing Machinex state-of-the-art recycling equipment including four ballistic separators, 19 optical scanners and Artificial Intelligence technology. However, the MRF employs 60 people in the recycling facility, with many involved in manual picking at various quality control and sampling points, which is not compatible with the ethos adopted by Surrey CC.



The facility can process 150,000-250,000 tons annually from nearly 50 Ohio counties, with processing speeds of 60 tons per hour. Expected recovery rates are 98%.

The MRF sorts all recyclable materials, including papers, cardboard, HDPE, PET, PP, and mixed plastics from local residential and commercial kerbside collections.

Interestingly, the facility incorporates a large manual sampling station, that has been designed in response to the local version of EPR, providing the opportunity for their customers to effectively measure their recycling programme's success or identify necessary adjustments.

The building is 226,000 square feet total (approx. 21,000m², which is slightly more than twice the footprint of the proposed Surrey MRF building).

FCC Environmental Services Dallas

The facility accepts comingled material from the city of Dallas and the city of University Park in Texas. The system was designed by Bollegraaf Recycling Solutions to bring Dallas closer to its goal of zero-waste by the year 2040. It successfully processed over 1,000 tons of material in its first two weeks and passed its required acceptance test for the city of Dallas prior to the contract start date of January 1st, 2017. The facility runs up to 35 tons per hour and produces recyclables of paper, cardboard, glass, plastic and metals.

MDR Reference Facility – Thornton, Dublin Ireland

Turmec Engineering manufactured and installed the DMR facility at Kileen Road, Dublin owned and operated by Thornton's Recycling in 2012, which was then upgraded in 2021 with additional and larger optical sorters. Thorntons requirement was to recycle and recover as much material as possible from the mixed waste and produce higher quality recycling material from the incoming tonnage with minimised manual input.



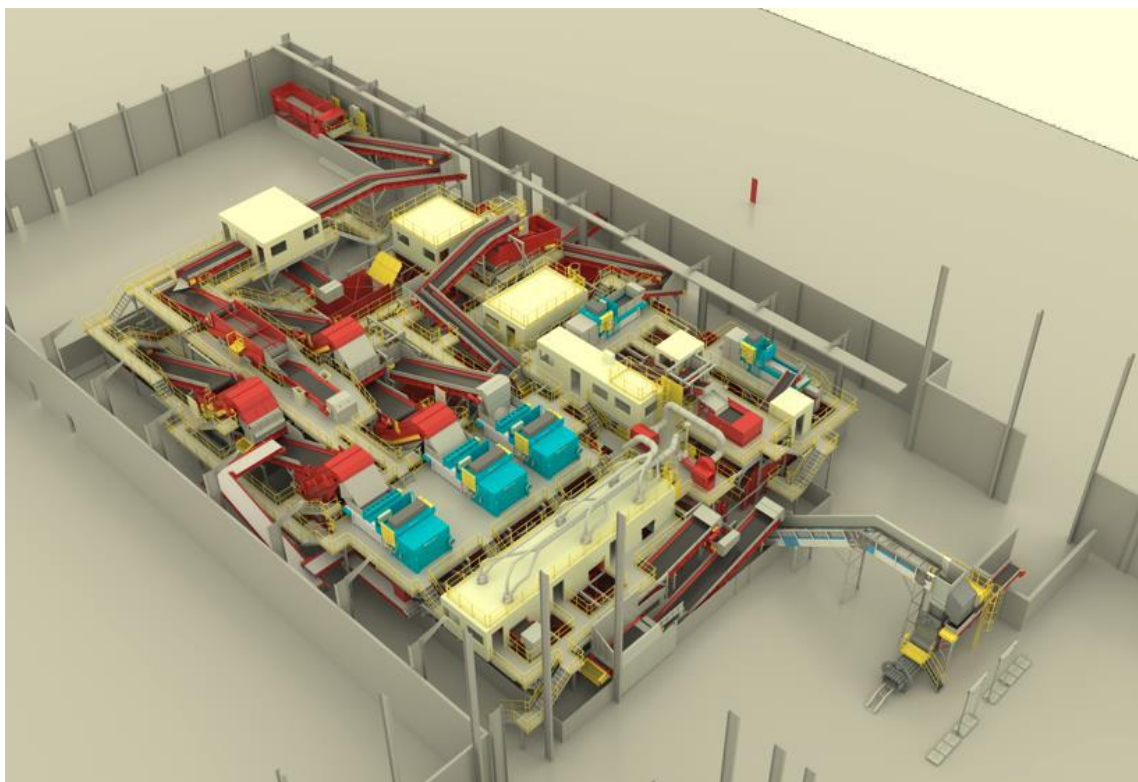
The plant receives 38,000 tonnes of materials per annum, with the operational throughput of 15 tph. The output streams are Mixed Paper, Newsprint, OCC, Ferrous and Non-Ferrous, PET, HDPE and Mixed Plastics.

No	Machine	Ejected Material	Ejection	Efficiency	Purity
1	Fibre Line Optical No. 1	Non-Fibre	Upwards	85-95%	< 5% Fibre Losses
2	Fibre Line Optical No. 1	Non-Fibre	Upwards	85-95%	< 5% Fibre Losses
3	Container Line Optical	HDPE	Upwards	85-95%	85-95%
	---	PET	Downwards	85-95%	85-95%
4	Container Line Optical No. 2	Mixed Plastics	Upwards	85-95%	85-95%

The plant operates with 85-95 % efficiency in its four optical lines. The plant produces materials with high purity, for example 85-95 % purity on Mixed plastic, HDPE and PET, and achieves less than 5% fibre losses from its two fibre lines, as shown in the table above.

DMR Reference Facility -Hills – Swindon

Turmec was commissioned to design, supply and install an advanced MRF plant in Calne, Swindon, for The Hills Group. The plant, completed in 2020 has the capacity to process 20 tph of DMR (no glass) received from kerbside collection from around 220,000 households across the region. It has the annual tonnage of approximately 80,000 per annum. The facility is equipped with various screens with optical sorters to maximise the recovery of Mixed Paper, Newsprint, OCC, Ferrous and Non-Ferrous (cans- steel & Aluminium), PET, HDPE, PTT and food cartons.



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Surrey Materials Recycling Facility

Statement of Community Involvement

Surrey County Council

Project number: 60710907

16/12/2024

Quality information

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Revision History

Revision	Revision date	Details	Authorized	Name	Position
V2	14/11/2024	Finalised conclusions		██████████	Principal Consultant
V3	03/12/2024	Final edits following SCC comments		██████████	Principal Consultant

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9

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1. Introduction

This Statement of Community Involvement (SCI) has been prepared by AECOM in support of an application for outline planning permission submitted to Surrey County Council under the provisions of the Town and Country Planning Act 1990 (as amended) on behalf of Surrey County Council (the 'Applicant').

This SCI has been submitted as part of the planning application for Surrey Materials Recycling Facility (MRF). It should be considered alongside other documents submitted as part of the planning application.

The proposal includes the construction and operation of a new Materials Recycling Facility (MRF) and associated infrastructure, capable of receiving and processing up to 100,000 tonnes per annum (tpa) of dry mixed recyclables (DMR). The proposal is referred to collectively as the 'Proposed Development' and the project is known as 'Surrey MRF'.

The proposed Site or application area, (hereafter referred to as the 'Site') measures approximately 7.21 hectares (ha), however, a number of Areas of Ancient Semi Natural Woodland (ASNW), priority habitat and perimeter-screening woodland within this boundary reduces the developable area available to approximately 3.92 ha. It comprises greenbelt land located next to Trumps Farm, Kitsmead Lane, Longcross, KT16 0EF.

The site is an area of rough grass and scrub with some woodland bounded to the north by the M3 motorway and to the south and east by a former Trumps Farm Landfill Site. The site lies approximately 200m to the south of the village of Virginia Water, 200m to the north of the village of Longcross, 3km to the east of Sunningdale, Berkshire, and 3.6km to the west of the town of Chertsey, Surrey. No Public Rights of Way (PRoW) run in the immediate vicinity of the site.

On the opposite side of Kitsmead Lane, there is the former Defence Evaluation and Research Agency (DERA) tank testing track and a temporary green waste transfer operated by Envar, which currently occupies the proposed MRF site. To the south, beyond the former landfill, there is an office and parking lot, operated by Splitz Facilities Ltd who offer film set vehicles for hire, on the site of a former green waste facility and food waste anaerobic digestion (AD) facilities. The former tank testing track is being promoted as a Garden Village by Runnymede Borough Council through its emerging Local Plan.

The site is in Longcross, Lyne & Chertsey South ward and is allocated within the Surrey Waste Local Plan 2019-2033 (adopted December 2020) to provide the land necessary to meet the need for new waste management facilities in Surrey up to 2035. Within the plan, the site is marked as suitable only as a recycling facility for dry mixed recyclables (DMR) from households.

In addition, within the Surrey Local Transport Plan 2022-2032 (July 2022), policies setting out the councils' long term strategies for transport across the county reflect HGV traffic that may access Trumps Farm.

This SCI details the pre-application engagement undertaken in support of the planning application. It also provides an overview of the engagement context and approach, as well as details of comments received and Surrey County Council's response to these.

The pre-submission engagement is informed by industry best practice and Surrey County Council guidance including its [Statement of Community Involvement \(2019\)](#).

The approach to community engagement ensured that comprehensive and meaningful engagement took place. The Applicant used a number of traditional and digital engagement methods to maximise engagement and ensure that local feedback was secured and considered prior to the submission of the planning application.

2. Summary of engagement activity

2.1 Engagement process

Pre-submission engagement has been undertaken to ensure that all relevant stakeholders have had the opportunity to meaningfully participate in the identification of the issues and opportunities for the proposals for Surrey MRF, and in doing so contribute to the development of the proposals in advance of planning submission.

A comprehensive stakeholder mapping exercise was carried out at the outset of the project to identify all relevant stakeholders. This included elected members of Surrey County Council, Runnymede Borough Council and Chobham Parish Council, site neighbours, local businesses, local public facilities, and community groups.

2.2 Engagement objectives

The overarching objectives for public engagement were:

- To raise awareness of what is being proposed to the local community and businesses
- To allow Surrey County Council to build strong and trusting relationships with the local community, and where these already exist, maintain or enhance them
- To provide clear and concise information on the proposals and to keep stakeholders informed throughout the pre-application stage
- To make information available in a number of ways in order to reach all sections of the community
- To provide timely communications and respond to comments and queries in a timely manner
- To provide stakeholders with the opportunity and time to easily submit comments and feedback on the proposals
- To review the comments and feedback received and show how feedback has informed the proposals in advance of planning submission.

2.3 Engagement approach

The Applicant's approach involved early engagement with the local community and key stakeholders, beginning with elected members and then community groups, statutory stakeholders, utility providers, and local businesses. This was followed by a four-week public engagement period, on the emerging proposals with two in-person engagement events and a [virtual room](#) available throughout the engagement period. The Applicant used a variety of methods to maximise participation from relevant stakeholders and the local community.

The engagement activities undertaken by Surrey County Council are listed below:

- Pre-application information sharing and pre-submission engagement on the proposals took place between 21 December 2023 and 5 March 2024.
- Pre-application information sharing with Surrey County Council began on 21 December 2023, with the Applicant making a Pre-Application Advice Request to the Council.
- An engagement flyer (sent to 502 properties), and introductory emails (sent to 52 stakeholders) were shared by Surrey County Council ahead of the engagement period.
- The public engagement period ran from Monday 5 February to Friday 1 March 2024 via a bespoke project virtual room: <https://surreymrf.exhibition.app/> and two in-person public engagement events were held on Friday 9 February at Lyne Village Hall in Chertsey and Sunday 11 February at Virginia Water Community Association.
- The [virtual room](#) provided detailed information about the proposals, as well as an interactive feedback form. Paper versions of the feedback form were also available on request and at the in-person events with a Freepost addressed envelope available on request too to return the completed form.
- As detailed in the engagement materials, members of the public could contact the project team to ask questions through a variety of methods including the dedicated project email address, by contacting Surrey County Council's contact centre and by freepost addressed envelope on request.

2.4 Advertising the engagement

The public engagement was publicised by several methods to reach relevant stakeholders from the surrounding community, local businesses, and elected representatives.

Information about the project was made available in several ways, including through posters flyers, emails, social media in order to reach all sections of the community. This provided them with the opportunity and time to submit comments and feedback on the proposals.

contact received via the contact centre will be redirected to the AECOM team for responding.

2.4.1 Emails

The Applicant emailed all Surrey County Council and Runnymede Borough Council Members on 23 January 2024. This introductory email provided a background to the proposals for Surrey MRF, and the approach and timescales for public engagement. A full list of political stakeholders contacted by the Applicant is provided in Table 1. Please see Appendix A for copies of the emails.

The Applicant emailed all relevant Surrey County Council officers on 24 January 2024, introducing them to the proposals for Surrey MRF, and the approach and timescales for the public engagement.

An introductory email was sent to the Member of Parliament for Runnymede and Weybridge, Dr Ben Spencer MP, on 26 January 2024.

An introductory email with details of the proposals and the public engagement was sent to community groups, local businesses, statutory stakeholders, and utility providers on 24 January 2024. A full list of the non-political stakeholders contacted by the Applicant is provided in Table 2. Please see Appendix A for copies of the emails.

Table 2-1: Political stakeholders who received information emails

Name	Position	Organisation
Dr Ben Spencer MP	Member of Parliament	House of Commons
Councillor Tim Oliver	Leader	Surrey County Council
Councillor Natalie Bramhall	Cabinet Member for Property and Waste	Surrey County Council
Councillor Ernest Mallett MBE	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Jeffrey Gray	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Victor Lewanski	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Scott Lewis	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Catherine Powell	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Jeremy Webster	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Edward Hawkins	Planning and Regulatory Committee Chairman	Surrey County Council
Councillor John Robini	Member of Planning and Regulatory Committee	Surrey County Council
Councillor Richard Tear	Vice-Chairman of Planning and Regulatory Committee	Surrey County Council
Councillor Jonathan Hulley	Division member for Foxhills, Thorpe and Virginia Water and Planning and Regulatory Committee	Surrey County Council
Councillor Tom Gracey	Leader of the Council	Runnymede Borough Council
Councillor Carl Mann	Ottershaw Ward - Member of planning committee	Runnymede Borough Council
Councillor Mark Nuti	Chertsey St Ann's Ward - Member of planning committee	Runnymede Borough Council
Councillor Myles Willingale	Chertsey St Ann's Ward - Deputy Leader of the Council - Chairman of planning committee	Runnymede Borough Council
Councillor Shannon Saise-Marshall	Chertsey Riverside Ward - Mayor of Runnymede	Runnymede Borough Council
Councillor David Coen	Virginia Water Ward - Chair of Environment and Sustainability Committee	Runnymede Borough Council
Councillor Chris Howorth	Virginia Water Ward - Member of planning committee	Runnymede Borough Council
Councillor Elaine Gill	Thorpe Ward - Member of planning committee	Runnymede Borough Council
Councillor Manu Singh	Addlestone North Ward - Member of planning committee	Runnymede Borough Council
Councillor Theresa Burton	Longcross, Lyne and Chertsey South Ward and Planning committee	Runnymede Borough Council
Councillor Sylvia Whyte	Longcross, Lyne and Chertsey South Ward and Planning committee	Runnymede Borough Council
Councillor Don Whyte	Longcross, Lyne and Chertsey South Ward	Runnymede Borough Council
Les Coombs	Chairman of Parish Council	Chobham Parish Council

Table 2-2: List of non-political stakeholders who received information emails

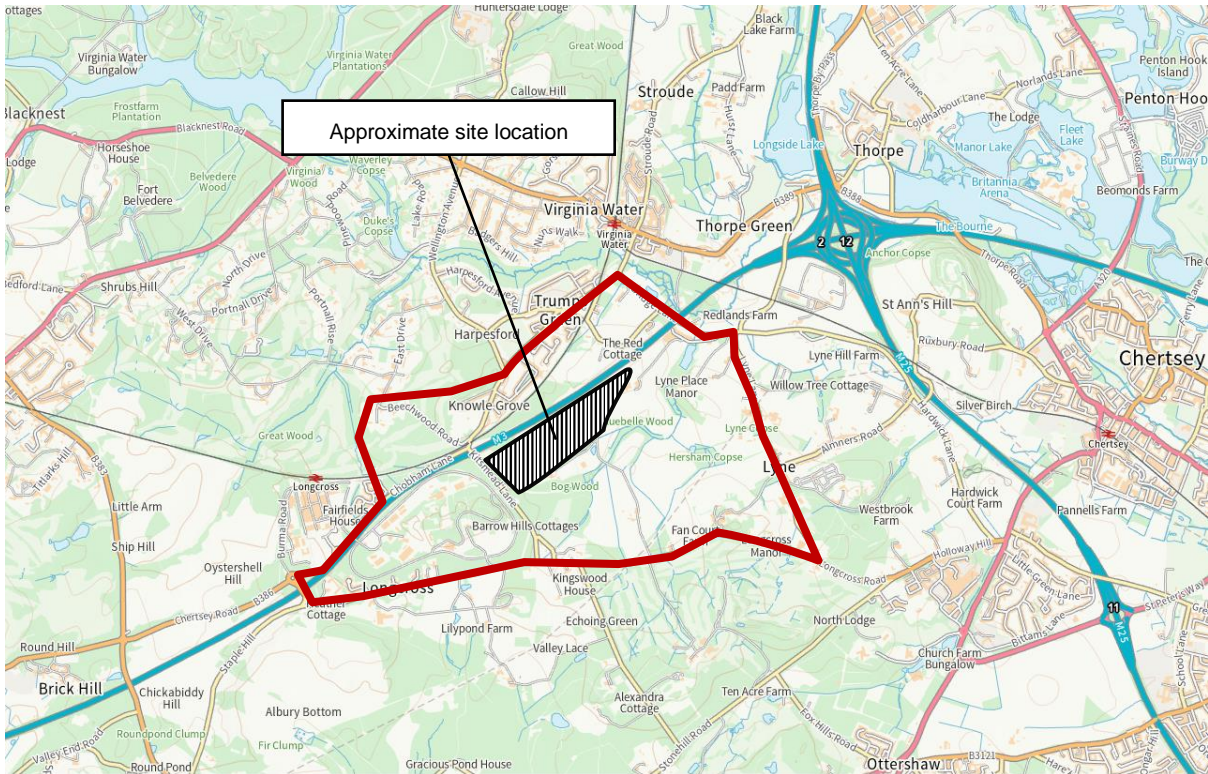
Organisation	Type
Lyne Village Hall	Community Group
Virginia Water Community Centre	Community Group
The Wentworth Residents' Association	Community Group
Surrey Heath Borough Council	Community Group
Ottershaw Society	Community Group
The Chobham Society	Community Group
Surrey Wildlife Trust	Community Group
Holy Trinity Church	Community Group
Lyne & Longcross Primary School	Community Group
Surrey Fire and Rescue	Statutory
Environment Agency	Statutory
Forestry Commission	Statutory
National Highways	Statutory
Historic England	Statutory
Natural England	Statutory
Public Health England	Statutory
Rights of Way GU, RU, SP, SU, WA, WO	Statutory
County Archaeologist	Statutory
County Ecologist - Ann Bailey	Statutory
Lead Local Flood Authority	Statutory
County Highway Authority	Statutory
South East Coast Ambulance Service	Statutory
Infinis Ltd	Business
Envar Composting	Business
Affinity Water Ltd	Utility provider
Thames Water	Utility provider

2.4.2 Flyers

An engagement flyer was delivered to 502 residential and business properties on Wednesday 24 January 2024, via Royal Mail. This includes 22 businesses, and 480 residents located within existing boundaries around the site to enclose those most closely impacted. The engagement flyer distribution area is highlighted in Figure 1 below. Please note that the red line indicates the engagement area, and the black outlined polygon shows the approximate site location.

The engagement flyer provided information about the proposals, and signposted readers to the [virtual room](#) for members of the public to provide their feedback on the proposals. Please see Appendix B for the engagement flyer.

Figure 1 Engagement flyer distribution area



2.4.3 Posters

Posters advertising the engagement events were sent via email for stakeholders to share with their associated networks where possible. The poster can be viewed in Appendix C.

2.4.4 Virtual room

A [virtual room](#) website was launched on Monday 5 February 2024. The website provided the main source of information about the project online. The room presented an online version of the public engagement, with the information boards, project FAQs, and response form available to view and complete. The website received a total of 577 visitors throughout the duration of the engagement period.

2.4.5 Social media

A social media post and paid for advert were published on Surrey County Council’s X account, formerly known as Twitter, on Wednesday 7 February 2024. The advert and post provided a brief introduction to the Proposed Development, alongside a link to their press release with access to the [virtual room](#).

Three social media posts were also published on Surrey County Council’s Facebook account on Wednesday 7, Thursday 21 and Friday 29 February 2024. The posts provided a brief introduction to the proposals alongside a link to their press release with access to the [virtual room](#).

The targeted social media posts were aimed at residents in the surrounding areas, KT16 and GU25 postcodes, to encourage attendance to the engagement events. These postcodes also received the engagement flyer. Please see Appendix D for a copy of the social media advertisement and posts. Table 3 shows the analytics from the post on X, the paid for advert on X and the three Facebook posts.

Table 2-3: Social media statistics

Post type	Date	Number of people reached
Paid for advert (X)	6/02/24 – 10/02/24	3,540
X post	7/02/24	1021
Facebook post	7/02/24	2063
Facebook post	21/02/24	2467
Facebook post	29/02/24	2234

2.4.6 Press release

A press release was shared on Surrey County Council's website and was published in Surrey Live and BNN Breaking online publications on 7 February 2024. Please see Appendix E for a copy of the press release.

2.4.7 Contact methods

In order to promote effective engagement, several channels were provided for residents to provide feedback and ask questions:

- Freepost envelopes (Freepost SURREY COUNTY COUNCIL) were available on request to enable residents to provide their feedback without using the internet. No stamp was required to respond.
- A dedicated email address (surreymrf@aecom.com)
- The Surrey County Council contact centre – 03456 009 009 (9am to 5pm, Monday to Friday, excluding bank holidays) - was available to anyone who wished to speak to someone on the phone.

2.5 Engagement events

2.5.1 Engagement materials

The following information was shared in the [virtual room](#), as well as at the two in-person public engagement events:

- Engagement banners: Seven banners were set up in the event displaying information on the proposals. The banners can be viewed in Appendix F and a summary of each banner is listed below:
 - o 'Welcome' – provided a summary about the proposals and engagement opportunities
 - o 'Background' – provided information on the need for the proposals
 - o 'What is being proposed' – provided information about MRFs and why the site location was chosen
 - o 'The facility' – provided a detailed description and elevations of the proposed facility
 - o 'Key considerations' – provided a summary of the local considerations being taken into account in the design of the MRF
 - o 'Thank you for visiting' – shared how to provide feedback on the proposals and next steps.
- FAQs document: A document was available answering questions on key aspects of the project likely to be of interest to stakeholders. The FAQs document can be viewed in Appendix G. A list of the topics covered in the FAQs document is provided below:
 - o The project
 - o The site
 - o Traffic
 - o Construction
 - o Operation
 - o Environment.

People viewing the proposals (both online and at the public events) had the option to complete a feedback form on the proposals and the engagement process itself. The feedback form can be viewed in Appendix H.

There was also the opportunity to register to receive project updates and complete a demographic form. Those who visited the [virtual room](#) were also invited to get in touch with the project team via an email link should they have further questions about the proposals.

2.5.2 Virtual room

The detailed plans for Surrey MRF were shared online via a publicly accessible [virtual room](#) for a period of 30 days between Monday 5 February and Tuesday 5 March 2024.

The link to the [virtual room](#) was shared widely across all communication channels including posters, flyers and stakeholder emails. The [virtual room](#) enabled participants to view and interact with information on their personal computers, laptops or mobile devices.

The purpose of the [virtual room](#) was to share information on the detailed plans and provide an opportunity for people to provide feedback on the proposals.

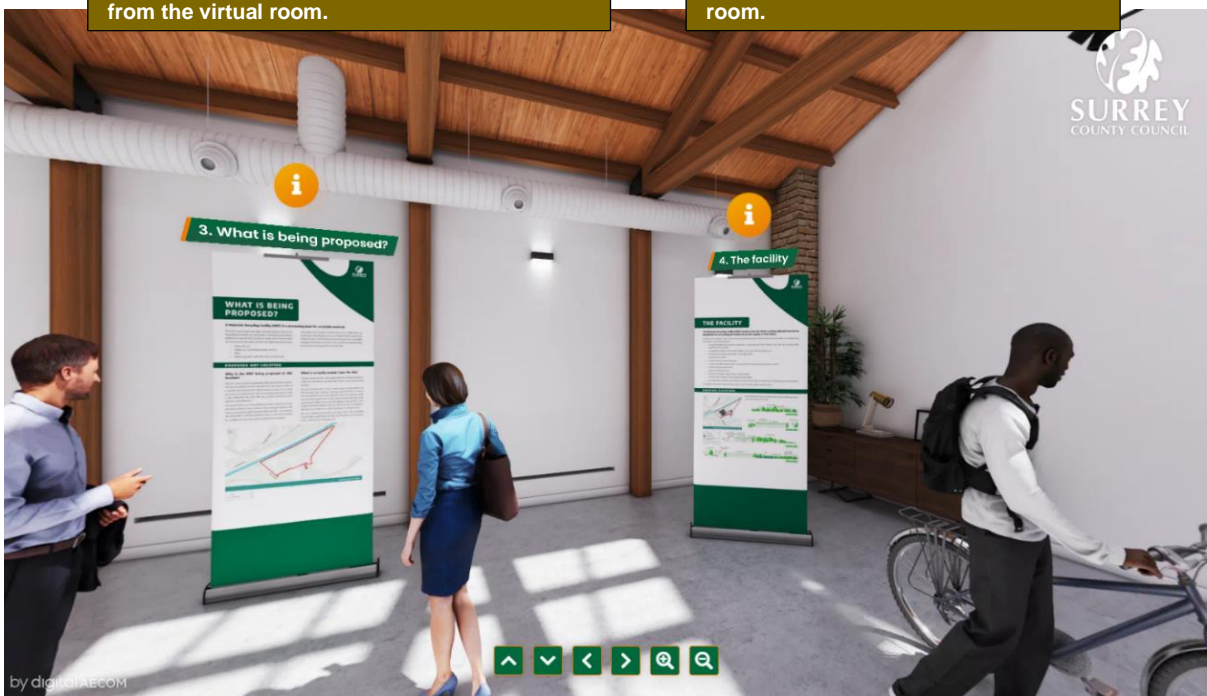
Figure 2: Images from the virtual room

Participants could click on information buttons to view and/or download each engagement board in full screen.

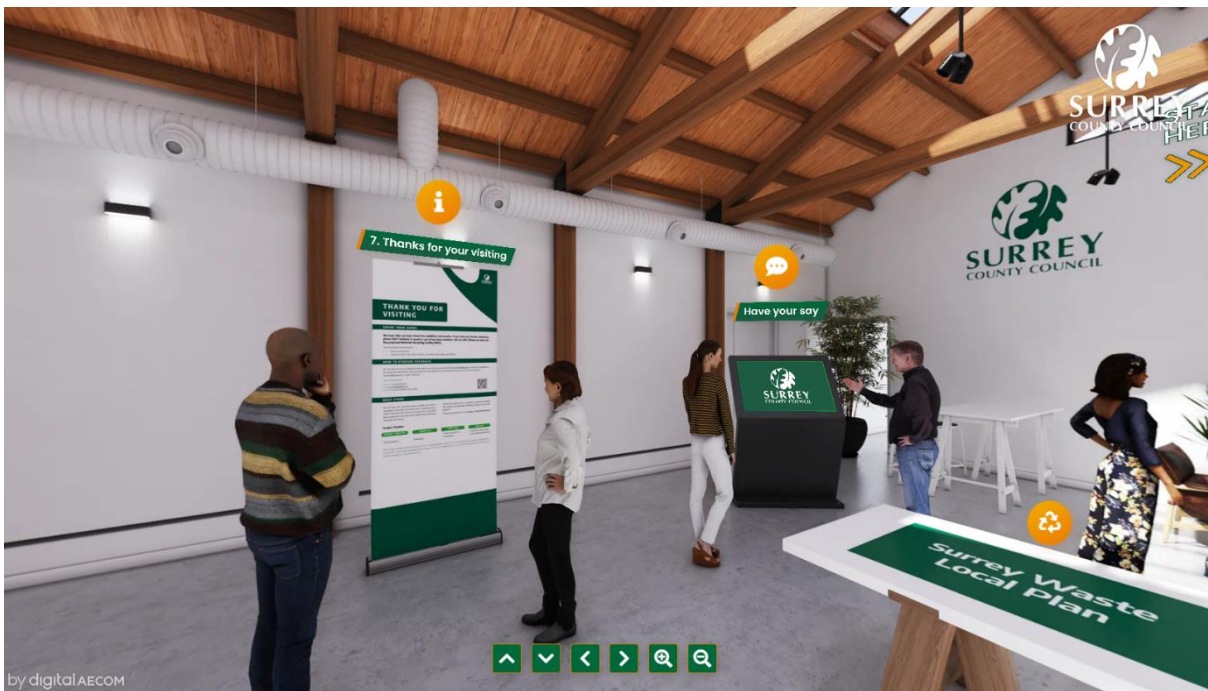
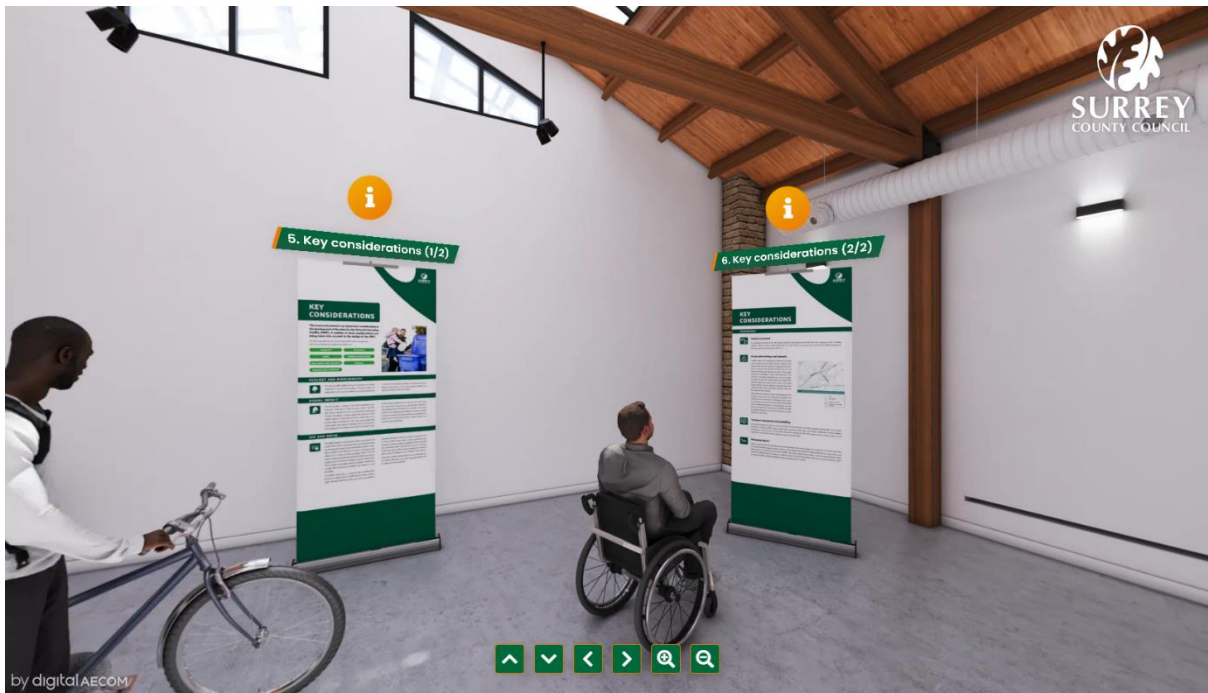


Participants could leave their feedback, share their demographic details, view the welcome message or directly get in touch with the team from the virtual room.

A PDF booklet of comprehensive Frequently Asked Questions could be downloaded directly from the virtual room.



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2.5.3 Public engagement events

The first engagement event was held at Lyne Village Hall in Chertsey on Friday 9 February 2024 from 3pm to 7pm. By holding this community engagement event in the evening, it could be attended by a wider audience. In total, there were 9 attendees.

The second and final event was held in the Virginia Water Community Association on Sunday 11 February 2024 from 10am to 2pm. By holding this community engagement event on a non-working day, it could be attended by a wider audience. In total, there were 15 attendees.

The events were set up with seven banners, which can be viewed in Appendix F, and A4 images with example facilities showing the inside of a MRF. Members of the project team were present to speak with people, answer any questions they had and take their feedback.

Feedback forms were also provided at the event to allow attendees to voice their opinions on a number of aspects of the proposals. The forms could be completed at the event or returned via Freepost envelope at any time during the engagement period.

Attendees raised a number of concerns at the engagement events, but their overall sentiment was that the proposals were needed and supported. The attendees' main concern was around increased Heavy Goods Vehicle (HGV) traffic and its impact, including congestion, noise and damage to the existing road network, especially Kitsmead Lane. At the events the project team advised that it was likely some of these concerns would be mitigated by new traffic lights proposed on Kitsmead Lane as part of the Longcross Garden Village development proposals, which are not a part of the Surrey MRF proposals.

Figure 3: Images from the public engagement events



2.5.4 Managing correspondence

The Applicant responded to enquiries received via the project email address and Surrey County Council contact centre. This included written responses, sent via email, in relation to questions and concerns about the impact of additional traffic that will be generated from the Surrey MRF. Other emails received were from companies offering their services for the construction and operation of the MRF.

10 emails were sent to the project email address and one call was made to the Surrey County Council contact centre.

3. Feedback and analysis

3.1 Introduction

The Applicant was committed to maximising engagement with the local community and provided a range of ways for people to share feedback, both online and offline. There were a number of channels by which residents were able to provide comments on the proposal including the physical response forms available at events and on request, email, the Surrey County Council contact centre and the [virtual room](#). In total, 21 responses were received during the public engagement period. Three responses were received by email and 18 responses were received via the response form (17 via the [virtual room](#) and one via Freepost). Table 3 provides a breakdown of the platforms by which people submitted their comments.

Respondents were able to provide feedback digitally via a link in the [virtual room](#). It is possible that respondents were able to duplicate responses, leaving identical feedback through several channels. To ensure the risk of duplication was reduced, analysis was undertaken to ensure quantitative data was scrutinised to locate and remove repeated values.

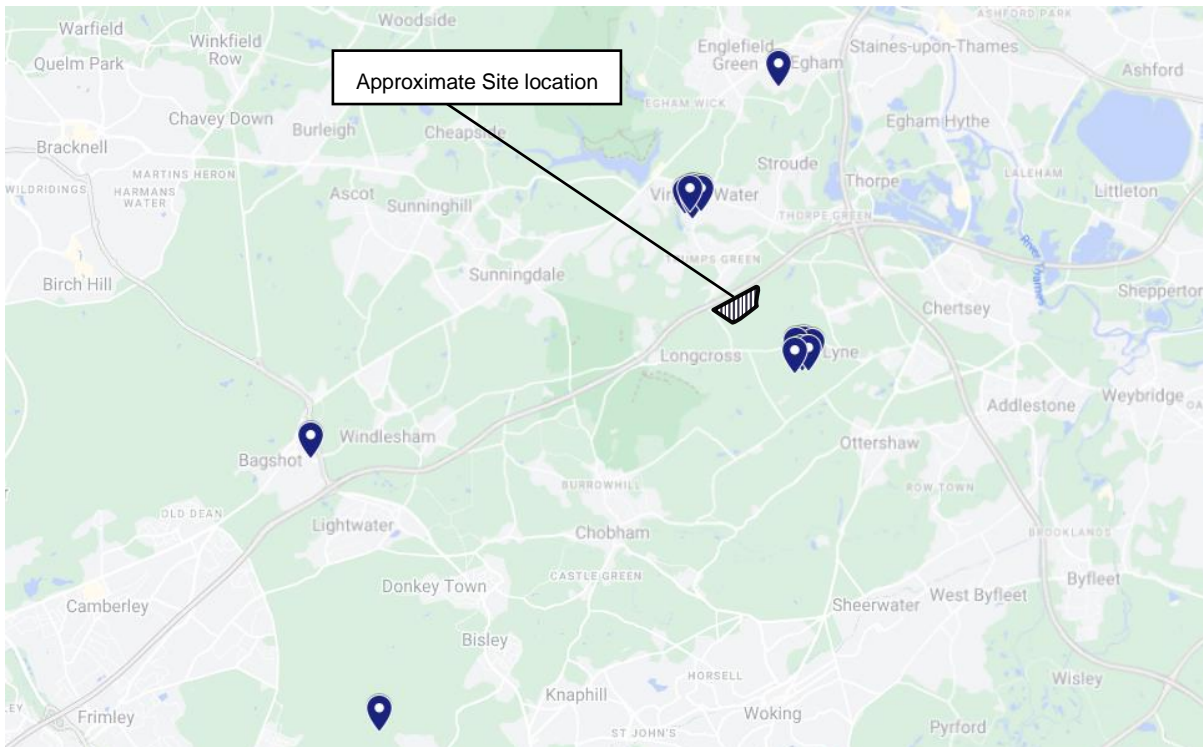
Table 3-1: Total number of responses received

Platform	Number
Virtual room	17
Email	3
Physical copies of the feedback form sent via Freepost	1
Surrey County Council contact centre	0

3.2 Location

Respondents were given the option to provide the first part of their postcode in the response form, which allowed us to identify their location relative to the proposed site. The map shown in Figure 4 below demonstrates a strong level of engagement from the local community across the engagement distribution area, in particular from Virginia Water and Chertsey.

Figure 1: Map showing postcodes of respondents



1.1 In addition to the postcodes presented above, two respondents provided postcodes from Ashted and Epsom in Kingston upon Thames, and one respondent provided a postcode from Sittingbourne in Kent.

3.3 Responses to the response form

All responses received were anonymised. The following section provides a qualitative and quantitative analysis of the responses received to the response form.

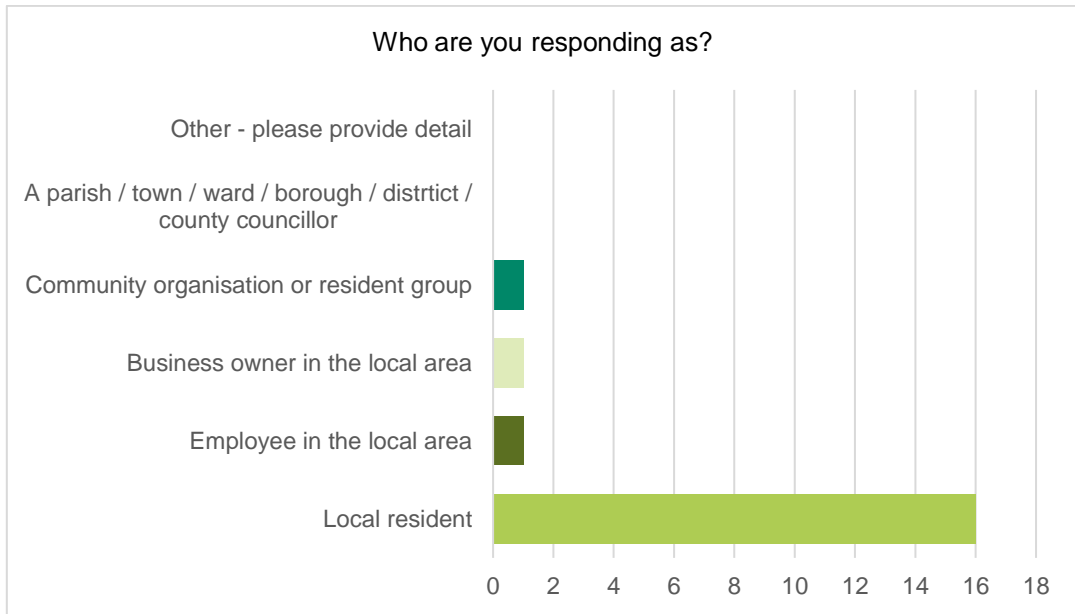
It should be noted that respondents were not required to answer each question. Therefore, there are different response rates to each question. All percentages below have been rounded to the nearest decimal place.

In this section each question is outlined in bold and followed by an analysis of responses received.

Who are you responding as?

When describing their interest in the proposals, eighteen (100%) respondents answered this question. As shown in Figure 5, 89% (16) of respondents confirmed that they were local residents with one of these respondents also confirming they were an employee in the local area. One respondent confirmed they were a business owner in the local area and another respondent confirmed they were from a community organisation or resident group.

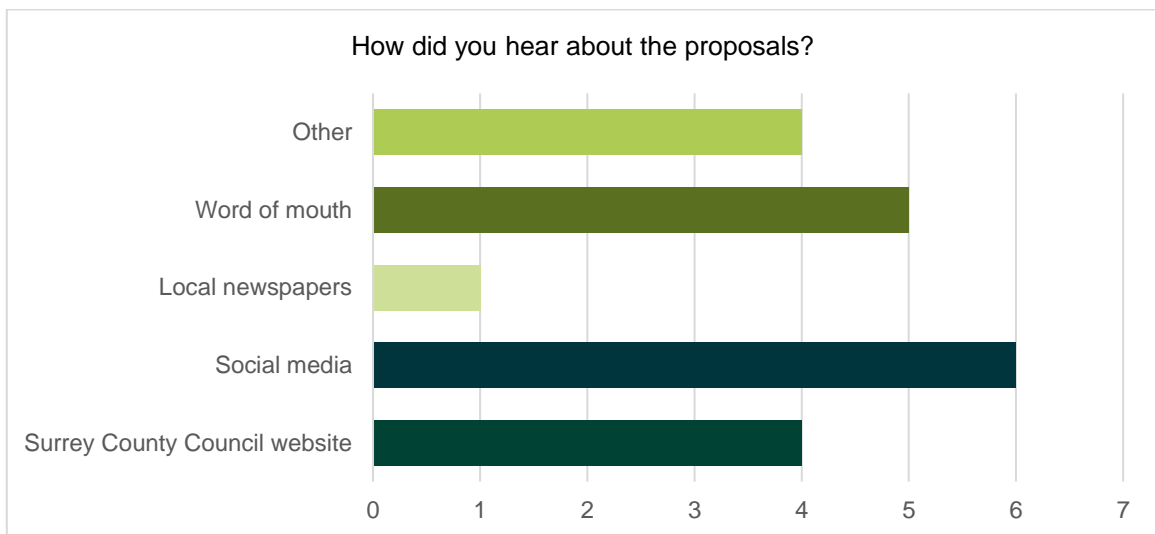
Figure 2: Bar chart showing respondents' interest in the project



How did you hear about the proposals?

Eighteen (100%) respondents answered this question and the results are shown below in Figure 6. The majority of respondents heard about the proposals on social media and by word of mouth with 33% (six respondents) and 27% (five respondents) respectively. Four respondents (22%) heard about the proposals through the Surrey County Council website. Four respondents (22%) selected Other, this included the Egham Residents Association, the flyer mailout, and an 'In Your Area' email. One respondent heard about the proposals in a local newspaper.

Figure 3: Bar chart showing how respondents heard about the proposals

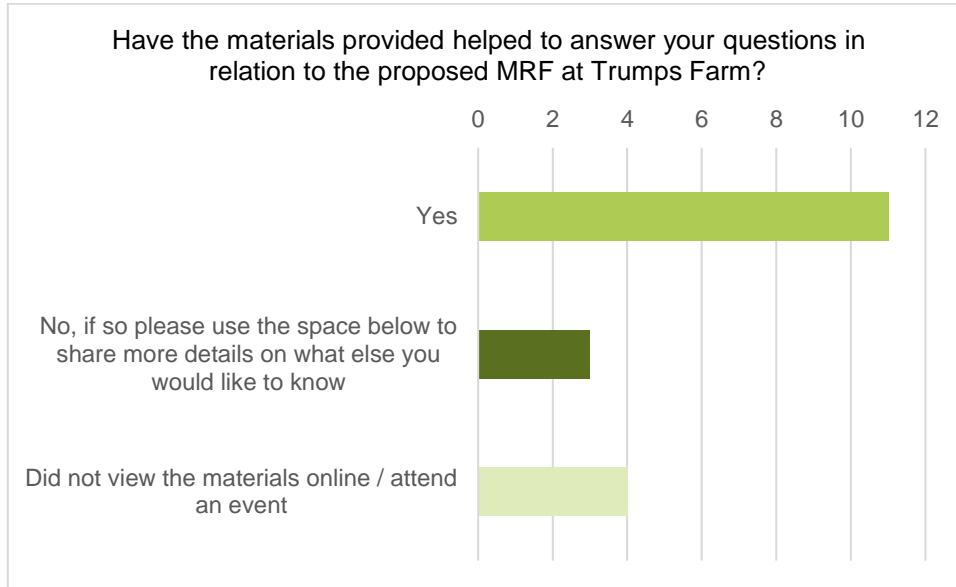


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Have the materials provided helped to answer your questions in relation to the proposed MRF at Trumps Farm?

Eighteen (100%) respondents answered this question. As shown in Figure 7 below, 65% (11) of respondents answered Yes to this question, agreeing that the materials provided helped to answer their questions about the proposals. 24% (4) of respondents did not view the materials online and/or attend an event. 18% (3) of respondents answered No to this question. When asked for details on what else they want to know about the proposals, one respondent requested further information about the impact of HGVs on local roads and pollution, and another raised concerns about the way the information was presented online via a link.

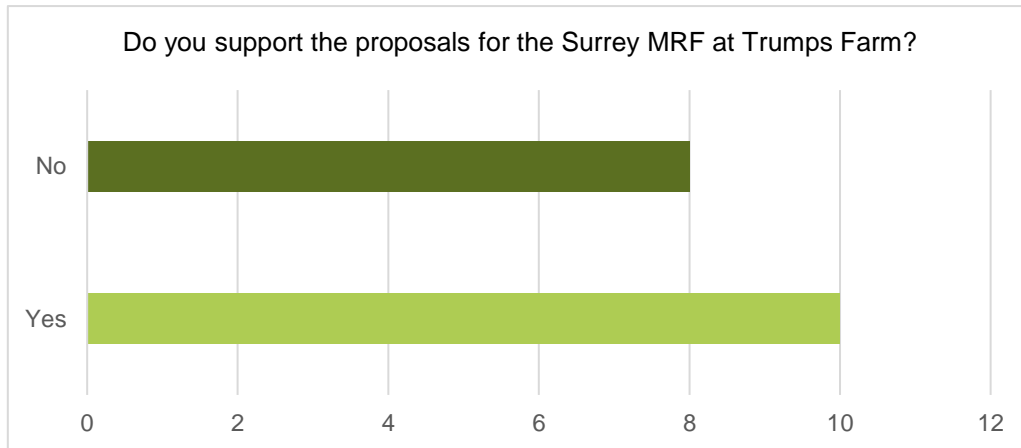
Figure 4: Bar chart showing how the engagement materials answered respondents' questions



Question 4: Do you support the proposals for the Surrey MRF next to Trumps Farm?

Eighteen (100%) respondents answered this question. Ten respondents (56%) support the proposals, whilst eight respondents (44%) do not support the proposals for the Surrey MRF at Trumps Farm. The results are plotted in Figure 8 below.

Figure 5: Bar chart showing respondents' views on the proposals for the Surrey MRF



Question 5: Are you concerned that this development may have some impacts? If so, please tick those from the list below which you are concerned about specifically

Eighteen (100%) respondents answered this question. Respondents were asked what aspects of the development are important to them and were provided with a list of nine options to choose from. Note that respondents could select as many options as they would like and were provided with an opportunity to leave a comment for more information. Table 4 below outlines how many respondents selected each category.

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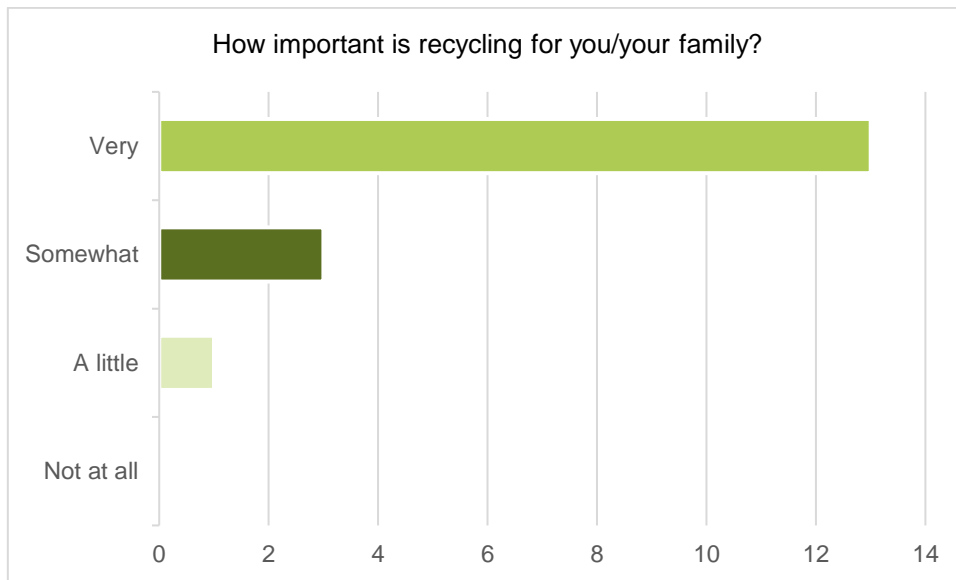
Table 3-2: Respondents’ views on aspects of the development they find important

Category	Number of responses
Traffic	12
Pollution	7
Noise	6
Ecology and biodiversity	6
Impact on the community	5
Landscape and visual	4
Not concerned	3
Engagement process	2
Other	0

Question 6: How important is recycling for you/your family?

Eighteen (100%) respondents answered this question. As shown in Figure 9 below, the majority of respondents feel that recycling is very important for them and their families (14, 78%). Three respondents felt that recycling is somewhat important, and one respondent felt that recycling was a little important.

Figure 6: Bar chart showing how important recycling is for respondents and their families



Question 7: Please use this space to share your views or any further thoughts on the proposals presented in the engagement materials?

Respondents were asked to share any further views they had on the proposals for Surrey MRF. 13 respondents answered this question. The responses have been categorised and tallied in table 5 below. The full text views shared by respondents can be read in Appendix I.

Table 3-3: The number of responses received to question seven under each category

Category	Number of responses
Traffic	9
Pollution	5
Noise	2
Ecology and biodiversity	2
Impact on the community	2
Landscape and visual	1
Not concerned	0

Engagement process	0
Other	4

Respondents' views have been summarised and presented in order of occurrence from most frequently occurring to least frequently occurring in table 6 below.

Table 3-4: Summary of the responses received to question seven under each category

Category	Summary of responses
Traffic (9 responses)	<ul style="list-style-type: none"> Concerns about the impact of HGVs on the local road network. Respondents felt that Longcross Road <i>"is not wide enough for these very big refuse lorries"</i> and Kitsmead Lane <i>"is simply not suitable for the HGV vehicles being used"</i>. Respondents also raised concern about traffic safety in relation to HGVs. Concerns about additional traffic impact of the proposals on local roads and villages. Queries about the proposed traffic restrictions. One respondent stated that they would <i>"like to understand more about the restrictions on HGVs travelling through Virginia Water and how that will be enforced"</i> and another felt that <i>"It is hard to see how the promises made regarding numbers of vehicles and the type to be permitted to drive through Trumps Green will be monitored and policed"</i>. <p>One respondent argued that the Surrey MRF proposals are <i>"a worthy investment"</i> but hoped that <i>"movement/routes of lorries will be carefully monitored"</i>.</p>
Pollution (5 responses)	<ul style="list-style-type: none"> Concerns that the proposals would impact air pollution in the local area. One respondent argued that <i>"the lorries required to bring the recycling [... will] add pollution to the area"</i> whilst another cited <i>"noise and pollution"</i> as key concerns. Concern with the noise pollution from the current operation of the site and that this could get worse as a result of the Surrey MRF proposals. A respondent stated that <i>"we already suffer from significant odour pollution in the summer from the site. Complaints are continually made. It is impossible to sit outside at times due to the smell. It is highly unlikely that there will not be additional pollution from this proposal"</i>.
Noise (2 responses)	<ul style="list-style-type: none"> Concerns about the noise impact of the proposals One respondent felt that the proposals would <i>"increase noise"</i> and another argued that <i>"The prevailing wind is from the West so Lyne, Chertsey and surrounding areas will all suffer from any environmental noise"</i>.
Ecology and biodiversity (2 responses)	<ul style="list-style-type: none"> Respondents felt that the proposals would negatively impact the local environment. One felt that <i>"the proposal would destroy the natural habitat, home to so much wildlife and animals"</i>. Another respondent argued that <i>"surely Chobham Common, a site of Special Scientific Interest and a Natural Nature Reserve counts as an important neighbour that needs protection"</i>.
Impact on the community (2 responses)	<ul style="list-style-type: none"> Concerns about the impact of the proposals on the community. One respondent raised concern about the potential pollution levels given the Surrey MRF's <i>"location is in close proximity to various schools"</i>. The second respondent stated that they were <i>"delighted that Surrey Council is future proofing recycling however [were] not convinced this is the best location given that it will [...] impact the local community"</i>.
Landscape and visual (1 response)	<ul style="list-style-type: none"> Concern that the proposals will destroy <i>"an area of natural beauty"</i>.
Other (4 responses)	<ul style="list-style-type: none"> Support the proposals: one respondent stated that they felt <i>"a proposal like this is well overdue for Surrey and [were] looking forward to seeing its rapid implementation"</i>. Request for the proposals to go one step further: <i>"it would be helpful for the Council to encourage residents and businesses to reduce their use of materials that need recycling alongside these current plans"</i>. One respondent, who identified themselves as a business owner in the local area used the further comments section to share a business opportunity with Surrey County Council.

3.4 Freeform responses received via email

The following section presents the results of the three freeform responses received via email. One from a Local Resident one from a Borough Councillor, and one from a Member of Parliament.

The three responses mentioned Noise, Pollution, Traffic, Engagement Process, and Ecology and Biodiversity in relation to the proposals. The full text views shared by respondents can be read in Appendix I.

Table 3-5: Summary of the freeform responses received under each category

Category	Summary of responses
Traffic (3 responses)	<ul style="list-style-type: none"> Concerns about additional road traffic impacting the community. Request for the proposals to include the delivery of a safe crossing point at junction between Longcross Road and Stonehill Road. Concern about the safety of the junction on Longcross Road with Lyne Lane. Concern about the number of HGVs travelling on Longcross Road. <p><i>"I welcome the analysis that has been done to date on projecting the increase in traffic around the Kitsmead Lane site. The anticipated access routes – principally Chobham Road and Longcross Lane - mean that the impact of the expected increase in traffic will be largely confined to major roads with limited impact on residential areas. However, [...] the impact of additional larger vehicles on this road should be considered carefully."</i></p>
Pollution (1 response)	<ul style="list-style-type: none"> Support for the proposals' impact on pollution: <i>"I welcome the fact that the MRF will be used for the sorting of dry recycling such as paper, glass and metals, which will clearly reduce the scope for odour pollution, as will the restriction of sorting operations to an enclosed building."</i>
Noise (1 response)	<ul style="list-style-type: none"> Request that steps are taken to reduce noise pollution for neighbouring properties, such as insulation of buildings and ongoing monitoring and action taken where needed.
Ecology and biodiversity (1 response)	<ul style="list-style-type: none"> Concern about the site location on greenbelt land. Request for a clear plan for the proposals to achieve a material bio-diversity net gain. Concern that <i>"whilst, what is being proposed might achieve an overall net reduction in carbon generation, it will have a detrimental impact on Runnymede's efforts to achieve net zero. Hopefully, this will also be addressed at some point through utilising solar panels, ground source heat pumps, etc."</i>
Engagement Process (1 response)	<ul style="list-style-type: none"> Request for further engagement with local residents, both during the planning and construction periods and once the MRF is operational.
Other (2 responses)	<ul style="list-style-type: none"> Support the proposals: <i>"I understand and agree with the principle of dealing with waste or recycling where it is generated."</i> Support the proposals: <i>"I welcome that Surrey CC is taking steps to improve the carbon footprint of its recycling activity by ensuring that waste is sorted close to where it is generated by residents, rather than transporting large volumes of recycling in heavy vehicles further afield."</i>

4. Responses to feedback

The feedback received has been considered by the team to help shape the proposals. Respondents' views under each category are shown in the tables below. Responses from the project team are included, which provide details of how the proposals have responded to the feedback received.

Table 4-1: Summary of feedback received with response from project team

Category	Example comments	Project team response
Traffic	<p>Concerns that Kitsmead Lane is not suitable for HGVs – creating traffic issues and traffic safety issues.</p> <p>Request to know more about the restrictions on HGVs, number of vehicles and type of vehicles travelling through the area and how that will be enforced</p> <p><i>“Can speeding cameras be erected to ensure vehicles reduce their speed when they approach the junction with Lyne Lane?”</i></p>	<p>Kitsmead Lane is suitable for HGV traffic and is already used by HGVs.</p> <p>The number of HGVs will be directly related to the capacity of the facility (i.e. volumes processed), and therefore the applicant has a good understanding of both the number and type of vehicles (which were reported in the public consultation).</p> <p>The Transport Assessment accompanying the planning application includes a review of the latest collision data.</p> <p>We do not expect that vehicles associated with the MRF will break the speed limit; if speeding is currently perceived to be an issue, then this can be addressed by the highway authority separately from this application.</p> <p>Notwithstanding this, there is a plan to reduce the speed limit on Kitsmead Lane.</p>
Pollution (Noise and Vibration)	<p><i>“It is highly unlikely that there will not be additional pollution from this proposal.”</i></p> <p><i>“Why have the pollution levels not been taken into account?”</i></p>	<p>It is highly unlikely that there will be additional noise pollution from this proposal when operational, or from construction work conducted during daytime and evening hours. If night-time construction works are carried out, there could be some impact, which the applicant would seek to minimise. For such periods of construction work, an application for prior consent will be required to demonstrate to the local authority that noise and vibration is minimised, and mitigation measures are implemented as far as reasonably practicable.</p>
Pollution (Air)	<p><i>“It is highly unlikely that there will not be additional pollution from this proposal.”</i></p> <p><i>“Why have the pollution levels not been taken into account?”</i></p>	<p>During the construction phase, on-site activities are likely to generate emissions of dust and particulate matter into the air. A risk-based assessment of the potential impacts of such emissions has been undertaken and the necessary control measures to be employed on site to control these emissions, and ensure they do not exceed an acceptable standard, have been identified.</p> <p>During operation, the impact of additional road traffic emissions on existing levels of air pollution near the site have been assessed using detailed dispersion modelling. This</p>

		<p>assessment has shown that there would not be any significant impact.</p> <p>The waste accepted into the facility would consist of dry mixed recyclables, with low odour generation potential. Furthermore, all waste sorting operations would take place inside the MRF building, so emissions from the site itself during operation would be minimal.</p>
<p>Local Development</p>	<p><i>“The proposal also states that this green belt area has relatively few neighbours. Can this be true given the recent and future proposed Longcross Developments and all the development near St. Peter’s Hospital?”</i></p>	<p>The reference to few neighbours is in respect of the immediate site boundaries. We have made this clearer in the planning submission documents and demonstrated that there are relatively few sensitive receptors in the vicinity of the site.</p> <p>The nearest noise sensitive receptors (NSR) to the Proposed Development are existing residential properties adjacent to the Site, namely residents on Trumps Green Road (130 m north) and Kitsmead Lane (300 m south), Virginia Water.</p>

5. Conclusion

The Applicant has undertaken pre-application engagement with the local community and stakeholders as encouraged by the National Planning Policy Framework.

A range of engagement channels were used to maximise local engagement during the public engagement period. This included physical and digital engagement channels. In addition, the Applicant maximised the opportunity for local community groups and elected representatives to engage with the proposals by emailing them directly about the proposals.

The responses received during the public engagement period have been carefully considered and, where possible, addressed through the planning application and supporting documentation. This includes ongoing discussions with Parish Councils, ward councillors and other key stakeholders. Within the planning submission documents for example, comments have helped us understand the need to clarify that the reference to few neighbours is in respect of the immediate site boundaries and, and we were therefore able to demonstrate that there are relatively few in the vicinity of the site.

The feedback has been largely positive, with 56% of respondents stating that they were supportive of the proposals based on the information they were provided with as part of the public engagement. The primary concern for respondents who were unsupportive of the proposals was increased Heavy Goods Vehicle (HGV) traffic and its impact, including congestion, noise and damage to the existing road network.

The below assessments, which were undertaken as part of the project development process and design work, and as a result of the feedback received, address these concerns. They demonstrate how the Applicant will minimise the impact of the development on existing communities, which is detailed in the planning application and supporting documentation.

Traffic concerns

A traffic assessment has been undertaken by the Applicant, focusing on highway capacity and road safety. It considered the Proposed Development in the context of nearby site operations and traffic not related to site and concluded that such low volumes of additional trips would not be 'severe', which is the main policy test for prevention or refusal under the National Planning Policy Framework (NPPF, 2023).

Traffic surveys have been undertaken by the Applicant, including an Automatic Traffic Count (ATC) on Kitsmead Lane to the south of the site entrance. This showed 2,561 two-way total vehicle movements across an average 24-hour period, of which approximately 2.4% (61) were classified as HGV. A Manual Classified Count (MCC) has also been undertaken at the site access location. Full traffic survey results are provided in Appendix A of the Traffic Assessment document.

The total number of operational trips associated with the proposed scheme is 164 two-way movements per day, comprising 88 arrivals and 88 departures. Therefore, the number of vehicles to be added to the highway network as a result of the MRF would be small and, as such, there would be no material change in road safety risk as a result of the Proposed Development.

In addition, the small number of collisions (none of which involved a goods vehicle) identified at the Longcross Road / Kitsmead Lane junction through the assessment, would be addressed via the implementation of proposed new traffic signals at this junction. It has also been agreed with the local highway authority that a signed-only 30mph limit would be implemented along Kitsmead Lane, should the MRF development proceed ahead of the proposed Longcross Garden Village and its existing commitment to reduce this speed limit to 30mph.

Pollution concerns

Another key area of concern for respondents was the level of pollution that could result from the proposals.

The Applicant has undertaken a range of air and noise assessments to identify any potential mitigations.

An air quality assessment was carried out, focusing on construction dust and operational emissions from vehicles. Good site practices and appropriate dust management techniques would be used in the Proposed Development to control such emissions from the site. Overall, the effect of emissions from the site during the construction phase with mitigation was not found to be significant with respect to any potential impact on health.

The potential changes in traffic flows due to the operation of the Proposed Development have also been modelled using the latest versions of ADMS-Roads (an air pollution modelling tool used for investigating air pollution problems due to networks of roads that may be in combination with industrial sites, such as in small towns or rural road networks).

The assessment considered the year 2023 as baseline conditions as well as the future year 2029 with and without the Proposed Development. The assessment concluded that concentrations of all pollutants (NO₂ Nitrogen dioxide, PM₁₀ particulate matter less than 10 micrometres in diameter, and PM2.5 particulate matter

less than 2.5 micrometres in diameter) at all locations where there could be an impact are well below the national limit values.

Overall, it is anticipated that the operation of the Proposed Development will result in a negligible change in pollutant concentrations for all pollutants at all receptors.

The Applicant has also undertaken a detailed noise and vibration assessment to consider the potential impact from construction noise, traffic noise and operational noise (based on assumed operational practices and therefore subject to detailed design). Potential sensitive receptors, such as buildings whose occupants may be disturbed by additional noise and vibration levels or structures that are sensitive to vibration, have been taken into consideration when assessing the potential impact associated with the Proposed Development.

Overall, no construction noise impacts are anticipated for daytime and evening works, however if evening works were to take place, then any potential construction noise or vibration would be mitigated through best practicable means to minimise any disruption. In terms of operational noise impacts, any potential increases in traffic noise on surrounding roads has been deemed negligible. A further assessment on operational noise from on-site operations has also indicated a low impact at all noise-sensitive receptors.

5.1 Next Steps

The Applicant is committed to ongoing engagement with the local community, through to planning determination and beyond. The Surrey County Council website will be updated with any news of progress on the planning application and key stakeholders will be notified.

Following the submission of the Outline Planning Application, Surrey County Council will undertake a statutory consultation with residents, and stakeholders who will have the opportunity to view the planning application documents and submit comments to Surrey County Council via its planning portal. Subject to securing planning consent, the Application Team will continue to work with key stakeholders and local people to discuss the proposals and inform the scheme's development.

6. Appendices

Appendix A: Stakeholder emails

Emails to political stakeholders (Surrey County Council and Runnymede Borough Council)

Date: Tuesday, 23 January 2024 at 15:33

To: #Members Runnymede <MembersRunnymede@surreycc.gov.uk>, #Members All Councillors <MembersAllCouncillors@surreycc.gov.uk>

Subject: Surrey Material Recycling Facility proposals

Dear Member,

I am writing to you to let you know about a public consultation for the development of a Materials Recycling Facility (MRF) on Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, Chertsey, Surrey KT16 0EF.

Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is proposing a new Materials Recycling Facility (MRF) to process and sort the proportion of this recycling that arises in the north and western parts of Surrey. Most of this material will then be sent onto specialist recycling and recovery facilities.

The new MRF will enable the Council to have a greater control over how recycling across the county is processed and sorted, in response to a growing population with an increased need for recycling.

Subject to planning approval, the MRF would process up to 100,000 tonnes of dry mixed recycling (DMR) a year, reducing the high economic and environmental cost that the Council otherwise faces by transporting large amounts of recycling outside the county.

To find out more about the proposals for the MRF online, please visit our virtual room from **5 February to 1 March 2024** at the following link www.surreymrf.exhibition.app.

You're also welcome to come along to our in-person engagement drop-in event to hear from and meet the project team, ask questions, and provide comments on the proposals. We're holding two events in the local area. See details below:

Location	Address	Date and time
Lyne Village Hall	Lyne Ln., Chertsey, KT16 0AN	3 – 7pm, Friday 9 February
Virginia Water Community Association	3 Beechmont Ave, Virginia Water, GU25 4EY	10am – 2pm, Sunday 11 February

If you have any questions please contact the project team at surreymrf@aecom.com;

Kind regards,

Surrey Material Recycling Facility Proposals



To: [Redacted]
Cc: [Redacted]

Reply
 Reply All
 Forward

Wed 24/01/2024 11:38

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender

This message came from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Report Suspicious

Dear Councillors,

I am writing to you to let you know about a public consultation for the development of a Materials Recycling Facility (MRF) on Surrey County Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, Chertsey, Surrey KT16 0EF.

Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is proposing a new Materials Recycling Facility (MRF) to process and sort the proportion of this recycling that arises in the north and western parts of Surrey. Most of this material will then be sent onto specialist recycling and recovery facilities.

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Virginia Water Community Association	3 Beechmont Ave, Virginia Water, GU25 4EY	10am – 2pm, Sunday 11 February

If you have any questions please contact the project team at surreymrf@aecom.com;

Kind regards,

Surrey Materials Recycling Facility Proposals

RP To [Redacted] Cc [Redacted]

Reply Reply All Forward Wed 24/01/2024 17:18

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender This message came from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report Suspicious

Dear colleagues I am writing to you to let you know about a public consultation for the development of a Materials Recycling Facility (MRF) on Surrey County Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, Chertsey, Surrey KT16 0EF. Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is proposing a new Materials Recycling Facility (MRF) to process and sort the proportion of this recycling that arises in the north and western parts of Surrey. Most of this material will then be sent onto specialist recycling and recovery facilities. The new MRF will enable the Council to have a greater control over how recycling across the county is processed and sorted, in response to a growing population with an increased need for recycling. Subject to planning approval, the MRF would process up to 100,000 tonnes of dry mixed recycling (DMR) a year, reducing the high economic and environmental cost that the Council otherwise faces by transporting large amounts of recycling outside the county. To find out more about the proposals for the MRF online, please visit our virtual room from 5 February to 1 March 2024 at the following link www.surreymrf.exhibition.app. You're also welcome to come along to our in-person engagement drop-in event to hear from and meet the project team, ask questions, and provide comments on the proposals. We're holding two events in the local area. See details below:

Table with 3 columns: Location, Address, Date and time. Rows include Lyne Village Hall, Virginia Water Community Association.

If you have any questions please contact the project team at surreymrf@aecom.com;

Kind regards,

Email to Dr Ben Spencer MP

Sent: 26 January 2024 14:17 To: Dr Ben Spencer MP Subject: Materials Recycling Facility - Longcross, Chertsey

Dear Ben, I am writing to you to let you know about a public consultation for the development of a Materials Recycling Facility (MRF) on Surrey County Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, Chertsey, Surrey KT16 0EF. Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is proposing a new Materials Recycling Facility (MRF) to process and sort the proportion of this recycling that arises in the north and western parts of Surrey. Most of this material will then be sent onto specialist recycling and recovery facilities. The new MRF will enable the Council to have a greater control over how recycling across the county is processed and sorted, in response to a growing population with an increased need for recycling. Subject to planning approval, the MRF would process up to 100,000 tonnes of dry mixed recycling (DMR) a year, reducing the high economic and environmental cost that the Council otherwise faces by transporting large amounts of recycling outside the county. To find out more about the proposals for the MRF online, please visit our virtual room from 5 February to 1 March 2024 at the following link www.surreymrf.exhibition.app. You're also welcome to come along to our in-person engagement drop-in event to hear from and meet the project team, ask questions, and provide comments on the proposals. We're holding two events in the local area. See details below:

Table with 3 columns: Location, Address, Date and time. Rows include Lyne Village Hall, Virginia Water Community Association.

If you have any questions please contact the project team at surreymrf@aecom.com;

Kind regards,



Email to community groups, local businesses, statutory stakeholders, and utility providers

From: Surrey MRF
Sent: Wednesday, January 24, 2024 11:44 AM
To: [REDACTED]
Subject: Surrey Material Recycling Facility proposals

Good morning,

We are writing to you on behalf of Surrey County Council, who is striving for better control of how recycling across the county is collected and sorted, in response to a growing population with an increased need for recycling.

Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is therefore proposing a new Materials Recycling Facility (MRF) to process and sort the recycling that arises in north and west Surrey. The majority of this will then be sent to specialist recycling and recovery facilities.

The proposed MRF will be located on existing Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, Chertsey, Surrey, KT16 0EF.

Subject to planning approval, the MRF would process up to 100,000 tonnes of dry mixed recycling (DMR) a year, reducing the high economic and environmental cost that the Council otherwise faces by transporting large amounts of recycling outside the county.

To find out more about the proposals for the MRF online, please visit our virtual room from **5 February to the 1 March 2024** at the following link www.surreymrf.exhibition.app.

You're also welcome to come along to our in-person engagement drop-in event to hear from and meet the project team, ask questions, and provide comments on the proposals. We're holding two events in the local area. See details below:

Location	Address	Date and time
Lyne Village Hall	Lyne Ln., Chertsey, KT16 0AN	3 – 7pm, Friday 9 February
Virginia Water Community Association	3 Beechmont Ave, Virginia Water, GU25 4EY	10am – 2pm, Sunday 11 February

We have also attached a poster with information about the project, if you could share this within your network that would be much appreciated. Please let us know if you would like a printed copy.

If you have any questions or would like to receive this information in a different format, please feel free to respond to this email or contact us using the details below.

Kind regards,

Joanna

Freephone: 0800 470 4593
Email: surreymrf@aecom.com
Post: Envelope available upon request

9

Appendix B: Engagement flyer

Surrey Materials Recycling Facility (MRF)



You are invited to find out more about our proposals for a MRF on the land next to Trumps Farm, Kitsmead Lane, Longcross.

In response to a growing population with an increased need for recycling, Surrey County Council is striving for better control of how recycling across the county is processed and sorted.

Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is therefore proposing a new Materials Recycling Facility (MRF) to process and sort the recycling that arises in north and west Surrey. The majority of this will then be sent to specialist recycling and recovery facilities.

The proposed MRF will be located on Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, KT16 0EF. This site is allocated within the Surrey Waste Local Plan, which outlines the new waste management facilities in Surrey up to 2033 (more information at surreymrf.exhibition.app).



Map showing the site boundary



Drawing of the site based on early design

Find out more

Come and meet the project team to view proposals for the MRF, ask questions and have your say. You can find out more and share your views from:

Monday 5 February to Friday 1 March 2024

Find out more and share your views

Use the link or QR code below to visit the project website, which will go live from Monday 5 February to Friday 1 March 2024.



surreymrf.exhibition.app

As well as sharing information online, Surrey County Council is holding two in-person drop-in events at locations noted below.

Come along to meet the project team, ask questions and provide your valuable feedback.

We will review the comments received carefully and prepare a Statement of Community Involvement report, summarising these, which will help inform the MRF plans.

The report will be included as part of the planning application, which Surrey County Council is planning to submit later this year.

The application will then be considered by Surrey County Council's planning department.

Event location	Event address	Event date and time
Lyne Village Hall	Lyne Lane, Chertsey, KT16 0AN	Friday 9 February 3pm - 7pm
Virginia Water Community Association	3 Beechmont Avenue, Virginia Water, GU25 4EY	Sunday 11 February 10am - 2pm

You can contact us by:

Freephone | 03456 009 009

Email | surreymrf@aecom.com

Freepost | Envelope available upon request

This flyer was prepared on behalf of Surrey County Council by AECOM, an infrastructure consulting firm who is assisting Surrey County Council with the planning application for this MRF. This includes supporting Surrey County Council to engage with the local community and delivering professional services throughout the project lifecycle.

Appendix C: Engagement poster

Surrey Materials Recycling Facility (MRF)



You are invited to find out more about our proposals for a MRF on the land next to Trumps Farm, Kitsmead Lane, Longcross.

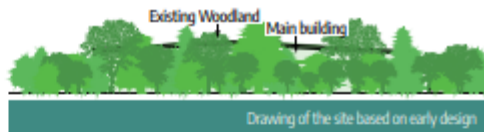
In response to a growing population with an increased need for recycling, Surrey County Council is striving for better control of how recycling across the county is processed and sorted.

Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is therefore proposing a new Materials Recycling Facility (MRF) to process and sort the recycling that arises in north and west Surrey. The majority of this will then be sent to specialist recycling and recovery facilities.

The proposed MRF will be located on Council-owned land, next to Trumps Farm, Kitsmead Lane, Longcross, KT16 0EF. This site is allocated within the Surrey Waste Local Plan, which outlines the new waste management facilities in Surrey up to 2035 (more information at surreymrf.exhibition.app).



Map showing the site boundary



Drawing of the site based on early design

Find out more and share your views

Use the link or QR code below to visit the project website, which will go live from Monday 5 February to Friday 1 March 2024.

surreymrf.exhibition.app



As well as sharing information online, Surrey County Council is holding two in-person drop-in events at the following locations. Come along to meet the project team, ask questions and provide your valuable feedback.

We will review the comments received carefully and prepare a Statement of Community Involvement report, summarising these, which will help inform the MRF plans. The report will be included as part of the planning application, which Surrey County Council is planning to submit later this year. The application will then be considered by Surrey County Council's planning department.

You can contact us by: **Freephone** | 03456 009 009 **Email** | surreymrf@aecom.com **Freepost** | Envelope available upon request

This poster is prepared on behalf of Surrey County Council by AECOM, an infrastructure consulting firm who is assisting Surrey County Council with the planning application for this MRF. This includes supporting Surrey County Council to engage with the local community and delivering professional services throughout the project lifecycle.

Event location	Event address	Event date and time
Lyne Village Hall	Lyne Lane, Chertsey, KT16 0AN	Friday 9 February 3pm - 7pm
Virginia Water Community Association	3 Beechmont Avenue, Virginia Water, GU25 4EY	Sunday 11 February 10am - 2pm

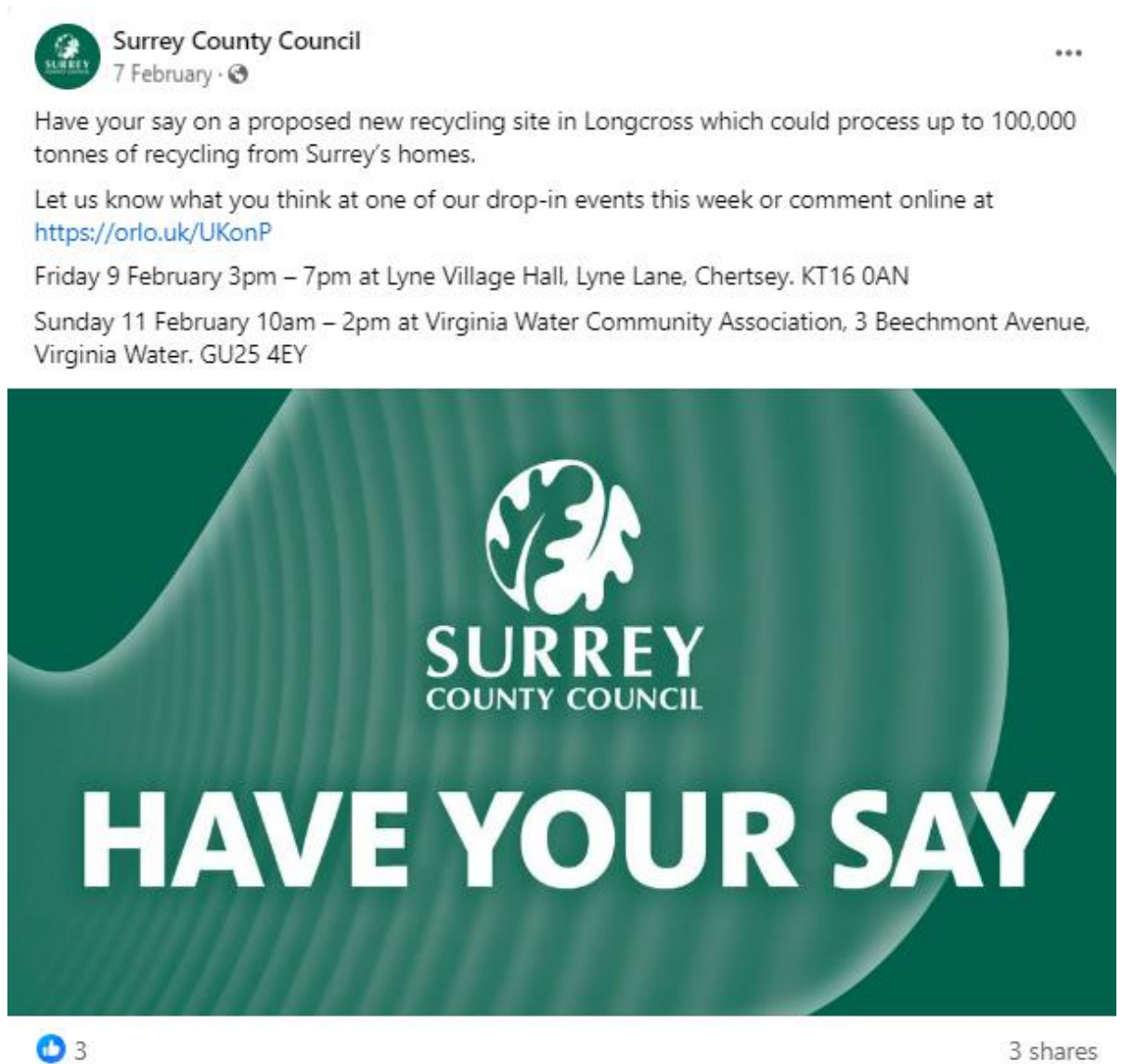
Appendix D: Social media advertisements

Below: the X post shared by Surrey County Council to publicise the engagement period for the Surrey MRF proposals



9

Below: the three Facebook posts shared by Surrey County Council to publicise the engagement period for the Surrey MRF proposals



9



Surrey County Council

21 February · 🌐



We would like your views on a new recycling facility in Longcross, Surrey.

Based at Trumps Farm, the site could process up to 100,000 tonnes of recycling from Surrey's homes.

More information including a feedback survey is available here until Friday 1 March 2024:

<https://orlo.uk/6Cz3j>



👍 7

1 comment

9



Surrey County Council

29 February · 🌐



Last chance to give us your views on a new recycling facility for Surrey.

Based at Trumps Farm in Longcross, the site could process up to 100,000 tonnes of recycling from homes across the county.

More information including a feedback survey is available here until tomorrow (1 March 2024)

<https://orlo.uk/MZXau>



👍 2

2 comments 5 shares

Appendix E: Press release

Have your say on a new recycling facility for Surrey

POSTED BY SCC - FEBRUARY 5, 2024

FILED UNDER CABINET MEMBER FOR PROPERTY WASTE AND INFRASTRUCTURE, LONGCROSS, NATALIE BRAMHALL, RECYCLING, SURREY COUNTY COUNCIL, SURREY WASTE LOCAL PLAN, SUSTAINABILITY

A new materials recycling facility in Longcross could process up to 100,000 tonnes of recycling from Surrey's homes.

Surrey County Council is proposing building the facility next to Trumps Farm in Longcross which if approved, would process dry mixed recycling from homes in the west of the county including paper, cardboard, plastic, glass, steel and aluminium cans, before being sent off to manufacturers to turn the recycled materials into new products. The location has been identified in the [Surrey Waste Local Plan](#) as a site that is suitable to process dry mixed recycling from households and is adjacent to a former landfill site that is also the responsibility of Surrey County Council.

The facility would help Surrey County Council to have better control of how Surrey's recycling is processed and to future-proof waste and recycling services to cope with Surrey's growing population and changing legislation.

A public engagement period on the proposal runs from today (Monday 5 February) to Friday 1 March 2023. During this time residents are encouraged to view the plans and share their views online at our virtual room available at surreymrf.exhibition.app

Two in-person drop in events will also be held for residents to meet the project team, ask questions and provide feedback. These will take place on the following dates:

- **Friday 9 February 3pm – 7pm** at Lyne Village Hall, Lyne Lane, Chertsey. KT16 0AN
- **Sunday 11 February 10am – 2pm** at Virginia Water Community Association, 3 Beechmont Avenue, Virginia Water. GU25 4EY

Natalie Bramhall, Cabinet Member for Property, Waste and Infrastructure at Surrey County Council said, *"This new facility is a key part of Surrey County Council's ambition to be one of the UK's leaders when it comes to recycling and sustainability.*

"We are proud to already be the third best performing county council in England for recycling and committed to doing even more to improve recycling rates and reduce residual waste volumes further over the next decade.

"By sorting recycling here in Surrey, we can reduce costs to the taxpayer, ensure we have a resilient recycling system in place and importantly, reduce the environmental impact of long-distance haulage required to transport materials out of the county."

Comments received during the engagement period will inform the formal planning application which will be submitted later this year.

-ends-

Appendix F: Engagement banners

Banner 1 and 2

9

WELCOME

ABOUT THIS EXHIBITION

In response to a growing population with an increased need for recycling, Surrey County Council is striving for better control of how recycling across the county is processed and sorted.

Surrey residents currently produce around 120,000 tonnes of recycling each year and Surrey County Council is therefore proposing a new Materials Recycling Facility (MRF) to process and sort the recycling that arises in north and west Surrey. The majority of this will then be sent to specialist recycling and recovery facilities.

The proposed MRF will be located on Council-owned land, next to Trumps Farm, Kilmead Lane, Longcross, KT16 0ET. This site is allocated within the Surrey Waste Local Plan, which outlines the new waste management facilities in Surrey up to 2033 (more information can be found in the project's virtual room at www.surrey.gov.uk/exhibition).

This exhibition provides the opportunity for you to find out more about the MRF plans, ask any questions and tell us what you think of the plans, ahead of the planning application which will be submitted to Surrey County Council's Planning Department later this year.

You will be able to provide feedback via a number of channels including:

You can contact us by:
 Phone | 01483 609 008
 Email | engagement@surrey.gov.uk
 Freepost | Enquiries available upon request.

Scan the QR code to provide feedback online in our virtual room



A response form can be accessed either digitally via the project's virtual room or in hard copy at the drop-in events or by request via the contact details above.

FIND OUT MORE

You can find information about the MRF via the project's virtual room at any time: www.surrey.gov.uk/exhibition.

We are holding two community engagement events where members of the public can view plans for the project and ask questions to members of the team:

Event location	Event address	Event date and time
Lynx Village Hall	Lynx Lane, Chertsey, KT16 0AN	Friday 5 February 10am - 7pm
Virginia Water Community Association	3 Blackmoor Avenue, Virginia Water, GU25 4EY	Sunday 8 February 10am - 2pm

BACKGROUND

The Materials Recycling Facility (MRF) would be built and owned by Surrey County Council on its own land, under its statutory obligations as a Waste Disposal Authority.

The land on which the MRF is proposed to be built is owned by Surrey County Council, meaning that Surrey County Council itself is the planning authority. The planning application is being submitted by the Council's Waste and Resources team to the Council's Planning team, however this is not unusual and there are strict protocols and procedures in place to ensure that national planning guidance is followed. This guidance states that Local Authorities must make planning applications in the same way as any other developer and must follow the same procedure as would apply to applications by others. The application will be assessed against the relevant policies in the Minerals and Waste Development Framework, which includes the Surrey Waste Local Plan (adopted December 2020), and the relevant policies in the Ramsmede Local Plan.

NEED FOR MRF

Managing recycling within the County provides benefits to both Surrey residents and Surrey County Council in their waste management role.

These benefits help contribute to a circular economy and deliver greater value for the Surrey taxpayer:

- 

1. Limited local capacity currently within Surrey and surrounding region for bulk and sorting of recycled materials. Currently materials have to be transported over longer distances to MRFs outside Surrey creating inefficiencies and increasing carbon miles.
- 

2. Surrey County Council would own the facility, meaning improved control over its recycling services.
- 

3. Reduced cost to Surrey County Council by processing materials in the County, compared to higher costs currently incurred sending recycling to third parties and further afield.
- 

4. Easier quality control of materials collected and sent for recycling.



Banner 3 and 4

WHAT IS BEING PROPOSED?

A Materials Recycling Facility (MRF) is a processing plant for recyclable material.

The MRF would receive dry mixed recycling collected from Surrey households and would use a combination of mechanical and technical equipment to separate this recycling into single material streams which can then be made into other products. Dry mixed recycling includes:

- Paper and card
- Plastics (e.g. food trays/containers and film)
- Glass
- Metals (e.g. steel or aluminium drink and food cans)

The proposals for the site at Trumps Farm are for a MSF which can process up to 100,000 tonnes per year. Initially the MSF is expected to process just over 70,000 tonnes per year of material from surrounding boroughs and districts in the west of Surrey (with the remainder being processed at an existing MSF at Leatherhead).

PROPOSED MRF LOCATION

Why is the MRF being proposed at this location?

Five sites were assessed as potential locations for the MRF. However, this site was found to be the only site that could deliver a MRF of a suitable size to process the required annual amount of dry mixed recycling in southwest Surrey. The site is also owned by Surrey County Council whilst the four other sites are currently owned by private operators and landowners.

The Surrey Waste Local Plan (adopted December 2020) sets out how and where different types of waste will be managed in Surrey in the future, covering the period between 2019 and 2033. The proposed site of the MRF is identified within this Plan as a site that is suitable for a facility to process dry mixed recycling from households.

What is currently around / near the site?

The site is located in a semi-rural location with few immediate neighbours, within the Metropolitan Green Belt (the statutory green belt encircling London).

The site is located next to Surrey County Council's former landfill site off, Kilmead Lane, Longcross, Chertsey, Surrey KT16 0ET. The site of the proposed MRF is a mix of rough grass, scrub, and woodland, which was previously used for the construction of the Motorway. It lies approximately 250m to the south of the village of Virginia Water, 300m to the north of the village of Longcross, 3km to the east of Sainsbury's, Berkhams, and 4.5km to the west of the town of Chertsey, Surrey.

The site is bordered by the M3 motorway to the north, the former Trumps Farm Landfill Site to the east, and Kilmead Lane to the west. Access would be from Kilmead Lane.



THE FACILITY

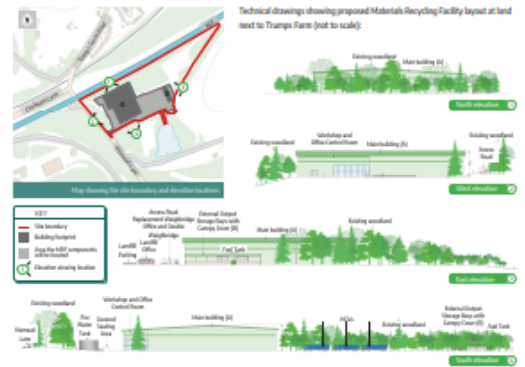
The Materials Recycling Facility (MRF) would receive dry mixed recycling collected from Surrey households for processing and would not process organic or food waste.

The MRF has been designed to make sure the sorting and separating of materials is entirely contained within the building. The emerging design of the facility is made up of the following:

- The main MRF building which would be approximately 17.5 metres high with 11,000m² floorpace. This is where the dry mixed recycling would be tipped and processed.
- A weighbridge to weigh the trucks would be installed on a two-way, incoming and outgoing road.
- External covered storage bays approximately 7 metres high and 700m².
- An external bay for vehicles.
- An external fuel tank to supply mobile plant.
- A workshop and office including a control room approximately 17 metres high, two-storey, and up to 1,700m².
- Around 22 car parking spaces for staff.
- A bike shed, shelter and bike store.
- Perimeter fencing (likely a standard design, 2.1 metres in height).
- An external water storage tank to feed a potential sprinkler system.
- Solar panels will be considered as part of the design on the roof of the facility. This would produce sustainable energy to support operation.

It is anticipated construction would start in early 2026 and last for 18 months subject to planning consent.

PROPOSED ELEVATIONS



Banner 5 and 6

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KEY CONSIDERATIONS

The local environment is an important consideration in the development of the plans for the Materials Recycling Facility (MRF). A number of local considerations are being taken into account in the design of the MRF.

The planning application for the proposed MRF next to Trumps Farm will be accompanied by detailed assessments on:

- TRANSPORT
- NOISE
- USUAL IMPACT AND LANDSCAPE
- DRAINAGE AND FLOOD RISK
- AIR QUALITY
- HERPETOFAUNA (TREES)
- ECOLOGY



ECOLOGY AND BIODIVERSITY

Through an initial habitat survey, the presence of ancient woodland on the site was identified. This has fed into the design allowing the ancient woodland to be retained along with a 15 metre no-development buffer, in line with Government guidelines. Once further survey work has been completed, any required mitigation will be identified.

VISUAL IMPACT

The site includes a number of trees that contribute to the character of the site and help to reduce views. The MRF plans look to avoid tree loss as far as possible by preserving Ancient Woodland, a veteran beech tree and an ancient sweet chestnut. These retained trees would continue to provide visual screening from the road, nearby properties and the public open space at Cherry Caravan to the south. A landscape and visual assessment will be submitted as part of the planning application later this year. This will include the assessment of impacts on representative viewpoints surrounding the site. This will then be available on the Surrey County Council planning portal. Mitigation measures are likely to include new tree and woodland planting using appropriate species such as oak and birch, and the creation of species rich grassland with wildflowers.

AIR AND NOISE

The facility would not accept organic material such as food and garden waste, which can produce odours. All waste processing would take place inside the enclosed building which means there would be very little dust and odour released into the outdoor air as well as minimal operational noise. The main source of emissions to the air associated with site operations would come from vehicles travelling to and from the facility. The air quality assessment will use computer modelling to consider these emissions and identify any impacts on local air quality. The facility would play an important role in reducing the amount of material sent to landfill sites or energy recovery plants through effective sorting and recovery processes. Recycling materials to make new products reduces the need for virgin materials and helps to reduce greenhouse gas emissions by reducing energy consumption that would result from obtaining virgin materials. Recycling also minimises greenhouse gases, which would otherwise be associated with recovery of energy from, or landfilling of, that material. Noise and air quality assessments are being undertaken and any impacts identified as part of this assessment work would be mitigated as far as possible.

KEY CONSIDERATIONS

TRANSPORT

Vehicle movement

It is anticipated that there will be 68 vehicles arriving to and leaving from the MRF each day, comprising a mix of recycling collection vehicles and Heavy Goods Vehicles (HGVs). For staff traffic, it is expected that around 18 staff would be employed in total who may also be accessing the site by car.

Access and existing road network

The MRF would use the existing access junction onto Kilnwood Lane. Recycling collection vehicles will use a variety of local roads to access the site, however, it is proposed that HGVs that are collecting the processed materials from the site will not travel through Virginia Water due to the weight restrictions on the bridge at Trumps Green Road, to the north of the site. This bridge is highlighted on the map to the right. The map also shows the indicative route where these HGVs will travel, either north along Chisleham Lane or south along Longcross Road. These are indicative proposals that will be confirmed by the traffic survey being undertaken and by the planning permission granted.



The existing entrance gate and closed-circuit television (CCTV) would be retained under the proposed development. An additional access track exists from Kilnwood Lane to allow for emergency access to the MRF. This would be maintained under the proposed development. A new pedestrian and cycle access to the site from Kilnwood Lane would be provided to separate pedestrians and cyclists from the HGVs' traffic entering the main access.

Transport assessment and modelling

A transport assessment has been carried out to consider the potential impact of vehicles associated with the MRF. This transport assessment is based on traffic surveys of local roads, road safety collision data, and includes consideration of future planned developments in the local area. The transport assessment concludes that the MRF would create no material impact on the surrounding road network in terms of highway capacity and road safety.

Managing impact

Surrey County Council would work with partners, including the Districts and Boroughs and Transport for the South-East (TFSE), to manage the impacts of goods vehicles on the local roads, mitigating any impact of vehicle movements by routing access to the MRF through non-residential areas whenever possible. This could be implemented through a routing strategy document, which contractors would be required to adhere to. Additional measures could include delivery restrictions, introducing electric vehicles for deliveries and/or combining deliveries to reduce the total number of vehicles.

Banner 7



We hope that you have found the exhibition informative. If you have any further questions, please don't hesitate to speak to one of our team members. We are still refining our plans for the proposed Materials Recycling Facility (MRF).

The main purpose of today's event is:

- to share our ideas so far
- to seek your views on the project so that we can consider them in shaping the final plans

We encourage you to use our feedback forms, which you can find on our virtual room www.mrfexhibition.org or using the QR code below to let us know your views and any issues you would like to raise. Please hand your completed form back to one of our team, email it to surreymrf@surrey.gov.uk or send it via freepost.

You can contact us by:

- Phone | 03456 089 008
- Email | surreymrf@surrey.gov.uk
- Freepost | Envelope available upon request



We will review the comments received carefully and prepare a Statement of Community Involvement report, summarising these, which will help inform the MRF plans. The report will form part of the planning application which the Council's Waste and Resources team will submit later this year.

The planning authority will also undertake a statutory consultation with residents and stakeholders following submission of the planning application.

The engagement period will close at 15:00pm on Friday 1st March 2024.

Project Timeline



AECOM is an infrastructure consulting firm who is assisting Surrey County Council in bringing forward the planning application for this MRF. This includes supporting Surrey County Council to engage with the local community and delivering professional services throughout the project lifecycle.



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Appendix G: FAQs

Surrey Materials Recycling Facility (MRF) - frequently asked questions



The project:

Q: What is a Materials Recycling Facility?

A: A Materials Recycling Facility (MRF) is a processing plant for recyclable material. The MRF would receive dry mixed recycling collected from Surrey households and would use a combination of mechanical and technical equipment to separate this recycling into single material streams (e.g., paper, card, cans) which can then be made into other products.

Q: What is being proposed?

A: The proposals for the site at Trumps Farm are for a MRF which can process up to 100,000 tonnes per year. Initially the MRF is expected to process just over 70,000 tonnes per year of material from surrounding boroughs and districts in the west of Surrey, (with the remainder being processed at an existing MRF at Leatherhead). This represents about 65% of the recycling currently produced by Surrey households and is equivalent to the amount produced by just over 300,000 homes. The remaining capacity is planned to allow for an increase in the proportion of waste that is recycled.

Q: Who will be determining the planning application?

A: The land on which the MRF is proposed to be built is owned by Surrey County Council, meaning that Surrey County Council itself is the planning authority. The planning application is being submitted by the Council's Waste and Resources team to the Council's Planning team, however this is not unusual and there are strict protocols and procedures in place to ensure that national planning guidance is followed.

This guidance states that Local Authorities must make planning applications in the same way as any other developer and must follow the same procedures as would apply to applications by others. The application will be assessed against the relevant policies in the Minerals and Waste Development Framework, which includes the [Surrey Waste Local Plan](#) (adopted December 2020), and the relevant policies in the Runnymede Local Plan. The facility would be built by Surrey County Council under its statutory obligations as a Waste Disposal Authority.

Q: When are you submitting the planning application?

A: The aim is to submit the planning application later this year.

Q: How can I get involved during the planning process?

A: As part of developing the planning application, a four-week engagement period is being held where plans for the MRF will be publicised and members of the public, alongside other stakeholder groups, will have the opportunity to comment. This will be supported by two in-person drop-in events where the plans will be available for viewing and members of the team will be present to answer questions about the project. This will be supplemented by a virtual room where the plans will be available at any time for stakeholders to access.

Participants are encouraged to provide feedback via a number of channels including a project-specific email address, a freepost address and a response form that can be accessed either digitally via the virtual room, or in hard copy at the drop-in events or by request.

The planning authority will also undertake a statutory consultation with local residents and stakeholders when the planning application is submitted.



Q: How will this benefit the local community?

A: The MRF would provide a facility capable of separating out Surrey residents' recyclables into high quality material streams for onward processing. The location of the MRF would help to reduce road miles (and Surrey's carbon footprint as a result) for the recyclable material that currently requires transportation to sorting facilities and interim transfer stations. There is a reduced cost to Surrey County Council by recycling materials in the County, compared to higher costs currently incurred sending recycling to third parties and further afield. The MRF would be owned by Surrey County Council, however the operation of the facility may be contracted out to a specialist external operator. This allows the Council to have a greater say over its recycling services, building resilience and future proofing waste management with Surrey's growing population. These benefits help contribute to a circular economy and provides better value for money for taxpayers.

The site:

Q: Where will the facility be located

A: The site is located adjacent to Surrey County Council's former landfill site off, Kitsmead Lane, Longcross, Chertsey, Surrey KT16 0EF. The site of the proposed MRF is a mix of rough grass, scrub, and woodland, which was previously used for the construction of the Motorway. It lies approximately 200m to the south of the village of Virginia Water, 700m to the north of the village of Longcross, 3km to the east of Sunningdale, Berkshire, and 4.5km to the west of the town of Chertsey, Surrey. The site is bordered by the M3 motorway to the north, the former Trumps Farm Landfill Site to the east, and Kitsmead Lane to the west. Access would be from Kitsmead Lane.

The [Surrey Waste Local Plan](#) (adopted December 2020) sets out how and where different types of waste will be managed in Surrey in the future, covering the period between 2019 and 2033. The proposed site of the MRF is identified within this Plan as a site that is suitable for a facility to process dry mixed recycling from households.

Q: Why has this site been chosen?

A: Five sites were assessed as potential locations for the MRF, however, this site was found to be the only site that could deliver a MRF of a suitable size to process the required annual amount of dry mixed recycling in northwest Surrey. The site is also owned by Surrey County Council whilst the four other sites are currently owned by private operators and landowners.

The site has been previously developed as part of the construction of the Motorway, and part of the site is currently used for the collection and bulking up of green garden waste which is then sent for composting and the adjacent site was used as a landfill site from the mid 1980's up until 1999. The site is located in a semi-rural location with few immediate neighbours, within the Metropolitan Green Belt (the statutory green belt encircling London).

Q: What is the size of the facility?

A: The facility is likely to consist of a main MRF building, approximately 17.5m high and 11,000m² floorspace, in which the dry mixed recycling would be processed. There would also be a workshop and office including a control room (approximately 17m high, two-storey, and up to 1,700m²).

Q: Will the site be visible?

A: There are a number of ancient trees located on the site which would be carefully preserved, and the majority of existing trees would remain in place which would provide visual screening from the road, nearby properties and the public open space at Chertsey Common to the south. Landscape and visual assessments are being prepared, and these will be submitted as part of the planning application later this year. These will then be available on Surrey County Council's planning portal. Mitigation measures

could include planting of appropriate species such as oak and birch, and species-rich grassland or wildflowers.



Q: What will happen to the existing buildings on the site?

A: The only existing building on site is the office for the adjacent landfill site which is being relocated outside of the MRF site boundary.

Traffic:

Q: Will this mean more traffic on nearby roads?

A: A transport assessment that has been carried out to consider the potential impact of vehicles associated with the MRF. This transport assessment is based on traffic surveys of local roads, road safety collision data, and includes consideration of future planned developments in the local area. The transport assessment concludes that the MRF would create no material impact on the surrounding road network in terms of highway capacity and road safety.

Surrey County Council would work with partners, including the Districts and Boroughs and Transport for the South-East (TfSE), to manage the impacts of goods vehicles on the local roads, mitigating any impact of vehicle movements by routing access to the MRF through non-residential areas wherever possible. This could be implemented through a routing strategy document, which contractors would be required to adhere to. Additional measures could include delivery restrictions, introducing electric vehicles for deliveries and/or combining deliveries to reduce the total number of vehicles.

The route of goods vehicles would continue to be assessed alongside using weight restrictions and measures such as traffic calming, implemented in the context of Surrey County Council's Transport Plan.

Q: What will you be doing about the increased pollution from extra traffic?

A: Most vehicles delivering to the MRF would be recycling collection vehicles carrying material collected from households in Surrey. As this recycling is currently being collected and delivered to similar facilities outside of Surrey, an increase in the overall levels of pollution is not anticipated.

During the MRF's lifespan, councils within Surrey will be transitioning to electric or alternative fuel refuse collection vehicles (RCVs) reducing the pollution generated. Additionally, electric car charging points would be installed in the car park of the MRF.

Q: Will there be any improvements to the M3 access or surrounding roads?

A: No improvements to the M3 emergency access or surrounding roads are being proposed as the transport assessment that has been completed does not indicate these would be necessary.

The proposed development would utilise the existing access junction from Kitsmead Lane to the west. An additional access track exists from Kitsmead Lane to allow for emergency access to the M3 and this would be maintained under the proposed development.

Q: How will vehicles access the site?

A: Access would be via Kitsmead Lane, which connects to main roads that provide access to the wider area.

Q: How many vehicles will be visiting the site each day once it is operational?

A: It is anticipated that there will be 88 vehicles arriving to and leaving from the MRF each day, comprising a mix of recycling collection vehicles and larger articulated lorries. For staff traffic, it is expected that around 18 staff would be employed in total who may also be accessing the site by car.

As a comparison, there are currently 2,561 vehicles that use Kitsmead Lane per day, so the anticipated traffic resulting from the MRF would be less than 1% of the total local traffic.



Q: What type of vehicles will access the site?

A: Refuse Collection Vehicles, large articulated Heavy Goods Vehicles, and curtain-sided trailers as well as staff cars.

Construction:

Q: When will construction start and how long will it take?

A: It is anticipated construction would start in early 2026 and last for 18 months subject to planning consent.

Q: What are the construction working hours?

A: The construction working hours would be agreed once a contractor for the site is appointed. Working hours are set out in a Construction Environmental Management Plan (CEMP) before construction can take place. Only minor construction activities such as site security fencing/hoarding/gates, site signage, monitoring equipment, temporary site accesses, temporary access roads or temporary car parking is likely to be permitted before the CEMP has been submitted to and approved in writing by Surrey County Council's Planning Department. It is anticipated that the agreed construction working hours would be between 08:00 and 18:00 which are standard in the UK.

Q: Will local contractors be used?

A: Contractors would be appointed later in the process once planning permission is granted. Local contractors would be used where possible.

Q: How will construction impacts be mitigated?

A: Any construction impacts would be identified once a contractor is appointed and any required mitigations will be set out in the CEMP. No construction activities, other than site security fencing/hoarding/gates, site signage, monitoring equipment, temporary site accesses, temporary access roads or temporary car parking is likely to be permitted before the CEMP has been submitted to and approved in writing by Surrey County Council's Planning Department. This would then be available on request.

Q: Will it be noisy while the MRF is being built? And will there be lots of construction traffic using our roads? How will you mitigate this?

A: There will likely be unavoidable noise created as a result of construction, however this should be confined to the site and immediately adjacent areas, with limited impact on residents. Any noise generated through construction will be limited to social hours as indicated above. At this point construction methods are not defined as no contractor has been appointed. Construction related vehicles movements would be scheduled, where possible, to avoid peak times on the local road network and this would be outlined in the CEMP which would set out any required mitigations.

Operation:

Q: Will the MRF be open / working 24 hours a day?

A: It is currently assumed that the window for delivering recycling to the MRF would be between 07:00 and 20:00 Monday to Friday and 07:00 and 15:00 on Saturday with no deliveries on Sunday. However, these hours would be confirmed by Surrey County Council once the construction of the facility is complete.

Q: Will there be any noise or smell from the MRF?

A: The processing of materials would be undertaken inside the enclosed building and food or garden organic waste would not be accepted, so odour and operational noise would be minimal. Noise and air quality assessments are being undertaken and any impacts identified as part of this assessment work will be mitigated as far as possible, including installing sound insulation within the structure where

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necessary. These will be submitted alongside the planning application in late 2024. These will then be available on Surrey County Council's planning portal.



Q: What will happen to materials transported to the site?

A: The MRF would automatically and manually separate the incoming waste into separate materials for onward processing before being recycled into new products. The likely equipment would include a range of conveyors, overband magnets, eddy current separators that separate aluminium and steel metals, and optical sorting units that use lasers to target and sort different types of material. The separated material streams are expected to include paper, card, steel, aluminium, plastics, and glass.

Q: Will recyclable materials be sent abroad?

A: The specific destinations of the recycled materials separated in the MRF would be determined once the facility becomes operational. These can be influenced by a number of factors such as market demand, local infrastructure, legislation and the material type. While destinations can't be guaranteed, where possible local processors and end destinations would be sought.

Q: What happens to any rejects / contamination from the process?

A: The MRF would be designed to operate efficiently to produce clean and high quality separated recycled materials as far as possible. However, inevitably there will be a quantity of rejected material that cannot be recycled at the end of the process, and this would be removed from the site and taken to an energy from waste (EfW) facility for combustion with energy recovery. If it is not possible to recover energy from this material it would be sent to a landfill site, however this would only occur where no other reasonable option is available.

Q: How many years will the plant be operating for?

A: It is expected that the facility would have at least a 20–25-year lifespan. Following this period, the performance of the facility would be assessed in line with the requirements of Surrey County Council's recycling services and a plan for the future of the site developed.

Q: What sort of recyclables will you be treating?

A: The facility will treat dry mixed recycled materials collected from households in Surrey - this includes paper, card, plastics (e.g., food trays/containers and film), glass, and metals such as steel or aluminium drink and food cans.

Q: Where will the recyclables come from?

A: The recyclable material would mostly come from kerbside collections from households in Spelthorne district and the boroughs of Runnymede, Surrey Heath, Elmbridge, and Woking.

Q: Is the process safe?

A: The process would be designed to relevant industrial standards and use a combination of manual and automatic separation. There are no hazardous wastes accepted for processing. Only general lubricants/mobile vehicle fuels are needed for operation of the facility, these are not hazardous substances. All processes operate inside the enclosed building.

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Q: Will the plant be powered by renewable energy?

A: MRFs need a lot of power to operate, this would come mostly from the local grid network. Roof solar panels will also be considered as part of the design, which would produce sustainable energy to support the operation.

Environment:**Q: How will this affect local air quality?**

A: The facility would not accept organic material like food and garden waste, which can produce odours. All waste processing would take place inside the enclosed building which means there would be very little dust and odour released to the outdoor air. The main source of emissions to the air associated with site operations would come from vehicles travelling to and from the facility. The air quality assessment will use computer modelling to consider these emissions and identify any impacts on local air quality.

Q: Are there plans to mitigate the impacts on plants and animals on site?

A: Through an initial habitat survey, the presence of ancient woodland on the site was identified. This has fed into the design allowing the ancient woodland to be retained along with a 15 metre no-development buffer, in line with Government guidance. Once further survey work has been completed, any required mitigation will be identified.

An Ecology survey is currently being completed and the requirements for a Habitats Regulation Assessment are being reviewed. Once these surveys have been completed, impacts identified as part of this assessment work will be mitigated as far as possible. These mitigation methods will be identified within the planning application documents.

Q: What surveys have been undertaken?

A: To date, air quality, noise, ecology, arboriculture, transport, flood and landscape surveys have been undertaken. The results of these surveys, impacts, and proposed mitigation measures will be included in the planning application submitted.

Q: How can you be sure material stays on site and does not blow into the surrounding countryside?

A: The recyclable material would be processed inside the enclosed building which reduces the risk of wind-blown litter. Separated materials such as paper, card and plastics, which present the biggest risk of litter, would be tightly wrapped in bales and stored under covered storage bays before collection. There would also be fencing around the site and external covered storage bays for recycling waiting to be processed. Vehicles delivering mixed recycling and collecting separated recyclables from the site will be enclosed recycling collection vehicles and sheeted and curtain-sided articulated lorries which are designed to carry material and would reduce the risk of recycling being blown into the surrounding areas.

Q: Does this help tackle climate change?

A: The facility would separate collected recyclables into single streams so that they can be forwarded for recycling, helping Surrey maintain and improve on its recycling rate of 54.4% of material sent for recycling or composting in 2021/22, ranking Surrey as 37 out of 333 local authorities in England for recycling performance. The facility would play an important role in reducing the amount of material sent to landfill sites or energy recovery through effective sorting and recovery processes. Recycling materials to make new products reduces the need for virgin materials and helps to reduce greenhouse gas emissions by reducing energy consumption that would result from the extraction and use of virgin materials. Recycling also minimises greenhouse gases, which would otherwise be associated with recovery of energy from, or landfilling of, that material. Roof solar panels will also be considered as part of the design, which would produce sustainable energy to support the operation.

Q: Will I be able to visit the facility?

A: It is the intention that there would be regular tours of the MRF for stakeholders and for educational purposes e.g. schools.

Q: Will there be any impact on local footpaths and bridleways?

A: The proposals would have no impact on any local footpaths or bridleways. A new pedestrian and cycle access to the site from Kitsmead Lane would be included in the proposals to separate pedestrians and cyclists from the HGV traffic entering the main access.

Appendix H: Feedback Form

Surrey Materials Recycling Facility (MRF) - response form

We want to understand your views on the proposals for the Surrey Materials Recycling Facility (MRF) at Trumps Farm, Kitsmead Lane, Longcross, Chertsey, Surrey KT16 0EF.

Please complete this form by 11:59pm on Friday 1 March 2024, or your responses may not be considered.

* Required

About you

To help us understand your interest in the area and our proposals, please let us know:

1. Your first name:

2. Your surname:

3. If you are responding as: *

- Local resident
- Employee in the local area
- Business owner in the local area
- Community organisation or resident group
- A parish / town / ward / borough / county councillor
- Other

4. The first part of your postcode (e.g. GU25)

The proposals

5. Do you support the proposals for the Surrey MRF at Trumps Farm? *

- Yes
- No

6. Are you concerned that this development may have some impacts? If so, please tick those from the list below which you are concerned about specifically: *

- Noise
- Landscape and visual
- Ecology and biodiversity
- Pollution
- Traffic
- Impact on community
- Engagement process
- Not concerned
- Other

7. How important is recycling to you/your family? *

- Not important
- A little
- Somewhat
- Very

8. Please use this space to share your views or any further thoughts on the proposals presented in the engagement materials?

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Engagement

9. How did you hear about the proposals? *

- Surrey County Council website
- Social media
- Local newspapers
- Word of mouth
- Other

10. Have the materials provided helped to answer your questions in relation to the proposed MRF at Trumps Farm? *

- Yes
- No
- Did not view the materials online / attend an event

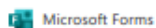
11. If you responded "No" to the previous question please use the space below to share more details on what else you would like to know

12. Would you like to receive further updates about the project?

- Yes
- No

13. If you answered "Yes" to the previous question, please provide your email address

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.



Appendix I: Respondents' full text views on the proposals presented in the engagement materials

Think a proposal like this is well overdue for Surrey and looking forward to seeing its rapid implementation
It appears to be a worthy investment. Fingers crossed. However movement/routes of lorries will be carefully monitored, we hope!
The lorries required to bring the recycling are too big for the country roads and will cause further jams and add pollution to the area.
<p>Virginia Water is a village. We have already had significant development in the area through the building of residential properties at Longcross. No provision was made for the increase in traffic. This proposal would add even more traffic to the roads in and out of a village. There is a one way road through Trumps Green which already gets significantly grid locked. This proposal exits on to a small road which was not invented for a large volume of traffic. The roads are already in a terrible state with large numbers of pot holes. The increase in heavy vehicles will only exacerbate this. It is hard to see how the promises made regarding numbers of vehicles and the type to be permitted to drive though Trumps Green will be monitored and policed.</p> <p>We already suffer from significant odour pollution in the summer from the site. Complaints are continually made. It is impossible to sit outside at times due to the smell. It is highly unlikely that there will not be additional pollution from this proposal,</p> <p>The proposal would destroy the natural habitat, home to so much wildlife and animals. The ancient trees will try to be preserved, but there is no guarantee. You will be destroying an area of natural beauty with a high level of biodiversity.</p> <p>There is no local support for this. The cost to the environment is too high.</p>
The main access for large lorries to the site is Longcross Rd. It is already over used, mainly as a short cut from the M3 to the M25. It is not wide enough for these very big refuse lorries nor will the structure of this B road be able to sustain the increased usage.
The prevailing wind is from the West so Lyne, Chertsey and surrounding areas will all suffer from any environmental noise and pollution produced from this site.
<p>Inappropriate site. Pollution levels cause me great concern when the location is in close proximity to various schools. Why hasn't this been taken into consideration? Or does</p> <p>It not generate the council money so in this case the pollution levels near schools don't count?</p>
<p>My main concern about this proposal is to do with traffic. There is already a high volume of HGV traffic along Kitsmead Lane from the Envar site and the adjacent site occupied by ADF, Severn Trent and others. Kitsmead Lane is simply not suitable for the HGV vehicles being used. I use the road frequently traveling from Virginia Water to Ottershaw and just last week the HGV I was behind had to stop to allow an ADF vehicle to exit the site and then wait whilst this HGV crawled past the stationary vehicle. Passing at any speed above a crawl would certainly have resulted in the vehicles hitting each other.</p> <p>As a car driver it is not unusual to find an oncoming HGV over the white line as they are unable to drive up the road at any speed without doing so. It is simply too dangerous for HGVs to use this road and increasing the volume will only make it worse</p>
<p>It seems the age group 30-40 are not interested in recycling. The rest presume recycling means re-use as we know this is not the case and a huge amount still goes to land fill. THIS MUST STOP !</p> <p>Transport around the proposed area is the biggest issue. The roads are totally unsuitable. So much traffic now uses these roads and when the Film industry restarts there will be even more. Netflix have been granted permission to use lower Longcross for five years and their lease for Longcross is for twenty years. When the motorways have problems this area is used as a cut through causing more usage.</p>
I'd like to understand more about the restrictions on HGVs travelling through Virginia Water and how that will be enforced. There is already enough congestion due to vehicle traffic and pinch points such as narrow and/or low bridges; I don't understand how you would enforce the extra traffic this site will

<p>generate entering and exiting the facility via specific roads. If the vehicle operator chooses to ignore the directive what sanction would there be and who would issue/enforce this?</p>
<p>It would be helpful for the Council to encourage residents and businesses to reduce their use of materials that need recycling alongside these current plans</p>
<p>My concern is the additional number of large lorries that will be on this already busy Longcross 'B' road. The junction with Kitsmead Rd can get congested, is not suitable for large lorries turning, plus many a vehicle has gone straight across at the T junction into the fence opposite. Making this junction safe is a long overdue project, something I informed Surrey Highways many years ago. Note that most of this route is heavily tree lined and it is the very large lorries that are hitting the overhead branches and bringing them down on to the road, so this should be taken into account when thinking what lorries you will be using.</p>
<p>I am delighted that Surrey Council is future proofing recycling however I am not convinced this is the best location given that it will increase noise, pollution and impact the local community. My major concern is the projected increase is heavy good vehicles; 176 extra per day. There is already too much heavy traffic on relatively minor roads. Even this current level of traffic makes the Longcross Road dangerous and is causing increasing vehicle damage.</p> <p>The proposal also states that this green belt area has relatively few neighbours. Can this be true given the recent and future proposed Longcross Developments and all the development near St. Peter's Hospital? And surely Chobham Common, a site of Special Scientific Interest and a Natural Nature Reserve counts as an important neighbour that needs protection.</p>
<p>Countrystyle (Envar) are currently a tenant at the site which this development is proposed (Trumps Farm). We would like to expand our waste offering that we provide in Kent to the Surrey area. We would like to offer both operation of a transfer station and/or DRM MRF and would like to discuss this further with the Council.</p>
<p>I welcome that Surrey CC is taking steps to improve the carbon footprint of its recycling activity by ensuring that waste is sorted close to where it is generated by residents, rather than transporting large volumes of recycling in heavy vehicles further afield. Encouraging and enhancing local recycling services has the potential to reduce the greenhouse gas emissions resulting from the extraction and use of virgin materials. I am also supportive of SCC's plans to look at the viability of including solar panels in buildings, in order to reduce the environmental impact of powering the MRF. However, given neighbouring residents have experienced issues of noise and odour from the nearby facility, it is equally important that all steps are taken to prevent any undue impact on nearby properties.</p> <p>Noise and air pollution – The Trumps Farm site on Kitsmead Lane is already host to a number of waste management operations, including an anaerobic digestion plant. Although not an area of heavy population density, odours emanating from the site cause intermittent and very significant disturbance to residents of the area, often disrupting routine enjoyment of their homes. I welcome the fact that the MRF will be used for the sorting of dry recycling such as paper, glass and metals, which will clearly reduce the scope for odour pollution, as will the restriction of sorting operations to an enclosed building. I look forward to hearing more regarding the specific proposals as this scheme progresses towards planning application stage. However, the noise and odour insulation of buildings should be as robust as possible to minimise disturbance to neighbouring properties. This should be monitored and measured on an ongoing basis, and action taken as necessary, when the site becomes operational.</p> <p>Impact of traffic movements – I welcome the analysis that has been done to date on projecting the increase in traffic around the Kitsmead Lane site. The anticipated access routes – principally Chobham Road and Longcross Lane - mean that the impact of the expected increase in traffic will be largely confined to major roads with limited impact on residential areas. However, the A320 which connects the M25 with Longcross Lane, remains a traffic hotspot for the [REDACTED], and therefore the impact of additional larger vehicles on this road should be considered carefully. Contingency plans should be in place to redirect vehicles on appropriate routes when roadworks are underway on the A320, which takes place frequently.</p> <p>Engagement with residents – As with any significant construction project or industrial undertaking which has the potential to impact residential areas, ensuring regular opportunities for engagement with the local community will be important for gaining and keeping support for the MRF. I would therefore propose that the residents of neighbouring roads are provided with the contact details of a designated officer/officers at SCC, with regular opportunities for engagement via online or in-person forums where feedback can be provided. I welcome the community engagement that has already</p>

taken place, including this consultation, and hope this continues throughout all stages of the project, including through the planning and construction phases, and throughout the operational life of the MRF. In this way, issues that are affecting local householders can be fed back to a single point of contact and dealt with in a timely manner.

My concerns are:-

1. The safety of the junction on Longcross Road with Lyne Lane - increasing the safety risk if HGV vehicles increase, as HGV bulkers already often speed through the junction when travelling east on the Longcross Road down the hill.

HGVs travelling east on Longcross Road often pass by the junction of Lyne Lane between 50-56 miles per hour and would be going faster, only that their speed limiters won't allow it. The reason for this is that as they come up the hill and start going down the hill from Fan Court, this is where they gather their speed and momentum from and fly/speed through the junction.

- There are regular near misses and have been several incidents with lorries hitting cars at the Lyne Lane junction.

Can speeding cameras be erected to ensure vehicles reduce their speed when they approach the junction with Lyne Lane? They start descending down the hill, from Fan Court in the direction approaching the junction at Lyne Lane and significantly exceed the 40mph.

Speeding cameras are critical on this stretch of the Longcross Road, approaching Lyne Lane junction, if this plan is to go ahead.

2. The amount of HGVs that will be travelling on Longcross Road which is a "B" road (B386) and NOT an "A" road.

- 88 vehicles during what time period?
- 88 vehicles a day to and from the facility = 176 HGV journeys a day.
- is this in a 24 hour period or 12 hour period?
- Is this 5 days a week or 7 days a week?
- Will vehicles be travelling to and from the MRF during the night?
- Is 88 the maximum number of vehicles that will operate from this centre in a day or will it increase year by year?

3. Do your plans include to improve and upgrade the Longcross Road?

Staff at the Virginia Water site were honest and helpful. Well done! And thanks

I understand and agree with the principle of dealing with waste or recycling where it is generated. Accepting this there seems little strategic sense in locating a MRF this close to Berkshire and it makes residents think that it will serve authorities outside of Surrey.

Clearly building anything on the green belt is a serious matter and this is a definite concern. When the next stage comes forward I would hope that there is a clear plan to achieve a material biodiversity net gain.

You will also understand the pressure on all local authorities to address climate change and whilst, what is being proposed might achieve an overall net reduction in carbon generation, it will have a detrimental impact on [REDACTED] efforts to achieve net zero. Hopefully, this will also be addressed at some point through utilising solar panels, ground source heat pumps, etc.

Outside of the construction phase, the major impact on the community will be additional road traffic in the vicinity of Kitsmead Lane and approach roads from the M25 and other key roads. Two of the roads that will be particularly effected are Holloway Hill and Longcross Road. In particular the junction of Holloway Hill, Longcross Road and Stonehill Road where there is a pavement, but no safe crossing point on this 40 mph road. This road separates two communities with shared amenities (school, church, public house, hospital and open space.) I would hope that any more detailed proposal for the MRF will include the delivery of a safe crossing point at this junction.

Finally, as I mentioned when I visited the consultations, I would very much welcome the opportunity to visit a similar MRF to the one being proposed. This I believe might allow me to allay the fears of local residents in the event that the Kitsmead facility proceeds.

Development of Surrey Material Recycling Facility (MRF)

Did you use the EIA Screening Tool?

Yes

1. Explaining the matter being assessed

This is a:

- A new function

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

Surrey residents produce approximately 120,000 tonnes of Dry Mixed Recycling (DMR) a year. DMR is a mix of paper and card, glass packaging, plastic packaging, and steel and aluminium cans separated from the black bag waste by householders. The district and boroughs as the Waste Collection Authorities (WCAs) are responsible for collecting this material from households. Currently, the collected DMR is either transported directly by the WCAs to third party Material Recycling Facilities (MRFs) within Surrey or is bulked by SCC's contractor SUEZ at various waste transfer stations (WTS) in the County and subsequently delivered to MRFs outside of Surrey. The current waste services contract for DMR ends in 2029 and the Resource & Circular Economy (RCE) service is exploring the opportunity to develop a MRF at Trumps Farm (owned by SCC) in Runnymede to coincide with the end of these contracts.

The MRF will be an active waste processing site that will not be open to the general public, with blanket restrictions on public access to the facility. The only change to stakeholders using the service will be the location of where DMR is tipped; all other elements of the current service will remain the same. There are however considerations required for staff employed to operate the MRF, therefore this EIA will be limited in scope to solely address this (section 3).

There are no foreseeable indirect impacts on the public or employees either working at the MRF or those employed by the WCAs. The operation of the MRF will be a discrete contract let as part of RCE's wider procurement for services in 2029 and while it is possible that the same contractor operating the MRF operates other waste infrastructure on behalf of SCC, any impacts on protected characteristics are mitigated as per section 3.

As part of the pre-planning application process, a public consultation was undertaken between December 2023 and March 2024. A comprehensive stakeholder mapping exercise was carried out at the outset of the project to identify all relevant stakeholders, including elected members of SCC, Runnymede Borough Council and Chobham Parish Council, site neighbours, local businesses, local public facilities, and community groups.

The engagement activities undertaken by SCC included:

Equality Impact Assessment

- Pre-application information sharing and pre-submission engagement on the proposals between 21 December 2023 and 5 March 2024.
 - Pre-application information sharing with SCC began on 21 December 2023, with SCC making a Pre-Application Advice Request to the Planning Authority (SCC).
- An engagement flyer (sent to 502 properties), and introductory emails (sent to 52 stakeholders) were shared by SCC ahead of the engagement period.
- The public engagement period ran from Monday 5 February to Friday 1 March 2024 via a bespoke project virtual room and two in-person public engagement events held on
 - Friday 9 February at Lyne Village Hall in Chertsey; and
 - Sunday 11 February at Virginia Water Community Association.

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The virtual room provided detailed information about the proposals, as well as an interactive feedback form. Paper versions of the feedback form were also available on request and at the in-person events with a freepost addressed envelope available on request to return the completed form. Members of the public could contact the project team to ask questions through a variety of methods including the dedicated project email address, by contacting SCC's contact centre and by freepost addressed envelope on request.

SCC is committed to ongoing engagement with the local community, through to planning determination and beyond. The SCC website will be updated with any news of progress on the planning application and key stakeholders will be notified. Following the submission of the Outline Planning Application (December 2024), SCC will undertake a statutory consultation with residents and stakeholders, who will have the opportunity to view the planning application documents and submit comments to SCC via its planning portal. Subject to securing planning consent, SCC's application team will continue to work with key stakeholders and local people to discuss the proposals and inform the scheme's development.

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

This work relates to the following 'Place' ambition:

'Residents live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities.'

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

- Runnymede

Equality Impact Assessment

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.

- Surrey County Council
 - Nick Wallace-Jones, Strategy & Policy Officer and RCE Equalities Champion
 - Main author
 - Dr Jade-Ashlee Cox-Rawling, Head of Strategy & Policy, RCE
 - Reviewer and Project Lead
 - Joe Osborne, Strategic Lead - Policy & Strategy
 - Reviewer

2. Service Users / Residents

Who may be affected by this activity?

The MRF will be an active waste processing site that will not be open to the general public, with blanket restrictions on public access to the facility. There is no impact on or need for the acknowledgement of any protected characteristic or any group and there are no foreseeable indirect impacts on the public. As part of the pre-planning application process, a public consultation was undertaken between December 2023 and March 2024, with a statutory consultation occurring as part of the planning process following submission of the Outline Planning Application. Subject to securing planning consent, SCC's application team will continue to work with key stakeholders and local people to discuss the proposals and inform the scheme's development.

3. Staff

All protected characteristics and vulnerable groups

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

The MRF will be an active waste management site, the primary purpose of which is to sort DMR into separate material streams through predominantly mechanical means. To manage this operation, there will be numerous staff required, however as the facility is not yet built there is no data available. It should be noted that the construction and operation of the MRF will be delivered through a private sector operator, secured through a competitive procurement process.

A key component of the procurement criteria will be to ensure that the successful bidder is fully compliant with Section 149 (Public Sector Equality Duty) of the Equality Act 2010 and is an accredited 'equal opportunities employer'. These criteria will be listed as part of the method statement submission requirements with bidders obliged to detail:

- How they are and will be compliant with the Equality Act 2010
- All company policies and procedures on:
 - Recruitment,
 - Training and retention
 - Bullying and harassment
 - Supply chain management etc.
- Their accreditation as an equal opportunities employer
- Track record on equality from previous projects
- Any case studies on rectifying / furthering equal opportunities in their company / operations

In addition to evidence provided as part of their submission that bidders have satisfied the points listed above, the key practical implications for the facility will be the provision of adequate welfare / washroom facilities suitable for all sexes / genders and disabled parking and access (most likely for visitors). This will form part of the design process that will feed into the operation, and the procurement process will allow bidders to confirm how they will deliver these, balancing compliance with the Equality Act 2010 and the practical operation of an active waste management facility.

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

In addition to the requirements listed above, significant focus will be given to what Social Value the bidders can deliver for the project. The procurement process will include significant engagement with the bidders, with Social Value forming a key component of discussions to ensure bidders are clear on SCC's aims and aspirations for the project as well as providing forums to discuss how equality considerations can be harnessed to deliver Social Value in Surrey, particularly through recruiting from marginalised / under-represented groups, for example.

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The RCE service's most recent procurement for residual 'black bag' waste has secured exceptional Social Value benefits for the term of the (minimum) 10-year contract and RCE would seek to use this as a template to refine with procurement colleagues to maximise the Social Value opportunity provided by this facility, with equality at the forefront.

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?

None

Any negative impacts that cannot be mitigated?

None

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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

Equality Impact Assessment

- 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:

The MRF will be an active waste processing site that will not be open to the general public, with blanket restrictions on public access to the facility. There is no impact on or need for the acknowledgement of any protected characteristic or any group within the public.

For staff operating the facility, we will deliver a compliant and considered procurement process that:

- Engages with bidders to inform and refine the process
- Emphasises bidder adherence to the Equality Act 2010
- Allows bidders to detail case studies and provide accreditation on their approach to equality
- Gives appropriate weighting to Social Value to mitigate and counterbalance equality challenges posed by an active waste processing facility

We believe this approach takes all reasonable measures to mitigate the risk of discrimination and / or negative impacts, promoting equality wherever possible.

5. Action plan and monitoring arrangements

Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/Closed
1	22/01/25	Liaise with SCC planning to establish statutory consultation process	JACR	February 2025		Open
2	22/01/25	Develop equalities and social value elements of procurement strategy	JACR / Harriett Harvey / NWJ	May 2025	Procurement strategy to be developed following Cabinet approval of scheme	Open
3	22/01/25	Update EIA as required	NWJ	To FBC – Oct 2026	Rolling reviews to occur to FBC	Open

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6a. Version control

Version Number	Purpose/Change	Author	Date
v00.01	First draft	Nick Wallace-Jones	08/01/25
v00.02	Updated in light of JO comments	Nick Wallace-Jones	22/01/25

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

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

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

The level of EIA sign off will depend on who the change affects. Generally speaking, for strictly internal changes, Head of Service/ Exec Director sign off should suffice. For changes affecting residents, the Cabinet Member is required to approve completed EIAs.

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

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

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Surrey Material Recycling Facility: Environmental Sustainability Appraisal (ESA)

The proposed development of the Surrey MRF meets the requirements to conduct an ESA as recommended in the [guidance](#), in that the MRF:

- requires a Cabinet decision; and
- is construction of infrastructure

The greatest environmental impact the MRF has on the areas listed in the guidance is on the site itself, with the development meaning the unavoidable loss of valuable trees and habitat. However, a Biodiversity Net Gain and tree assessments have identified several opportunities for mitigation which will form a key part of the design and procurement process, as well as satisfying planning requirements and nationally mandated targets to recover biodiversity loss and increase by 10%.

The site is in a low-risk area for flooding and is at risk from climate change in a broad sense, meaning this will form a key component of the design process. Significant consumption of construction materials, water and energy as part of the build and operation is unavoidable. However, a highly considered and market-informed procurement strategy will incentivise mitigation of these impact.

The primary purpose of the MRF is to produce high quality recycled material streams within Surrey County, reducing overall vehicle movements and ensuring waste material is treated closer to source in line with SCC's strategic objectives; all of which mitigates the carbon impact of waste materials produced by Surrey residents and the significant resources required to handle and treat it.

Table 1 considers the key issues across the nine areas provided by the guidance, with

Surrey MRF – ESA

14/01/25

Table 2 summarising issues and potential actions.

Table 1 – Key Considerations

Area	Comment
Risks from the environment	<ul style="list-style-type: none"> • The site lies within Flood Zone 1, which is land at very low risk of flooding (1 in 1,000 annual probability) • There is a wider risk to the infrastructure posed by climate change, exacerbating extreme temperatures and rainfall, however this is not specific or unique to the site. • Ensuring resilience to the risks posed by climate change to the construction and operation of the MRF will form a key part of the design and procurement process, with a specification informed by market engagement and discrete assessment of approach to contingency and resilience.
Designated conservation sites, protected species and biodiversity	<ul style="list-style-type: none"> • A site assessment established that there are: <ul style="list-style-type: none"> ○ Five internationally designated statutory ecological sites within 10 km of the site. ○ Three nationally designated statutory ecological sites within 2 km of the site. ○ 11 ancient woodlands within 1 km of the site <ul style="list-style-type: none"> ▪ Of these, one is located within the site boundary • A Biodiversity Net Gain Assessment has been undertaken which has established that the development will result in a loss of biodiversity and mitigation measures are being developed as part of the planning and design process to meet SCC’s target of greater than 10% BNG and align with national legislation.
Materials and Water	<ul style="list-style-type: none"> • A significant but unavoidable amount of material will be used in the construction of the MRF. To mitigate the environmental impact this poses, the procurement strategy will detail how suppliers’ approach to sustainability and sourcing of materials will be specified and assessed. This will include: <ul style="list-style-type: none"> ○ Company policies and procedures on sustainability ○ Accreditations / certification e.g. Building Research Establishment Environmental Assessment Methodology (BREEAM) ○ Supply chain management and due diligence ○ Track record on sustainability from previous projects ○ Any case studies on rectifying / furthering sustainability in their company / operations • The operation of the MRF will require water use and the bidders’ approach to sustainable consumption will be assessed through the procurement process and monitored as part of the operational reporting protocol.

Area	Comment
Waste	<ul style="list-style-type: none"> • The primary purpose of the MRF is to process dry mixed recycling into separate material streams for reuse. The aim is to construct a technical solution deploying advanced sorting technology bolstered by Artificial Intelligence to improve recycling rates, achieving a purity level of over 97% and greatly reducing the amount of material sent for disposal as residual ‘black bag’ waste. • The operator will, as part of the procurement process, be required to state how they intend to minimise waste produced through their operation e.g. by staff in welfare facilities etc.
Energy	<ul style="list-style-type: none"> • The MRF will use a significant amount of energy, and this is unavoidable given the type of operation. However, the procurement of the MRF will assess adherence to all relevant planning policies e.g. Policy 13: Sustainable Design (Waste Local Plan). • The procurement process will incentivise mitigation of energy consumption, with high efficiency designs given greater weighting as part of the assessment process. Ongoing market engagement will inform the approach to procurement, assessing established and emerging technologies that could be deployed as part of the operation, along with key interventions such as solar panels on the roof of the MRF. • Energy consumption and mitigation will form a key part of the overall performance reporting of the operation.
Transport	<ul style="list-style-type: none"> • Vehicle movements will increase in the local area because of the MRF, both during construction and operation. However, there will be a reduction in overall vehicle movements within Surrey as the MRF reduces the reliance on interim facilities where material is bulked for onward transport to MRFs outside of Surrey • A traffic assessment established that there would be an increase of less than 8% to the total traffic in the local area and separate noise and air quality assessments have been undertaken resulting from this forecast increase: <ul style="list-style-type: none"> ○ The noise assessment established that elevated noise levels from traffic would be <i>‘negligible’</i> ○ The air quality assessment indicated that the increase in traffic is <i>‘far below the traffic threshold at which material ecological impacts are expected’</i> and the impact on air quality will be <i>‘inconsequential’</i>.

Area	Comment
<p>Landscape and trees</p>	<ul style="list-style-type: none"> • A tree assessment identified all trees within the site, concluding that the majority of trees contribute significantly to the site and local amenity. A tree constraints plan has been developed, identifying which trees can satisfactorily be replaced and which high value trees should be protected and retained where possible. <ul style="list-style-type: none"> ○ An arboriculturist will advise on design as the process progresses and an Arboricultural Impact Assessment has been submitted as part of the planning application • A Landscape Visual Appraisal conducted for the site concluded that <i>‘there would be no likely major or moderate important landscape or visual effects during either the construction or operational phases of the proposed Development.’</i>
<p>Heritage</p>	<ul style="list-style-type: none"> • There is no impact on heritage as per extract from planning statement: <ul style="list-style-type: none"> ○ <i>‘Proposed Development would not negatively affect any heritage assets given that the Site does not coincide with any Scheduled Monuments, World Heritage Sites or Listed Buildings, or any local level heritage designations.’</i>
<p>Education and awareness</p>	<ul style="list-style-type: none"> • The MRF and its processes will form the core of messaging to Surrey residents to improve recycling and material quality collected at the kerbside. • The RCE service is focussed on securing Social Value returns on all its contracts and the MRF will offer the opportunity for initiatives such as school tours to learn about the processes. The social value requirements for the MRF will be developed as part of the procurement strategy, however it offers a significant educational opportunity.

Table 2 – Actions

Area	Relevant Topic?	Issue	Possible Action
Risks from the environment	Yes	<ul style="list-style-type: none"> Wider risk posed by climate change 	<ul style="list-style-type: none"> Ensuring resilience to the risks posed by climate change to the construction and operation of the MRF will form a key part of the design and procurement process, with a specification informed by market engagement and discrete assessment of approach to contingency and resilience.
Designated conservation sites, protected species and biodiversity	Yes	<ul style="list-style-type: none"> Loss of habitat as a result of development 	<ul style="list-style-type: none"> Mitigation measures identified as part of the BNG assessment to be enacted once agreed.
Materials and Water	Yes	<ul style="list-style-type: none"> Significant material used in construction 	<ul style="list-style-type: none"> Procurement strategy to detail how suppliers' approach to sustainability and sourcing of materials will be specified and assessed.
Waste	Yes	<ul style="list-style-type: none"> Waste is fundamental to project 	<ul style="list-style-type: none"> Development of technical specification and procurement strategy informed by the market to secure a high-performing recycling facility that meets SCC's strategic objectives
Energy	Yes	<ul style="list-style-type: none"> Will use significant amounts of energy in operation 	<ul style="list-style-type: none"> Procurement strategy to incentivise mitigation of energy consumption, with high efficiency designs given greater weighting as part of the assessment process. Consider energy consumption and mitigation to be incorporated into reporting mechanisms and performance framework
Transport	Yes	<ul style="list-style-type: none"> Increase in local traffic (reduced 	<ul style="list-style-type: none"> Ensure wider service is kept under review to maximise efficiency and vehicle use to reduce movements wherever possible

Area	Relevant Topic?	Issue	Possible Action
		movements overall)	
Landscape and trees	Yes	<ul style="list-style-type: none"> Loss of valuable trees and habitat due to development 	<ul style="list-style-type: none"> Mitigation measures identified as part of the BNG and tree assessments to be incorporated into design and procurement process
Heritage	No	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
Education and awareness	Yes	<ul style="list-style-type: none"> Opportunity to bolster education and awareness 	<ul style="list-style-type: none"> Communications to residents will be developed with MRF operation at core as part of wider SCC engagement and improvement strategy Social value to be fed into procurement strategy

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SURREY COUNTY COUNCIL**CABINET****DATE: 25 FEBRUARY 2025****REPORT OF CABINET MEMBER: MARISA HEATH, CABINET MEMBER FOR ENVIRONMENT****LEAD OFFICER: SIMON CROWTHER, EXECUTIVE DIRECTOR ENVIRONMENT, PROPERTY AND GROWTH****SUBJECT: A LAND MANAGEMENT FRAMEWORK AND POLICY FOR SURREY COUNTY COUNCIL OWNED LAND****ORGANISATION STRATEGY PRIORITY AREA: ALL PRIORITY AREAS****Purpose of the Report:**

The purpose of the report is to gain Cabinet approval for the Land Management Framework approach and the Draft Land Management Policy. The Framework and Policy will support Surrey County Council (SCC) to make evidence-based decisions on the use and management of SCC land-based assets: to support environmental outcomes alongside financial, commercial, social and economic outcomes. A summary version of the Policy is in Annex 1.

The Framework and Policy are only one aspect of the decision-making process and sit alongside others across SCC. It supports No One Left Behind and all four corporate priorities providing environmental, health, social and economic benefits through: improving the local environment and increasing resilience to climate change impacts which often impact the most vulnerable residents; supporting nature recovery; and, providing access to high quality green space and supporting training and volunteering opportunities for residents, including those under our care such as looked after children, care leavers, carers, Youth Opportunities and Surrey Choices.

Recommendations:

It is recommended that Cabinet:

1. Notes the Land Management Framework approach and
2. Approves the draft Land Management Policy.

Reason for Recommendations:

There is a pressing need to understand our land-based assets from an opportunity as well as risk and liability perspective which in some cases is considerable. This Framework and Policy will enable informed business cases to be developed so these assets can be effectively managed and decisions made about how they are used to maximise value and control costs and risks, and where appropriate disposed of.

Executive Summary:

Background

1. Currently SCC has no policy to ensure that management of its land-based assets align with the strategic direction of how Surrey County Council (SCC, “the Council”) wants to utilise its property assets. To date focus has mainly been on buildings and not land-based assets.
2. SCC owns or manages approximately 2% of Surrey’s land. This is made up of:
 - Over 10,000 acres of countryside and its associated buildings
 - Over 2,500 acres of grade 3 or 4 farmland and its associated buildings
 - The Basingstoke Canal where it passes through Surrey
 - The grounds of SCC’s operational sites such as libraries and schools
 - Highway verges including 2 million trees
3. The Council’s land-based assets have significant capital value, but they also provide:
 - Livelihoods, including 17 farms and a range of rural business tenancies, visitor economy licences and land for learning and communities
 - A high-quality environment with over 7,000 acres designated for wildlife and 3,000 km of public rights of way.
 - Extensive environmental services such as potential flood storage, carbon sequestration, biodiversity, pollination and air filtration.
 - Nature recovery and biodiversity net gain contributions towards the Council’s planning applications for capital programmes.
4. The Land Management Framework and the Land Management Policy will provide a mechanism, alongside others, to support evidence-based decision-making on how SCC use and manage land assets to support all strategic outcomes, environmental, social and economic as well as commercial and financial.

What has changed?

5. As a landowner the Council has many duties it must comply with including health and safety, nature protection and laws relating to contract and tenure. These duties have extended following recent changes to the Flood and Water Management Act 2010 and the Environment Act 2021, placing a greater requirement on the Council to consider natural processes in its flood risk management and to drive, and report on, improving biodiversity.
6. The introduction of the last Government’s 25 Year Environment Plan and the more recent Environment Act 2021 and the emerging Levelling Up and Regeneration Bill means there is more legislation that SCC and Surrey must respond to including:

- An enhanced biodiversity duty for landowners impacting land management
 - Local Nature Recovery Strategies – SCC is the Responsible Authority
 - Increased focus on natural flood risk management using land assets
 - Biodiversity Net Gain (BNG) for SCC developments
 - Duty to Further the Purpose of the National Landscape (AONB)
7. As well as the above duties and responsibilities recent government funding and private investment has been driving the management of land in the direction of ensuring positive environmental outcomes. Specifically, the Environmental Land Management grants (the replacement for the Common Agricultural Policy) are paying for environmental goods and services. Early indications from the new Government are in a similar vein. The Council needs to be in a position to take advantage of these environment-based funding streams to support future management of the Estate.
8. In addition, there are many competing demands for how we use our land-based assets including for communities, economic development, for residents, for income/capital receipts and for the environment. Some of these demands can be balanced; however, we need to ensure we are using an integrated, evidence based, transparent approach that takes into consideration policy outcomes and financial considerations when assessing the land-based asset for various uses.

Key Elements of the Land Management Framework

9. The **proposed Land Management Framework** has three key elements:
- An **evidence base** which allows for conditions surveys, as well as assessment of risks and liabilities and evaluation of social, economic and environmental opportunities. The evidence base will allow all uses and value for money to be compared as part of the decision making process.
 - A draft Land Management Policy which includes a vision and set of **principles and sub policies** driven by the Surrey Way outcomes, SCC corporate needs (including financial and commercial considerations) and environmental legislation
 - **Land management plans** with a focus on an holistic place/estate-based approach.
10. **Diagram 1** gives an overview of the Land Management Framework. The Land Management Framework brings together evidence such as potential benefits from certain land uses; risk and liabilities and relevant policies and legislation.
11. **Diagram 2** shows the three principles and ten policies set out in the Land Management Policy. The Land Management Policy synthesises all relevant

policies and legislation into a set of high-level principles and specific policies that can be used to inform and guide decision-making.

12. An interim governance arrangement has been put in place, in the form of a Land Board chaired jointly by the Director of Land and Property and the Director of Environment. The Land Board will report to Land and Property's Property Panel and Cabinet Members as appropriate. Any decisions on use of investment will be made through established governance routes.

DIAGRAM 1

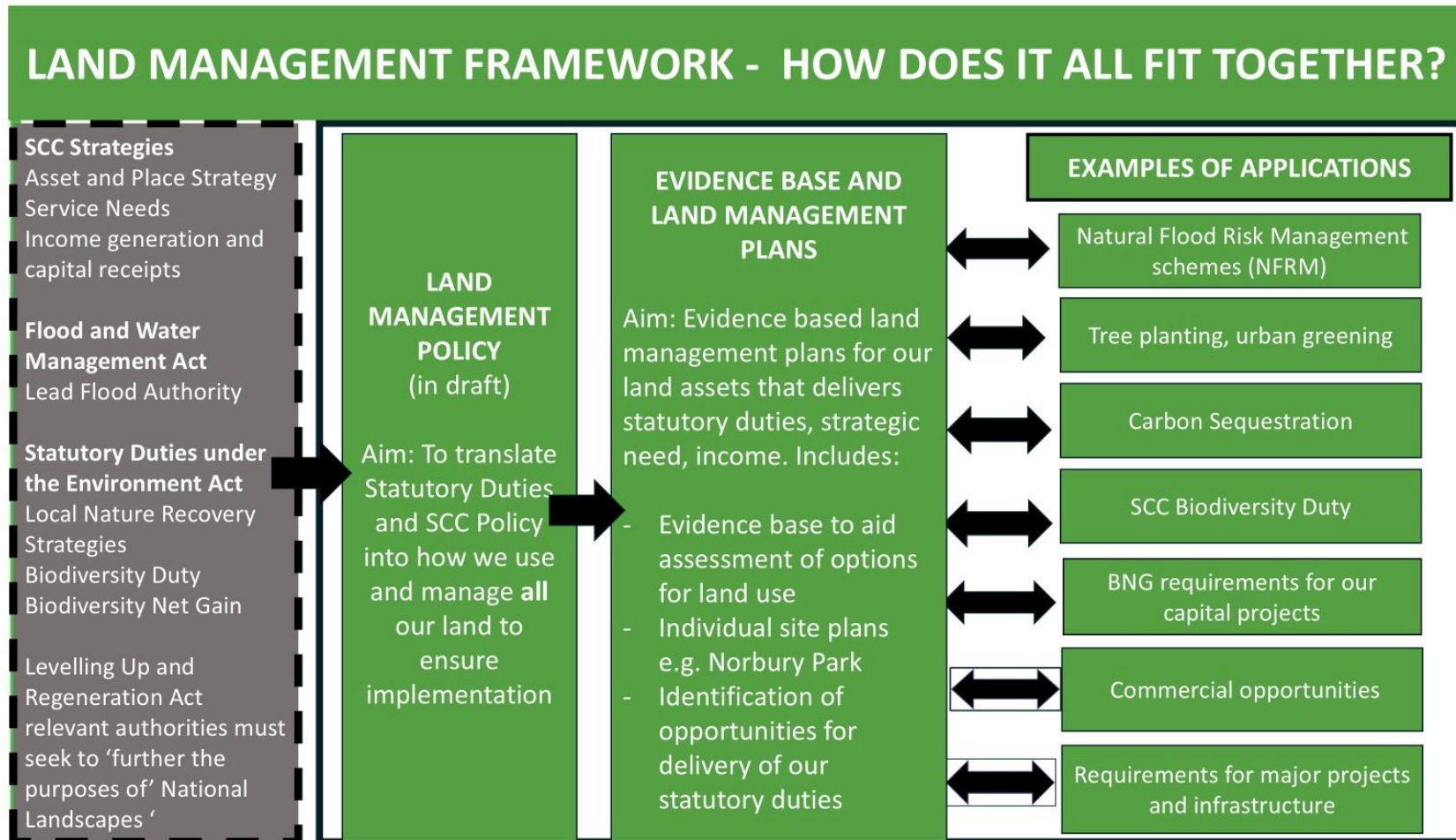


DIAGRAM 2

Land Management Policy Vision and Principles

Draft Vision

*"by 2050, Surrey's land-based estate will be **thriving**. The Council's ambition is to act more dynamically to ensure the future sustainability of outland based assets, both financial and environmental, through embedding nature-based solutions, community action and new technology into our land management and decision-making. Our land will be more resilient to economic and environmental shocks and climate change support growing biodiversity and have strong local community engagement and ownership. The Land Management Policy is a decision-making tool which will guide us in determining the best use of land in the right locations"*

The Land Management Policy Principles are to:

1. Harness the natural environment to deliver wider outcomes: The Council recognises the wider value of the land it owns and will maximise the services it can provide for all of Surrey
2. Lead by example: The Council will become an exemplar landowner, positively managing its land to achieve the best outcomes for its tenant farmers and rural businesses as well as the environment.
3. Responsible and Effective Management: The Council is committed to putting in place management practices and monitoring those to ensure the delivery of the Policy

Governance: an officer Land Board chaired jointly by the Director of Land and Property and the Director of Environment. The Board will report to Land and Property's Property Panel. Members will be engaged through existing mechanisms and decisions on investment will be through established governance routes.

Policy 1: Protecting Nature: We will enhance biodiversity by protecting natural habitats and creating connections between them.

Policy 2: Health and Wellbeing: Open spaces accessible to all, promoting physical and mental health

Policy 3: Education and Employment. We will use our land to provide learning opportunities and to support local employment .

Policy 4: Income Generation: We will explore ways to generate suitable income streams from our land, including farming and other rural businesses.

Policy 5: Sustainable Farming: We support all farmers to adapt and to improve soil health, produce local food, and contribute to the environment

Policy 6: Circular Economy: Our approach to land management will include sustainable practices that reduce waste and promote recycling.

Policy 7: Build Resilience: Be resilient to climate change impacts, invasive species and diseases.

Policy 8: Water Management. We will prioritize land management activities which improve water quality and reduce the risk of floods and droughts.

Policy 9: Net Zero Carbon: We support appropriate activities that contribute to achieving net-zero

Policy 10: Community Engagement: We will create opportunities for the community to engage with and volunteer in the natural environment.

Consultation:

13. As the Land Management Framework and Policy is internally focused, there has been no formal external consultation.
14. Stakeholders, such as the Norbury Park Forum will be engaged as appropriate on an ongoing basis after Cabinet has approved the draft policy with regards to implementation.

Risk Management and Implications:

15. There is a reputational risk of inaction due to SCC being the Responsible Body for the Local Nature Recovery Strategy and the legislative requirements under the Environment Act 2021 and the Land and Regeneration Bill.
16. There is also a financial risk if SCC doesn't take action as SCC and its tenants may be unable to access Government land-based funding.
17. There is a risk of unachievable expectations from key stakeholders, however, this will be mitigated through the production of business cases for any major implementation.

Financial and Value for Money Implications:

18. There are no direct financial implications from approving this policy. Decisions taken in implementing the policy and framework will be made through normal approval processes and within existing budgets.

Section 151 Officer Commentary:

19. The Council continues to operate in a very challenging financial environment. Local authorities across the country are experiencing significant budgetary pressures. Surrey County Council has made significant progress in recent years to improve the Council's financial resilience and whilst this has built a stronger financial base from which to deliver our services, the cost of service delivery, increasing demand, financial uncertainty 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 deliver financial efficiencies and reduce spending in order to achieve a balanced budget position each year.
20. In addition to these immediate challenges, the medium-term financial outlook beyond 2024/25 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 most 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.

21. There are no direct financial implications arising from approving the Land Management Framework policy. Decisions taken through the framework will be subject to normal governance processes including consideration of financial implications.

Legal Implication – Monitoring Officer:

22. The Land Management Framework and Policy seeks, amongst other things, to ensure that the County in its land management function addresses the challenges of new and emerging environmental legislation. The Framework and Policy has no direct legal implications. If approved by Cabinet any subsequent decisions taken based on this will be subject to normal governance processes and legal oversight and requirements.

Equalities and Diversity:

23. There are no direct equalities and diversity implications arising from approving the Land Management Framework policy. Decisions taken through the framework will be subject to an EIA as appropriate.

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	NA
Safeguarding responsibilities for vulnerable children and adults	NA
Environmental sustainability	Positive impact, specifically in relation to nature recovery and climate change resilience.
Compliance against net-zero emissions target and future climate compatibility/resilience	Positive impact.
Public Health	Positive impact.

What Happens Next:

- 25. Further engagement will be undertaken with key partners and stakeholders at SCC's key sites for key stakeholders to provide input into implementation.
 - 26. Specific topic based policies will be developed and agreed as appropriate e.g. solar
-

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Consulted:

No formal external consultation.

Annexes:

Annex 1 -Summary version of the Policy.

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ANNEX 1

Surrey County Council Land Management Policy (January 2025)

Why do we need to consider our approach to land management?

Surrey is well known for its green and leafy landscape. For many, it is what makes Surrey such an attractive place to live, work and play. The countryside and water bodies provide a range of opportunities and benefits such as recreation and wellbeing; livelihoods and food; wildlife and environmental processes; an aesthetic landscape and raw materials; and community cohesion.

However, Surrey's natural environment is facing unprecedented challenges owing to climate change, biodiversity loss and increasing demands upon its use. As a significant owner and manager of land, Surrey County Council has a duty to ensure that its land is used appropriately to support delivery of the Council's roles and corporate outcomes. Through effective management it will be more resistant to climate change and environmental pressures.

A framework for managing land has been constructed to allow the Council to agree a vision and set of principles and policies, to make evidence-based decisions, manage risks and realise opportunities.

What is Surrey County Council's Role?

Surrey County Council owns or manages 2% of the land in Surrey. It is committed to managing its land in a way that maximises its ecological, educational, social and economic value. By using the land management framework, principles and policies, Surrey County Council will make good decisions on land use, in line with its duties to have regard for areas designated for nature and landscape and to provide leadership on areas for local biodiversity improvement. In leading by example, the Council can inspire other landowners and stakeholders to adopt and deliver similar approaches to how they manage their land.

The Draft Land Management Policy- Vision, Principles and Policies

A Vision, three Land Management Principles and ten guiding Land Management Policies are set out below. Together, they consider all outcomes from possible land uses which support the Council's Surrey Way and ensure no one is left behind in decision making. Developed in conjunction with departments from across the Council, they enable consideration of service delivery and positive outcomes for Surrey residents whilst ensuring land is managed sustainably for nature and for future generations to enjoy.

Draft Vision

*“by 2050, Surrey's land-based estate will be **thriving**. The Council's ambition is to act more dynamically to ensure the future sustainability of our land-based assets, both financial and environmental, through embedding nature-based solutions, community action and new technology into our land management and decision-making.*

Our land will be more resilient to economic and environmental shocks and climate change, support growing biodiversity and have strong local community engagement and ownership. The Land Management Policy is a decision-making tool which will guide us in determining the best use of land in the right locations”

Principles

The key Principles are to:

1. Harness the natural environment to deliver wider outcomes: The Council recognises the wider value of the land it owns and will maximise the services it can provide for all of Surrey
2. Lead by example: The Council will work towards becoming an exemplar landowner, positively managing its land to achieve the best outcomes for its tenant farmers and rural businesses as well as the environment.
3. Deliver responsible and effective management: The Council is committed to putting in place management practices and monitoring those to ensure the successful delivery of the Policy

Policies

Policy 1: Protecting Nature: We will enhance biodiversity by protecting natural habitats and creating connections between them that benefits residents, farmers and rural business

Biodiversity is essential for maintaining a healthy natural environment and a viable farming community and the Council will support a range of projects to protect and enhance biodiversity

- **Goal:** To protect and enhance biodiversity, increase habitat quality and connectivity for wildlife.
- **Actions:** Implement projects that support nature's recovery, such as creating wildlife corridors and restoring degraded habitats.
- **Outcomes:** Improved habitats and increased species diversity, contributing to healthier ecosystems.

Policy 2: Health and Wellbeing: Open spaces will be accessible to all, promoting physical and mental health.

The Council will promote access to green spaces by improving countryside sites, Public Rights of Way and recreational areas. The Council will work with partners and stakeholders to improve access for all, offering volunteering opportunities and initiatives such as 'green prescribing', where residents are encouraged to spend time in nature to improve their health and well-being.

- **Goal:** To promote access to nature for physical and mental health benefits.
- **Actions:** Develop and maintain green spaces, encourage outdoor activities, and support initiatives such as volunteering and green prescribing.
- **Outcomes:** Enhanced community health with better access to nature and recreational opportunities.

Policy 3: Education and Employment. We will use our land to provide learning opportunities and to support local employment.

Creating education, training and employment opportunities are key elements of the Council's approach to sustainable land management. The Council's land includes many buildings which could be suitable for small businesses, studios or workshops to help diversify the rural economy.

- **Goal:** To develop opportunities for learning, training and jobs related to the environment and rural economy
- **Actions:** Support outdoor learning, create green job opportunities, and promote environmental education in schools and communities.
- **Outcomes:** Increased educational, training and employment opportunities, leading to a growing, skilled workforce in environmental sectors.

Policy 4: Income Generation: We will support our farmers and rural businesses and work with them to explore ways to generate suitable income streams from our land

Sustainable income generation is an important element of the Council’s approach to the long-term viability of land management.

- **Goal:** Support sustainable income through farm diversification, related businesses and other means.
- **Actions:** Support local food production and develop new income streams
- **Outcomes:** Sustainable income sources that support local economies and enhance the viability of rural areas.

Policy 5: Sustainable Farming: We will support farmers and drive farming practices that improve soil health, produce local food, and contribute to the environment.

The Council will promote sustainable farming activities such as diverse crop rotations, minimising the use of pesticides, and protecting the soil. These practices are often referred to as regenerative principles. These can contribute to improving the soil and enhancing the economic and environmental resilience of farming and the countryside.

- **Goal:** Implement practices that improve soil health and support local food production.
- **Actions:** Promote sustainable farming techniques, enhance soil quality, and support sustainable/regenerative agriculture that increases biodiversity and climate resilience.
- **Outcomes:** Healthier soils, agriculture balanced with nature, and enhanced ecosystem services.

Policy 6: Circular Economy: Our approach to land management will include sustainable practices that reduce waste and promote recycling.

The Council will promote the use practices that reduce waste, and support the circular economy to include recycling programmes, composting, and using sustainable materials in construction and maintenance.

- **Goal:** To embed sustainability and circular economy principles in land management.
- **Actions:** Reduce waste, promote recycling, and use resources sustainably. Encourage the use of appropriate renewable energy such as roof top solar and sustainable materials in all projects.
- **Outcomes:** Reduced environmental footprint and more efficient use of resources, contributing to long-term sustainability.

Policy 7: Build Resilience: We will build resilience to climate change impacts, invasive species, and diseases.

Climate resilience is essential for protecting the environment and communities from the impacts of climate change. The Council will implement projects that enhance the resilience of natural systems, such as planting climate-resilient species and restoring wetlands to absorb floodwaters.

- **Goal:** To build resilience to climate change impacts like droughts, floods, fires, invasive species, and diseases.
- **Actions:** Implement climate adaptation projects, monitor and manage invasive species, and enhance nature's resilience through diverse planting and habitat management.
- **Outcomes:** Increased resilience to climate change, protecting the natural environment and humans from adverse impacts.

Policy 8: Water Management. We will prioritize land management activities which improve water quality and reduce the risk of floods and droughts.

The Council will use nature-based solutions such as wetland creation, river restoration and sustainable drainage to manage flood risk and improve water quality. The Council will work closely with partners to improve natural water storage and reduce water consumption. We will work proactively with them to tackle pollution and ensure through supporting those that have powers and lobbying Government those responsible are held to account

- **Goal:** To use nature-based solutions to improve water quality, tackle pollution and manage flood risks.
- **Actions:** Develop natural flood management projects, improve local stormwater storage, and enhance water quality through sustainable drainage systems and wetland restoration. Work with key stakeholders to reduce pollution.
- **Outcomes:** Better water quality, reduced flood risks, and improved resilience to droughts.

Policy 9: Net Zero Carbon: We support activities that contribute to achieving net-zero carbon emissions.

The Council will implement projects that can reduce or capture carbon emissions, such as tree planting, improving soil management, increasing energy-efficiency and renewable energy generation on our operational buildings where appropriate

- **Goal:** To support activities that contribute to net-zero carbon emissions.
- **Actions:** Implement projects which sequester carbon, such as promoting appropriate renewable energy on buildings, and reducing greenhouse gas emissions through sustainable land management practices.
- **Outcomes:** Progress towards lower greenhouse gas emissions, contributing to global climate goals and improved environmental management.

Policy 10: Community Engagement: We will create opportunities for the community to engage with and volunteer in the natural environment.

The Council will support community projects and encourage volunteering to foster a sense of ownership and stewardship of natural areas. The Council will work to promote inclusive access to nature for all.

- **Goal:** To foster community inclusion, volunteering, and engagement with nature.
- **Actions:** Support community projects, encourage volunteering, and ensure inclusive public access to green spaces.
- **Outcomes:** Stronger communities, increased volunteering, greater public appreciation and awareness of local nature.

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SURREY COUNTY COUNCIL**CABINET****DATE: 25 FEBRUARY 2025****REPORT OF CABINET MEMBER: DAVID LEWIS, CABINET MEMBER FOR FINANCE AND RESOURCES****LEAD OFFICER: ANDY BROWN, DEPUTY CHIEF EXECUTIVE & EXECUTIVE DIRECTOR FOR RESOURCES (S.151 OFFICER)****SUBJECT: PROPOSED AMENDMENTS TO PROCUREMENT AND CONTRACT STANDING ORDERS****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****Purpose of the Report:**

This piece of work helps Surrey County Council meet, indirectly, all of the priority objectives and No One Left Behind because a significant proportion of services required to meet these objectives are delivered via third parties, and ensuing the constitution is aligned to procurement legislation is a key facilitator to this.

The Procurement and Contract Standing Orders (PCSOs) set out how the Council authorises and manages expenditure and resulting commercial contracts with other organisations. New Procurement Legislation – the Procurement Act 2023 (PA23) and associated regulations – come into force on the 24th February 2025. The PCSOs are written into the Council's Constitution, and an update is therefore required to ensure our procurement and contracts activity remains compliant with all prevailing legislation.

Whilst updating the PCSOs a further review has been carried out, and amendments made to improve the overall effectiveness and provide further clarity of the PCSOs.

Recommendations:

It is recommended that Cabinet:

1. Notes the proposed changes to the Procurement and Contract Standing Orders (PCSOs) and commends them to County Council for final approval.

Reason for Recommendations:

The current PCSOs require updating to reflect the impending legislative changes and improve the overall effectiveness of the PCSOs.

Executive Summary:

Introduction

1. The Procurement Act 2023 (PA23) and associated regulations go live on 24th Feb 2025 and will replace the current Public Contracts Regulations 2015 (PCR 2015). For a transition period the PCR 2015 will remain applicable for managing, extending or modifying contracts awarded under it.
2. Separately, the legislation governing the procurement of certain health care services has also changed, with the Health Care Services (Provider Selection Regime) Regulations 2023 (PSR) coming into force on 1st January 2024.
3. PCSOs are written into the Council's Constitution and an update is therefore required to ensure our procurement and contracts activity remains compliant with all prevailing legislation.
4. Highlights of the PA23 that will affect areas of the Council beyond procurement are:
 - **Transparency Notices:** There are 16 under the PA23 up from 4 under PCR 2015, noting not all are mandatory and/or applicable to all procurements.
 - **Contract Management:** Significantly increased focus on contract management, governance, and supplier performance. Notices and records are required in all these areas. This will impact services, finance and Contract Managers.
 - **Procedures:** There are 3 Procedures in the new regulations down from 7.
 - **Most Advantageous Tender:** PA23 changes Most Economically Advantageous Tender (M.E.A.T.) to Most Advantageous Tender (M.A.T.).

Summary of Legislative Changes

5. Some of the legislative changes in the PA23 which require updates to the Council's PCSOs are:
 - Greater focus on opening up opportunities to small and medium enterprises (SMEs) and the voluntary, community and social enterprise sector (VCSEs);
 - Heightening the importance placed on contract management, given the significantly increased focus on contract management, governance, and supplier performance;
 - Embedding of transparency right through the contract lifecycle with a change in the number of procurement and contract management and performance transparency notices from six under the PCR 2015 to 16 under the PA23;
 - Change in the number and nature of procurement procedures or "routes to market" from seven in the PCR2015 to three in the PA23;

- A requirement to publish a procurement pipeline of opportunities over £2M with a minimum of 18 months forward look; and
- Note the need for public bodies to have regard to the National Procurement Policy Statement.

Proposed PCSO Changes and Objectives

6. The key proposed amendments to the PCSOs and the objectives of them can be summarised as follows:

- Incorporate requirements of prevailing procurement legislation (PCR 2015, PA 2023 and the PSR);
- Revision of thresholds to reflect legislative updates and the change to quote inclusive of VAT;
- Minimise the requirements for future updates to go through Full Council approval in respect of legislative changes, threshold changes, job roles and title, i.e. elements where Council is not empowered to refuse such changes;
- Reflect current local policies and procedures;
- Removal of details of specific legislative requirements in the main body, instead referring to prevailing procurement legislation (moving any relevant specifics to a separate appendix) to account for a range of applicable legislation;
- Provide flow charts to identify which piece of procurement legislation applies depending on nature of activity;
- Simple reference to Procurement, not different teams within Procurement;
- Refinement to the forward planning process to satisfy the new legal requirement to publish a pipeline;
- Simplification of thresholds and approvals; and
- Reflect current policies, procedures, job titles etc.

Implementation

7. Following approval by full Council Procurement Officers will:

- Arrange communications on the Council's intranet including key messages highlighting what Council Officers need to know.
- Update and present content to Directorate Management Teams with options for them to subsequently:
 - Disseminate information provided through Directorates themselves; and/or

- Invite Procurement representation to existing forums to repeat the presentation of information.

Consultation:

8. The proposed new PCSOs have been developed in collaboration with Officers from the Procurement Service and related stakeholders.
9. The documents and associated briefing papers have been approved by the Head of Procurement and Director of Procurement.
10. Senior and Chief Officers have been engaged and consulted as per the process of submitting the proposed PCSOs to Cabinet and onwards.

Risk Management and Implications:

Risk of breach of current PCSOs due to approval and publication post PA23 go-live

11. Noting that Full Council is not due to consider the proposed changes to PCSOs until the Council meeting on 18th March 2025, the following points mitigate the potential risk associated with approval occurring after the new regulations go-live on 24th February 2025:
 - The current [and future] PCSOs state “*Where there is a difference between current legislation governing procurement and these Orders, the legislation prevails*”, therefore running a PA23 compliant procurement will not in itself constitute a breach of current PCSOs.
 - Variations to existing contracts would be to contacts let under the PCR 2015 and could therefore be conducted in line with existing PCSOs.
 - Additional governance will be in place to oversee procurement activity during the implementation period as follows:
 - The procurement pipeline will flag those projects to be run under PA23, and commencement of work will be subject to the approval of Procurement Project Review Board.
 - That approval will consider if there is any risk of breach of the PCSOs by the proposed activity and oversee completion of a waiver if required.

Financial and Value for Money Implications:

12. There are no direct financial implications arising from the proposed action. However, the proposed changes to PCSOs are important for maintaining compliance with the new regulations and therefore for minimising the risk of potential legal challenges or fines which can result in significant financial loss and/or resource implications, for example, needing to re-run a complex procurement process following legal challenge.

Section 151 Officer Commentary:

13. The Council continues to operate in a very challenging financial environment. Local authorities across the country are experiencing significant budgetary pressures. Surrey County Council has made significant progress in recent years to improve the Council's financial resilience and whilst this has built a stronger financial base from which to deliver our services, the cost of service delivery, increasing demand, financial uncertainty 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 deliver financial efficiencies and reduce spending in order to achieve a balanced budget position each year.
14. In addition to these immediate challenges, the medium-term financial outlook beyond 2024/25 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.
15. The proposed changes to Procurement Contract Standing Orders ensure compliance and that robust controls are in place. There is no associated cost of implementation and as such the recommendation is deliverable within the Medium Term Financial Strategy.

Legal Implications – Monitoring Officer:

16. The new Procurement Act and associated Regulations, when in force, will substantially change the procurement processes and procedures which the Council must follow. The Council's own rules relating to the management of procurements and contracts must therefore be updated to reflect the new legislative framework. Full Council is the body with ultimate responsibility for approving the PCSOs.
17. The new PCSOs (which are made under S135 of the Local Government Act 1972) will replace the existing PCSOs which can be found in Part 5(4) of the Constitution.
18. Legal Services/Democratic Services recognise that there are areas of the Council's Constitution that will need to be updated and amended so a full review will be undertaken to ensure that the resultant changes required to the Constitution are made.

Equalities and Diversity:

19. There are no equality impacts arising directly from this report. However, the council's equality duty and equality impacts are considered in relation to each individual procurement undertaken.

Other Implications:

20. The potential implications for the following council priorities and policy areas have been considered.
21. For all policy areas, there are no significant policy implications as a direct result of implementing new PCSOs. However, policy considerations and outcomes in contracts can be better implemented and managed as a result of the changes, especially those around contract management.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	none
Safeguarding responsibilities for vulnerable children and adults	none
Environmental sustainability	none
Compliance against net-zero emissions target and future climate compatibility/resilience	none
Public Health	none

What Happens Next:

22. The matter is due to be heard at Cabinet on 25th February 2025 and subsequently at Full Council on 18th Mar 2025.
23. Once approved, the implementation plan in para. 9 will be followed.
24. Relevant Officers will work with Legal Services/Democratic Services to make the resultant changes to the Constitution.

Report Author: Anne Epsom, Head of Policy & Operations, Orbis Procurement
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Consulted:

- Procurement Stakeholders
- Head and Director of Procurement
- Corporate Leadership Team
- Member for Procurement

Annexes:

Annex 1 – Surrey County Council – Proposed New PCSOs

Annex 2 - Surrey County Council – Proposed New PCSOs – Appendix

Procurement and Contract Standing Orders

Rules to be followed when buying on behalf of the Council
Issue 13 February 2025

11

Part 5
Procurement and Contract Standing Orders

Version History

Issue 2 April 2007
Issue 3 April 2009
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1. Introduction

These Procurement and Contract Standing Orders ('the Orders') set out how the Council authorises and manages expenditure and resulting commercial contracts with other organisations. The purpose of these Orders is to ensure that prior to any significant expenditure there is proper consideration of whether there is a need to buy, or if the need could be serviced internally and that, when external expenditure is required, that it is done in a fair, open and transparent way, whilst delivering value and maximising public benefit.

Anyone who buys on behalf of the Council, including staff, suppliers and consultants, is responsible for following these Orders and, all relevant policies (see Appendix 1) as well as guidance provided by Procurement. Senior Officers (Heads of Service and above) are accountable for all procurement in their respective area of responsibility. Functions delegated to particular officers under these Orders may be carried out by other officers specifically authorised by them for that purpose.

All definitions and interpretations used in these Orders, are set out in the Definitions table at Appendix 2.

1.1. Legal status of these Procurement & Contract Standing Orders

The Council is required by section 135 of the Local Government Act 1972 to maintain these Orders as part of the Constitution.

The Director of Procurement is the custodian of these Orders and is responsible for keeping them under review. The Director of Procurement shall have delegated authority to make the following incidental amendments from time to time to these Orders:

- a. Changes to the thresholds set out in the applicable Procurement Legislation to reflect changes made by central government;
- b. Changes to job titles, departments and roles of staff;
- c. Links or references to or contained within Appendix 1; and
- d. Changes required to clarify or add or remove definitions.

1.2. Governing Legislation

Procurement Legislation has been updated significantly since the publication of the Public Contracts Regulations 2015 (PCR). The Council's procurements, apart from those for certain health care services, are regulated by the Procurement Act 2023 and the Procurement Regulations 2024.

Procurement of certain health care services is regulated by the Provider Selection Regime (PSR) and set out in Schedule 1 of the Regulations.

Other legislation may also be applicable, such as the Public Services (Social Value) Act 2012 and the Transparency Code 2015, which also impacts on procurement, and it is important that Officers are aware of the wider legislative Framework.

Where a procurement was started under the Public Contract Regulations 2015, governance for that procurement or contract continues to be those Regulations rather than the Procurement Act 2023.

1.3. Key Principles

These Orders are based on the following key principles:

1. To ensure that the Council meets its statutory duty to deliver **best value, continuous improvements** and supports healthy competition and markets for the Goods, Services and Works purchased.
2. To share information and be **transparent** to our residents and supply chain about how the Council spends its money and its procurement policies and decisions.
3. To ensure that public money is spent **legally and fairly**.
4. To act and be seen to act with **integrity**.
5. To **treat suppliers the same** unless a difference between the suppliers justifies different treatment and not put any supplier at an unfair advantage or disadvantage.
6. To **address the environmental impacts** of our supply chain in accordance with the Council's Organisation Strategy, Climate Change Strategy and Climate Emergency declaration.
7. To support **social value** objectives, and our public sector **equality** duty, encouraging local small businesses and maximise public benefit.
8. To consider how to **remove or reduce any barriers** to participation for **small and medium sized** enterprises.

1.4. Compliance

All officers and any external agents empowered to form contracts on behalf of the Council must comply with these Orders at all times. Any breaches of these Orders may be subject to disciplinary action in line with the Council's Disciplinary Policy.

Every contract made by or on behalf of the Council must comply with Procurement Legislation, all other applicable legislation, these Orders and the Council's Financial Regulations. Where there is a difference between Procurement Legislation and these Orders, the Procurement Legislation prevails.

1.5. Roles and Responsibilities

The Director of Procurement is responsible for all stages of procurement up to and including contract award across all Services and local systems. The Director's responsibility is managed on a day-to-day basis by the Procurement Team, who advise and assist Services in undertaking their procurement activities.

All officers are responsible for:

- a. Complying with these Orders, all relevant policies and statutory guidance (see Appendix 1).
- b. Complying with prevailing Procurement Legislation.
- c. Adopting the Key Principles set out in paragraph 1.3 throughout all procurement activities.

Procurement is responsible for:

- a. Working closely with key stakeholders and Executive Directors to agree and deliver the Procurement Forward Plan.
- b. Providing expert procurement advice to secure the right suppliers for the Council.
- c. Maintaining the Contract Management Framework for how contracts are managed. See Appendix 1.
- d. Ensuring transparency of contract spend, contracts and contract opportunities.
- e. Maintaining accurate procurement records as required by internal and external governance.
- f. Ensuring agreed social value and environmental sustainability requirements are embedded in relevant procurement activities.

All commissioners and those who buy on behalf of the Council are responsible for:

- a. Purchasing from existing compliant contracts where they are available and appropriate.
- b. Ensuring there is adequate budget available for any purchase.
- c. Ensuring that the requirement and specification takes into account and addresses environmental impacts, wherever possible.
- d. Considering how the social value priorities should be supported by the requirements and the supplier.
- e. Ensuring suppliers act ethically and responsibly in accordance with legislation and Council policies.
- f. Raising a properly completed purchase order and ensuring it is approved *before* the requirements are delivered to the Council, regardless of which system is used.
- g. Ensuring specifications meet the defined need and requirements and properly take into account wider local and national priorities where applicable.
- h. Ensuring that HR is consulted, and the appropriate approval obtained for requirements of temporary workers or consultants outside any agreed corporate contract.

- i. Following the guidance and procedures set out in the Contract Management Framework, according to the value, risk and complexity of the contract.

All Contract Managers and those who manage contracts on behalf of the Council are responsible for:

- a. Following the guidance and procedures set out in the Contract Management Framework, according to the value, risk and complexity of the contract.
- b. Ensuring Contracts are monitored and managed in accordance with prevailing Procurement Legislation requirements as well as individual contractual requirements, including transparency notifications.
- c. Ensuring, where applicable, Social Value and, Environmental commitments are tracked and delivered.

1.6. Procurement Type

Prior to commencing any procurement activity, you are required to identify which of the below procurement types the activity falls into as this will determine which Procurement Legislation, and subsequently which thresholds will be applicable:

- a. Goods and Services;
- b. Works;
- c. Light Touch (certain social, health, education, and other public services);
- d. Provider Selection Regime (some Healthcare services);
- e. Concessions.

There is no flexibility in the application of the Procurement Legislation, so it is crucial the correct provisions are applied. The decision tree in paragraph 1.10 can be used to determine the correct Procurement Type.

The Procurement Legislation contains a list of Common Procurement Vocabulary (CPV) codes which can be used to identify the types of Service where the Light Touch and Provider Selection Regime can be applied. Similarly, CPV Codes can be used to determine where a requirement will be regarded as 'Works' for the purposes of the Procurement Legislation. A link to the CPV code lists is provided in Appendix 1.

Table 1 below shows the definitions for the types of procurement, the Relevant Thresholds for them and the Procurement Legislation that could apply.

To determine which Relevant Threshold applies, it is necessary to estimate the value of the Contract. Further guidance on how to do this is included in paragraph 1.8.

Table 1:

Procurement Type	Definition	Thresholds (inc. VAT where applicable)
A: Goods or Services Procurement Act 2023	Goods or Services* (Excluding Light-Touch and Healthcare services – see Type C/D below as applicable)	£214,904
B: Works Procurement Act 2023	Works - A contract is a “works contract” if its main purpose is— (a) the carrying out of works under the contract (whether or not resulting in a complete work), or (b) to facilitate the carrying out of works otherwise than under the contract, where those works are intended to result in a complete work that complies with specifications set out in, or determined under, the contract. “Works” means the activities which fall within the CPV codes listed in Schedule 3 to the Procurement Regulations 2024.	£5,372,609
C: Light Touch Procurement Act 2023	Contracts wholly or mainly for the supply of services of a kind specified in regulations. These “light touch services” are set out in Schedule 1 of the Procurement Regulations 2024 using CPV codes These services include adult and children’s social care, community services and legal services	£663,540
D: Provider Selection Regime (PSR 2023) Health Care Services Regulations 2023	PSR 2023 covers procurement of certain healthcare services in England. The services in scope of PSR 2023 are set out in Schedule 1 of those regulations and describe services delivered to patients and service users, contracted by local authorities and NHS Trusts. Examples include some Public Health services which are aimed at providing healthcare interventions for individuals.	No threshold Purchases of any value
E: Concessions Procurement Act 2023	A contract for the supply, for pecuniary interest, of works or services to a contracting authority where— (a) at least part of the consideration for that supply is a right for the supplier to exploit the works or services, and (b) under the contract the supplier is exposed to a real operating risk. NB. For the purposes of this section of the Orders, Concession contracts also include Light Touch Services Concession Contracts.	£5,372,609

*World Trade Organisation (WTO) General Procurement Thresholds change every 2 years. The Thresholds listed here are applicable between 1 January 2024 and 31 December 2025.

1.7. Exempted Contracts

Apart from the exceptions listed below, these Orders cover all spend with external suppliers regardless of how they are funded, or which systems are used to place orders with suppliers.

This also includes services sourced from other local authorities or public bodies under the relevant legislation.

The exceptions listed below are managed by separate legislation, policies and / or procedures as well as the applicable Constitutional requirements and Schemes of Delegation (all of which may be amended, repealed and superseded, from time to time):

Exclusion	Notes
Services exempt under Schedule 2 of Procurement Act 2023.	See link in Appendix 1
Contracts for the acquisition or lease of land and/or real estate	Managed via Property Services
Contracts for permanent or fixed-term employment	HR/Recruitment Policies
Direct payments to customers following care assessment (for example, payments under Self-Directed Support or Individual Budgets)	Governed under The Care Act 2014
Non-trade mandatory payments to third parties, such as insurance claims, pension payments, payments to public bodies	
A declared emergency authorised by the Emergency Planning Officer / Emergency Planning and Resilience Team.	The Civil Contingencies Act 2004 / Council's emergency planning or business continuity procedures.
Awarding of Grants	Managed according to locally agreed Grant process or Grant Procedure Rules.
Placement of a Child & Young Person with Special Educational Needs & Disabilities where already directed following statutory assessment including but not limited to, overarching contracts with independent schools.	Children and Families Act 2014, Education Act 1996, SEND Code of Practice: 0 to 25 years and/or any guidance issued by the Education and Skills Funding Agency.

1.8. Valuation of Contracts

Procurement Legislation defines how Contract values should be estimated, and this should be complied with at all times. Guidance on the financial valuation of Contracts and principles to be applied is included in Appendix 1.

Accurately estimating the value of the contract is important because it determines whether the contract is above or below the Relevant Threshold and therefore the legal obligations that must be complied with (and the relevant procedure as set out in paragraph 1.10 that applies).

Contracts must not be artificially underestimated or disaggregated into two or more separate contracts with the intention of avoiding the application of these Orders or Procurement Legislation. Requirements that can reasonably be aggregated for the purposes of their estimation should be included, unless there are good reasons for not doing so.

Contract value means the estimated total aggregate value payable in pounds sterling **inclusive of Value Added Tax (VAT)** over the entire contract period and must include all of the facts which are material to the estimate and available at the time, including for example any extensions of the contract, any additional options to procure or fees, commissions or interest payments.

In the case of Framework Agreements (for the purposes of PSR) and Dynamic Markets (for the purposes of PA23), the contract value must be calculated to include the total estimated value, **inclusive of VAT**, of all the contracts that could be awarded for the total term of the Agreement.

If Officers are unable to estimate the value of the Contract, it must be treated as above threshold and the relevant Procurement Legislation applied.

1.9. Procurement Method

Procurement must maintain a proper audit trail of all decisions and record all savings and benefits committed by the successful provider(s).

The Procurement Type Summary Tables below detail who is authorised to carry out each of the procurement types, the procurement methods available and the Relevant Thresholds.

If the procurement exercise value falls below the Relevant Threshold, please follow the guidance set out in paragraph 1.11.

The person responsible for carrying out the procurement must ensure that all requirements are met, including publishing the required procurement notices within legislative timescales.

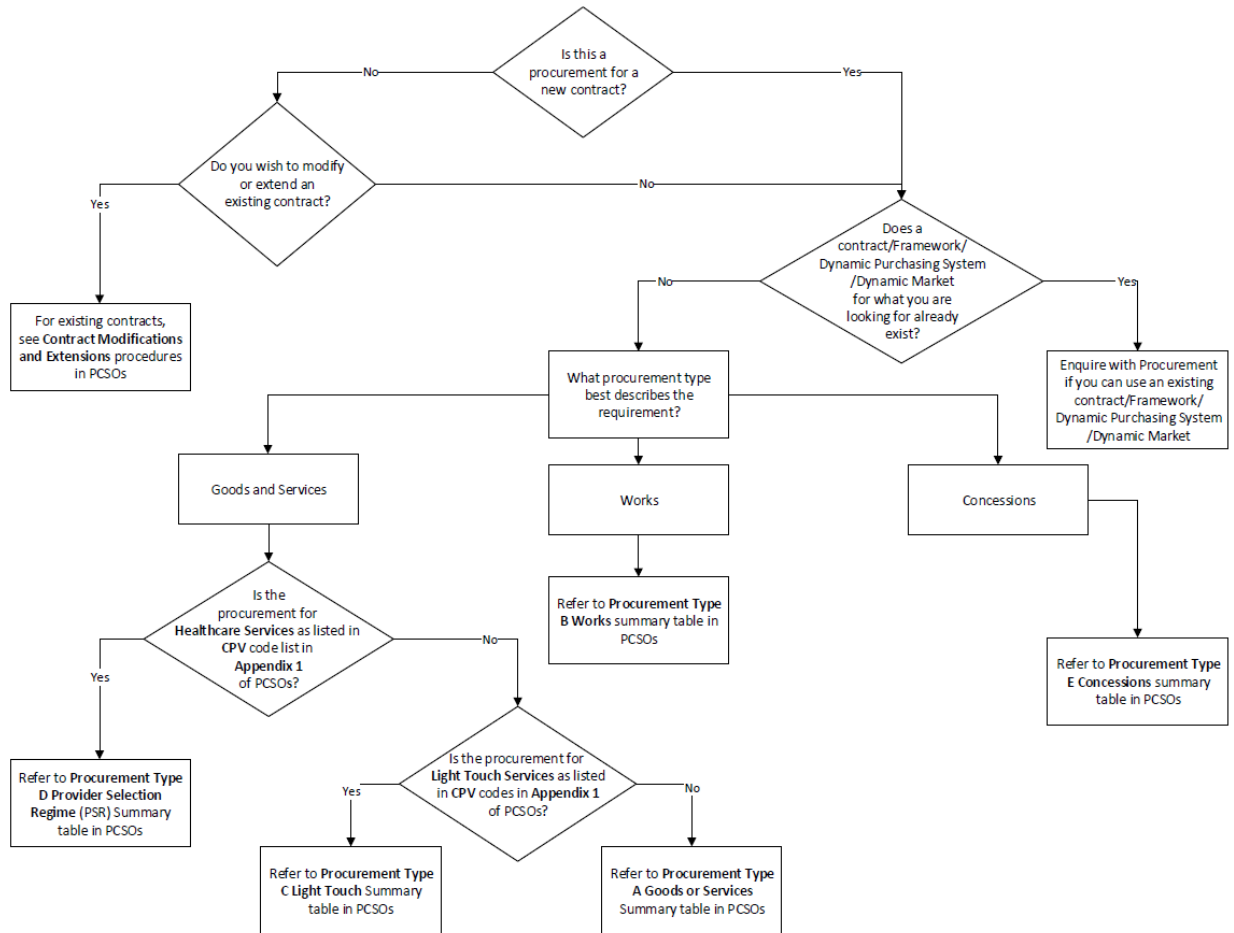
1.10. Procurement Type Summary Tables:

Step 1 Identify which Procurement Type applies to your procurement using **Table 1** located in paragraph 1.6.

Step 2 Identify which Procurement Legislation applies (this will depend on when the procurement was started and the Procurement Type).

Step 3 Once you have identified the Procurement Type and Procurement Legislation that applies, undertake the procurement accordingly.

The decision tree below can be used to help you identify which Summary table applies– if you are unsure, contact Procurement for support/advice.



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Procurement Type A: Goods or Services

Procurements Below the Relevant Regulatory Threshold must also meet specific Procurement Legislation obligations, and you should familiarise yourself with the requirements of Below the Relevant Threshold procurements set out in Appendix 1.

Estimated Contract Value (see paragraph 1.8) Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 - £29,999	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or One written quote or commercial negotiation with supplier.	All Council Officers	Council's Standard Terms & Conditions (see the Council's Website) or the established Framework, or DPS Terms	Budget Holder	Not Required if Council's standard terms apply – Budget Holder's approval of the Purchase Order is sufficient). If Framework or DPS or DM: Budget holder to sign both Access Agreements and subsequent Call-Off Contracts
£30,000 – £214,903* *Currently Regulatory Threshold	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or Seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Council's Standard Terms & Conditions (see the Council's website) or the established Framework or DPS Terms.	Head of Service or Delegated Manager	Head of Service or Delegated Manager
£214,904 - £999,999	Procurement in compliance with Procurement Act 2023. This may be through a new procurement process or via existing compliant Frameworks, DPS's or Dynamic Markets.	Procurement	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework, DPS or Dynamic Market Terms	If within +5% of budget: Exec Director Approval (or delegated). If not within budget: Exec Director and S151 Officer	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	Procurement in compliance with Procurement Act 2023. This may be through a new procurement process or via existing compliant frameworks/DPS's/Dynamic Markets.	Procurement	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS /Dynamic Market Terms	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	Executed under Deed by Legal Services





Procurement Type B: Works

Procurements Below the Relevant Threshold must also meet specific Procurement Legislation obligations, and you should familiarise yourself with the requirements for Below the Relevant Threshold procurements set out in Appendix 1.

Estimated Contract Value (see paragraph 1.8) Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 - £29,999	Use available Frameworks or Dynamic Purchasing System's where they offer best value; or One written quote or commercial negotiation with supplier.	All Council Officers	Industry standard form of contract with Council amendments	Budget Holder	Not Required – (Approval of Purchase Order)
£30,000 – £214,903	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; Alternatively, seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms or JCT / NEC Model Forms.	Procurement & Head of Service	Head of Service.
£214,904 – £1m	Use available Frameworks, Dynamic Purchasing Systems or Dynamic Markets) where they offer best value. Alternatively, seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms, Dynamic Market Terms or JCT / NEC Model Forms.	If within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	If below £5,372,608: Use available Frameworks, Dynamic Purchasing	Procurement	Industry standard form of contract with Council amendments, bespoke	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec	To be executed by authorised signatory in legal services under seal as determined by Legal Services.

	<p>Systems or Dynamic Markets where they offer best value. Alternatively, seek a minimum of 3 quotes.</p> <p>If over £5,372,608: This may be through a new procurement process in accordance with the PA 23, or via existing compliant Frameworks, DPS's or Dynamic Markets.</p>		<p>Contract terms agreed by Legal Services or established Framework Terms, DPS Terms, Dynamic Market Terms or JCT / NEC Model Forms.</p>	<p>Director, Portfolio Holder and S151 Officer.</p> <p>If not within budget and over £5M: Full Cabinet.</p>	
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Procurement Type C: Light Touch

Procurements Below the Relevant Threshold must also meet specific Procurement Legislation obligations, and you should familiarise yourself with the requirements for Below the Relevant Threshold procurements set out in Appendix 1.

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Estimated Contract Value (see paragraph 1.8) Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award (prior to commencement)	Who signs the contract on the Council's behalf
<p>£0 - £29,999</p>	<p>Use available Frameworks, Approved Lists or Dynamic Purchasing System's where they offer best value; or</p> <p>One written quote or commercial negotiation with supplier</p>	<p>All Council Officers</p>	<p>Council's Standard Terms & Conditions (see the Council's Website)</p>	<p>Budget Holder</p>	<p>Not Required – (Approval of Purchase Order)</p>
<p>£30,000 – £214,903</p>	<p>In consultation with Procurement, determine the best and most proportionate route to market for below threshold.</p> <p>This may include use of available established Frameworks/DPS's where they offer best value; Alternatively, seek a minimum of 3 quotes.</p>	<p>Procurement, unless agreed otherwise by Head of Procurement or Delegate.</p>	<p>Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS /Dynamic Market Terms</p>	<p>Procurement & Head of Service</p>	<p>Head of Service or delegated manager</p>





<p>£214,904 – £663,540</p>	<p>In consultation with Procurement, determine the best and most proportionate route to market for below threshold.</p> <p>This may include use of available Frameworks, DPS' or where they offer best value. Alternatively, seek a minimum of 3 quotes.</p>	<p>Procurement, unless agreed otherwise by Head of Procurement or Delegate.</p>	<p>Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework, DPS or Terms.</p>	<p>Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer</p>	<p>Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.</p>
<p>£663,540 - £1m</p>	<p>This may be through a new procurement process in accordance with the PA 23, or via existing compliant Frameworks, DPS's or Dynamic Market</p>	<p>Procurement</p>	<p>Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS/Dynamic Market Terms.</p>	<p>Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer</p>	<p>Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.</p>
<p>Over £1m</p>	<p>This may be through a new procurement process in accordance with the PA 23, or via existing compliant Frameworks, DPS's or Dynamic Market</p>	<p>Procurement</p>	<p>Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS or Dynamic Market Terms.</p>	<p>If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.</p>	<p>To be executed by authorised signatory in legal services under seal as determined by Legal Services.</p>

Procurement Type D: Provider Selection Regime (PSR)

Healthcare and Public Health Services that are in-scope of PSR have no minimum threshold.

Estimated Contract Value (see paragraph 1.8) Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 - £214,903	One of the following PSR procedures: • Direct Award A • Direct Award B	Procurement, unless otherwise agreed by Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	Procurement & Head of Service	Head of Service or delegated manager
	One of the following PSR procedures: • Direct Award C • Most Suitable Provider • Competitive Process	Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	Procurement & Head of Service	Head of Service or delegated manager
£214,904 - £1M	One of the following PSR procedures: • Direct Award A • Direct Award B • Direct Award C • Most Suitable Provider • Competitive Process	Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	One of the following PSR procedures: • Direct Award A • Direct Award B • Direct Award C • Most Suitable Provider • Competitive Process	Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	To be executed by authorised signatory in legal services under seal as determined by Legal Services.





Procurement Type E: Concessions

Procurements below regulatory threshold must also meet specific Procurement Legislation obligations, and you should familiarise yourself with the requirements of below threshold requirements in Appendix 1.

Estimated Contract Value (see paragraph 1.8) Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 – £214,903	Seek a minimum of 3 quotes.	Procurement unless agreed otherwise by Head of Procurement (or delegate)	Bespoke Contract terms agreed by Legal Services.	Procurement & Head of Service	Head of Service.
£214,904 – £1m	Seek a minimum of 3 quotes.	Procurement	Bespoke Contract terms agreed by Legal Services.	If within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	If below £5,372,608: Seek a minimum of 3 quotes. If over £5,372,608: Procure in compliance with the relevant Procurement Legislation.	Procurement	Bespoke Contract terms agreed by Legal Services.	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	To be executed by authorised signatory in legal services under seal as determined by Legal Services.

1.11. Below Threshold Procurements

Below threshold procurements must also meet Procurement Legislation obligations and you should familiarise yourself with the requirements of the Below Relevant Threshold requirements in Appendix 1.

1.12. Direct award

Contracts below and above the Regulatory Threshold may be awarded directly as long as at least one direct award justification in the prevailing Procurement Legislation can be applied (See Appendix 1).

You must contact Procurement prior to undertaking a direct award to ensure the criteria is met.

1.13. Evaluation

Tenders over Regulatory Thresholds are evaluated in accordance with prevailing Procurement Legislation.

1.14. Collaboration with other public bodies and Private Entities

The Council may enter into collaborative agreements for the procurement of goods and services with other public bodies or Central Purchasing Bodies and Partnership Agreements with Private Entities where this offers value for money for residents, for example via a Memorandum of Understanding rather than a contract. Where this is proposed, you must seek advice from Procurement and/or Legal Services in the first instance.

1.15. Framework Agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets

All proposals to use existing Frameworks, DPS', or Dynamic Markets or to set up a new Framework, or establish a Dynamic Market, must be referred to Procurement, who will make appropriate arrangements in consultation with Legal Services, as required. There are strict legislative requirements for the use of Frameworks and Dynamic Markets, and additional guidance for their appropriate use can be found in Appendix 1.

1.16. Access Agreements

Where a contracting authority requires the Council to sign an Access Agreement relating to a Framework, Dynamic Purchasing System, or Dynamic Market this must be signed by the Head of Procurement (or delegate).

1.17. Concession Contracts

Concession Contracts must meet certain requirements, and advice must be sought from Procurement.

1.18. Procurement Notices

All procurement processes must follow publication requirements as set out in the prevailing Procurement Regulations. (Guidance in Appendix 1).

2. Approvals

2.1. Procurement Board

If the value of proposed spend meets any of the following criteria, you must obtain approval from the Procurement Board (or any such body that replaces it) before any procurement activity can commence.

- Management Consultancy at any level
- Fleet spend at any level
- All in scope contracts over £30,000 (including VAT)

Full details of the requirements of the Procurement Board can be found on the intranet or using the link in Appendix 1.

2.2. Procurement Forward Plan

To enable the Council to maintain an accurate oversight of procurement activity across the full range of Council Services, the Director of Procurement is responsible for the development of a Procurement Forward Plan (PFP). This PFP will be in two parts, as follows:

PART A: Approval to Procure & Delegate Award Decisions

A 12-month detailed forward plan is developed to identify, for each directorate, all contracts over the Goods/Services Regulatory Threshold which are due for renewal, replacement or is a new requirement in the coming financial year.

The PFP: Part A is developed and agreed during the business planning cycle with the Directors of the relevant services, in consultation with Finance and then submitted to Cabinet for approval. Once approved, the procurement activities listed in the PFP: Part A may proceed without the requirement for further Cabinet approval.

Where the award outcome is above the +5% of the budget agreed with Finance at the start of each procurement, this must be reported as required in the Summary Tables in paragraph 1.10 for approval and the contract award must be put on hold pending approval.

If the need arises during the year for procurement activity on contracts over the Goods/Services Regulatory Threshold which have not been pre-approved through the PFP: Part A, then an Approval to Procure must be sought by the Head of Service concerned before any procurement activity may begin. For capital projects, approval can be given by the capital programme panel as below. For revenue projects, approval can be given as below:

Value under £1m	Head of Procurement (SCC), Executive Director in consultation with Portfolio Holder, and S151 Officer*
Value over £1m	As above including Cabinet*

*Where the procurement includes IT & Digital the Approval to Procure requires additional approval from the Chief Digital Information Officer.

PART B: Procurement Pipeline

Part B will include proposed projects for the financial year which follows on from the Procurement Forward Plan PART A: Approval to procure and delegate award decisions. For the avoidance of doubt, appearance on Part B alone does not constitute an approval to procure.

To align with prevailing legislation publication requirements, the Council is required to publish a Procurement Pipeline, which consists of a proposed list of procurement activity up to 24 months in advance. This Pipeline will be published on the Central Digital Platform (and/or any related platform as required by legislation).

2.3. Contract Modifications and Extensions

Note: For all Modifications and Extensions, you must contact Procurement.

Contracts that have been originally advertised with extension and/or modification options can be extended/modified in accordance with the contract terms and conditions and the prevailing Procurement Legislation provided the extension period(s) is clearly set out in the Contracts and the extension is on the same terms and conditions (no change in specification/scope or price). These Contract extensions and modifications must be approved by the Head of Procurement (or delegated), Head of Service and Finance.

Extensions or modifications of an existing Contract which are not included in the original public notice or the contract itself may, in accordance with prevailing Procurement Legislation, be made without triggering a requirement for a new Procurement exercise.

For contracts with a value above the Regulatory Threshold, extensions and modifications which were not included in the original public notice or contract, or where there is a change in specification/scope or price, but are allowed under the prevailing Procurement Legislations, must also be reviewed by Legal Services.

Where this Order does not permit a contract extension or modification, see paragraph 3.1 (Waivers).

2.4. Convertible Contracts

Any existing below Regulatory Threshold contracts which, when modified, exceed the Regulatory Threshold, should be brought to Procurement for review and consideration if it can become a convertible contract.

Where the extension or modification of a below Regulatory Threshold contract is to become a convertible contract under Section 74 of the Procurement Act 2023, the approval to convert the



contract must be approved by the Director of Procurement (or delegated), Head of Service, Finance, and Legal Services.

2.5. Technology, Digital Services and Software

Procurement works closely with IT & Digital to manage the Council's technology and digital needs and the security of the Council's data and network. This applies to any provision of technology, digital services and software that is used by the Council. No technology, digital services or software, including Software as a Service (SaaS), may be procured by the Council without prior approval from IT and Digital.

2.6. Temporary Staff, Consultants and Professional Services

No temporary worker or consultant may be procured or engaged outside of the existing Connect2Surrey framework without prior approval from HR, Finance and The Resourcing Team.

A consultant is a person (not an employee), engaged for a limited period of time on a project or requirement specific basis to carry out a specific task or tasks which meet a desired set of outputs or outcomes. A consultant provides subject matter expertise, support and/or experience to the Council either because it does not possess the skills or resources in-house or requires an independent evaluation/assessment to be made.

This definition excludes:

1. Agency staff, interim or role specific duties which should be sourced through the Council's Joint Venture, Local Authority Trading Company, Connect2Surrey.
2. Routine services e.g. maintenance, cleaning and security.
3. Professional services e.g. Architects, structural engineers, forensic archaeologists, specialist social care support, training, etc.

Refer to the HR Short Term Resourcing Needs policy for further guidance.

All Temporary and Agency staff, and other consultants or suppliers, must abide by the terms of their contract with the Council and follow the Council's Code of Conduct and Conflict of Interest Policy.

3. Waivers and Emergencies

3.1. Waivers

A waiver is required for any proposed procurement or change to a contract which is not compliant with these Orders. A waiver cannot be given if it would contravene Procurement Legislation or any other applicable legislation.

You must obtain approval for a waiver in writing specifically identifying the relevant Order that is being waived and the reason for which the waiver is being sought, including justification and risk. There is a dedicated form that must be completed and obtained from Procurement.

A waiver should not be granted retrospectively; this is viewed as non-compliance with these Orders and may lead to disciplinary action in line with the Council's Disciplinary Policy.

Procurement must maintain a complete log of all waivers, and store documentation for waivers on the relevant procurement System.

All waivers must be approved by the Head of Procurement (or delegated), Finance, Head of Service and, if above the Regulatory Threshold, Legal Services. This includes waivers where the total cumulative value of these waivers is above the Regulatory Threshold.

3.2. Emergency Purchases

An emergency purchase is only allowed for purchasing outside the hours 9am to 5pm where there is an imminent risk to life or property. They also apply in situations outside these hours where there is a need to secure Council property or assets e.g. when there has been a break in or equipment failure, such as a flood. You can use a Purchase Card, within your allocated limits, to pay. If the supplier does not accept Purchase Cards then you may give a verbal order and raise a formal purchase order the following working day. You must also inform Business Operations of any emergency purchases on the following working day.

Issues arising with contracts leading to a requirement for urgent mitigation action are not necessarily considered Emergency Purchases. This will be dealt with as part of risk mitigation within the contract management process.

4. Contracting with Suppliers

4.1. Purchase Orders

Once you have identified the right supplier in compliance with these Orders, you must not make verbal commitments but must raise a Purchase Order (via the appropriate system). This must be approved in accordance with the Council's Financial Regulations before it is sent to the supplier, and before any goods or services have been ordered.

4.2. Using Purchasing Cards

You must use purchasing cards only as set out in the 'Purchasing Card Rules and Guidance', unless otherwise agreed in writing by Procurement, or in life-critical circumstances (see also paragraph 3.2).

4.3. Bribery, Corruption, Canvassing and Collusion

Bribery and Corruption

You must comply with the Council's Code of Conduct and the Council's anti-fraud and corruption strategy and framework. You must not invite or accept any gift or reward in respect of the award or management of any contract. It will be for you, the officer, to prove that anything received was not received corruptly. Gifts and Hospitality must be recorded in the online register.

Canvassing and Collusion

All Invitations to Tender must include a requirement for bidders to complete fully and sign a form of tender including certificates relating to canvassing and non-collusion. Every contract

must contain a clause entitling the Council to cancel the contract and to recover from the supplier the amount of any loss resulting from such cancellation if the supplier or his representative has practised collusion in tendering for the contract or any other contract with the Council.

Conflict of Interest

All Officers with influence or involvement in a procurement should comply with Procurement Legislation and must declare any actual, potential or perceived conflict of interest related to a specific procurement / contract and comply with any mitigating actions agreed with the Procurement lead. This may include the requirement to complete a conflict-of-interest assessment at the start of the procurement process that is proportionate to the procurement being undertaken. This must be updated at key points during the procurement, or when new information becomes available. Guidance on the Conflict-of-Interest Assessment and how to comply can be found in Appendix 1.

All Officers must also comply with the Council's Declarations of Interest Policy and any declarations required as part of a specific procurement.

4.4. Audit Requirements

The procurement process must be documented throughout, and a record of all material decisions must be kept.

5. Council Requirements / Obligations

5.1. Social Value

The Public Services (Social Value) Act 2012 places an obligation on the Council to consider the economic, social and environmental well-being of our County when we award contracts.

All Officers should review the requirements and procurement strategies prior to carrying out procurement activity to ensure that opportunities for maximising public benefit in relation to the use of Social Value are utilised. The factors to consider include but are not limited to:

- a. Requirements and specifications should be designed to enable suppliers to contribute to wider local and national social outcomes, such as local business, skills and employment, community needs, when performing the requirement.
- b. Bidders should be provided with relevant and targeted information in order to enable more effective social value commitments.
- c. Appropriate weighting, criteria or other mechanisms should be included in the procurement strategy to secure Social Value.
- d. As part of the tendering process an assessment of relevant Social Value must be carried out and procurement records the results in the relevant systems.
- e. Appropriate measures should be included to ensure that social value requirements and commitments are monitored, delivered, and, where required reported on, during performance of the requirement.

Contract Managers are responsible for tracking and reporting social value delivery in line with the Contract Management Framework and prevailing legislation.

5.2. Environmental Sustainability

The Council is committed to ensuring their operations (including the goods, works and services purchased) are environmentally sustainable and resilient to future climate change, promote a circular economy and protect and enhance the natural environment.

Officers are required to support the implementation of the Council's environmental priorities and policies through inclusion of considerations into market engagement, specifications, questions and contract management.

If undertaking a procurement, Officers must ensure that procurement policy requirements are included in any procurement and contract management activity, this includes but is not limited to:

- a. Ensuring the minimum agreed award criteria weighting for environmental sustainability is included for relevant contracts.
- b. Ensuring all relevant procurements and contracts include the requirement for a supplier Carbon Reduction Plan.
- c. Ensuring specifications and requirements are reviewed in line with current local procedures and objectives, using any relevant systems, and appropriate measures which address environmental impacts.
- d. Having regard to current related environmental policies and measures adopted by the Council and act to address these in the requirement and procurement activity.

Contract Managers are responsible for tracking and reporting any environmental measures in line with the Contract Management Framework and prevailing legislation.

5.3. Modern Slavery

The Council has pledged to tackle modern slavery to support global and national efforts to eradicate slavery and exploitation. This includes a commitment to mitigating risks in our procurement activity and associated supply chains.

Officers have a responsibility to have due regard to the risk of modern slavery and unethical labour practices in the supply chains of the goods, services and works that are being procured. Officers should implement appropriate due diligence measures in procurement and contract management activity to ensure that suppliers and their supply chain partners are conducting their business dealings fairly and ethically to mitigate the risk of exploitative practices. This includes, but is not limited to:

- a. Ensuring adherence to Section 54 (transparency in supply chains) of the Modern Slavery Act 2015.
- b. Building modern slavery considerations into specification requirements.
- c. Including modern slavery considerations in conditions of participation and tender stage to assess supplier capability to manage risks.
- d. Embedding due diligence requirements in contractual terms and conditions.

The Council may also introduce from time to time particular local and national policies which support ethical, environmental and sustainable procurement and support social value priorities, and Officers should include these in relevant procurement documentation and procedures. See Appendix 1.

6. Liability and Security

6.1. Insurance Liability

To protect the Council, insurance is required where we use goods, works or services provided by a supplier (including consultancy).

The standard recommended levels of cover for Public Liability Insurance, Employers' Liability Insurance and Professional Indemnity Insurance are set out below:

- a. Public Liability - £10m
- b. Employers' Liability - £5m-£10m depending on the contract used
- c. Professional Indemnity - £1m-5m (undertake a risk assessment and take advice from the Insurance Team)
- d. Product Liability (as appropriate)

In some instances where the contract value, risk or scope may be particularly high, additional cover may be required. Equally some contracts may be suitable for lower levels of insurance. To obtain advice on what level of insurance is appropriate, contact the relevant officer within the Insurance Team. The agreed level of insurance must be recorded in the contract.

During the procurement the Supplier does not need to have the required level of insurance but must confirm that they will be in place for the commencement of the contract.

6.2. Supplier Exclusion

Procurement Legislation requires that suppliers are assessed to determine if they are excluded or excludable from the procurement. Refer to guidance in Appendix 1 on how to assess a supplier.

6.3. Financial Security

The Council must confirm that suppliers are financially robust both prior to contract award and during the life of the contract as appropriate. Details of the requirements or potential guarantees a supplier may need to provide must be set out in the procurement documents.

If either the total aggregate value of the contract exceeds £2m within twelve months, or there is doubt as to the financial credibility of a supplier, but the Council has decided to accept the level of risk, then additional forms of security to a level determined between Legal Services and Finance are required, for example:

- a. Parent Company, Ultimate Company or Holding Company guarantee where their financial standing proves acceptable;
- b. Director's Guarantee or Personal Guarantee where finances prove acceptable;
- c. Performance Bond, retained funds or cash deposit;
- d. Any other security (such as escrow arrangements) as determined by Finance and/or Legal Services.

All documents inviting tenders and contracts issued must contain a statement that the supplier needs to provide security for performance and the level of security needed, financial checks to be applied on tenders, plus how financial suitability will be assessed and any checks that will be required during the life of the contract.

Additional documentation, where required, should be stored on the relevant systems.

6.4. Document Retention periods

The retention of tenders and contractual documentation is prescribed in the Limitation Act 1980 and the prevailing Procurement Legislation and must be followed. In summary:

- a. All received Tenders & SQs must be retained for a minimum of eighteen months following the issue of the Contract Award Notice;
- b. All signed contracts under £499,999 (including all tender documentation) must be retained for a minimum of six years following contract expiry;
- c. All sealed contracts signed over £500,000 (including all tender documentation) must be retained for a minimum of twelve years following contract expiry;
- d. Records to be kept that are significant to explain material decisions throughout the procurement (including communications with suppliers). Appendix 1 provides guidance on how to record and keep appropriate records, including after contract award.

7. Managing Contracts

All purchases must be delivered under a form of contract approved by Legal Services and Procurement. The Council manages the process of awarding contracts via its e-tendering and contract management systems, to ensure that contracts are properly filed and documented.

Heads of Service are responsible for the performance of contracts in their area in line with the Contract Management Framework.

All Contracts must have a designated Contract Manager named on the relevant systems throughout the life of the Contract. Contract Management activities are to be delivered either by a dedicated contract manager or by someone with that responsibility as part of a wider role.

If the contract manager changes, this should be declared to Procurement so that the contract records can be updated.

Contracts should be proportionately managed in line with the Contract Management Framework. All Level 1 and 2 Contracts must have a written business continuity plan, and a contract management plan. Where contract funding is received by the Council from a third party (for example, an incoming grant), the contract terms must include a provision for dealing with liabilities under the contract should that funding cease to be available.

7.1. Notices required during the Life of the Contract

All Contracts must follow publication requirements as set out in the prevailing Procurement Regulations. (Guidance in Appendix 1)

7.2. Contracts Register

All contracts over £30,000 inc. VAT, including any variations or amendments, must be registered and maintained in the appropriate electronic database. The Council is required by law to publish transparency data. Data regarding contracts may additionally be maintained in other systems for local use.

7.3. Contract Novation

Where a supplier sells, merges or transfers their business to another organisation, the existing contract(s) the Council has with that supplier should be novated if this is acceptable to the Council. When this situation arises, Legal Services will review the existing contract and the requested novation to determine acceptability. The Service will also ask Finance to review the previous appraisal carried out when the contract was let and apply this to the proposed new organisation to ensure the contract will be financially robust. If a novation is agreed, then the revised contract will be passed to Procurement who will update the contract register and ensure that the master data is updated on the relevant purchase to pay system.

Appendix 1 – Policies and Guidance Relevant to these Orders

All Officers must follow the Council's policies, in particular those relevant to these Orders, which are listed below.

Other useful links to guidance and related material are provided below.

Guidance Docs / Policies - Appendix 1	Notes/Links	Description/section of PCSOs
Procurement Act 2023	Procurement Act 2023 (legislation.gov.uk)	External link to Procurement Act 2023 Legislation In PCSOs: 1.2. Governing Legislation 1.6. Procurement Type 1.7. Exempted Contracts 1.10. Procurement Type Summary Tables 2.4. Convertible Contracts
Procurement Regulations 2024	The Procurement Regulations 2024 (legislation.gov.uk)	External link to Procurement Regulations 2024 In PCSOs: 1.2. Governing Legislation 1.6. Procurement Type
The Public Contract Regulations 2015	The Public Contracts Regulations 2015	External link to Public Contracts Regulations 2015 In PCSOs: 1.2. Governing Legislation
The Concession Contracts Regulations 2016	The Concession Contracts Regulations 2016	External link to The Concession Contracts Regulations 2016 In PCSOs: 1.6. Procurement Type
The Public Services (Social Value) Act 2012	The Public Services (Social Value) Act 2012	External link to The Public Services (Social Value) Act 2012 In PCSOs: 1.2. Governing Legislation 5. Council Requirements / Obligations – 5.1. Social Value
Financial Regulations	Financial Regulations	External link to referenced SCC regulations In PCSOs: 1.4 Compliance 4. Contracting with Suppliers – 4.1. Purchase Orders
Scheme of Delegation	Scheme of Delegation (see part 3 of the Constitution)	External link to Constitution In PCSOs: 1.7. Exempted Contracts

Code of Conduct	Code of Conduct	Internal link to referenced Policy In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services 4. Contracting with Suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Conflict of Interest	Conflict of Interest	Internal link to referenced Policy In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services 4. Contracting with Suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Recruitment Policies	Recruitment policies	Link to SCC intranet In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services
Connect2Surrey	Connect2Surrey - Home	Link to SCC intranet In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services
Anit-fraud Strategy	Counter-fraud Strategy (see part 6 of the Constitution)	External links to referenced strategy/policy In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Scrutinising Contracts Protocol	Scrutinising Contracts Protocol (see part 6 of the Constitution)	External link to referenced protocol Not explicitly referenced in PCSOs
Strategic Grants Process	Strategic Grants Process	Internal link to SCC SharePoint Not explicitly referenced in PCSOs however there is mention of grants in the following section: 1.7. Exempted Contracts
The Co-operative Party Charter Against Slavery	Co-operative Party Charter Against Modern Slavery – Co-operative Party	External link In PCSOs (not explicitly referenced): 5. Council Requirements / Obligations
SCC Social Value Policy	Social value policy - Surrey County Council (surreycc.gov.uk)	External link to SCC Social Value Policy In PCSOs: 5. Council Requirements / Obligations – 5.4
Supplier Code of Conduct	Orbis Procurement Supplier Code of Conduct	External link to referenced Policy In PCSOs (not explicitly referenced): 5. Council Requirements / Obligations

Orbis Environmentally Sustainable Procurement Policy, Surrey County Council	Orbis Environmentally Sustainable Procurement Policy	External link to referenced Policy In PCSOs (not explicitly referenced): 5. Council Requirements / Obligations - 5.2. Environmental Sustainability
Which Procurement regime	Cabinet Office decision tree can be found on the DMS here: Document Management System - 16 - 20240215 Which procurement regime should I be following decision tree.pdf - All Documents Transforming Public Procurement Learning Manual - Summary Documents and Learning Aids	1.10. Procurement Type Summary Tables Cabinet Office guidance/decision tree RE which procurement regime is available on the Procurement DMS and on the external gov.uk website (Transforming Public Procurement pages and E-learning manual)
Thresholds	Link to existing thresholds - Procurement Policy Note 11/23 – New Thresholds (HTML) - GOV.UK	External link to current thresholds In PCSOs thresholds are referenced in the following sections: 1.6. Procurement Type 1.9. Procurement Method 1.13 Evaluation 2. Approvals – 2.2. Procurement Forward Plan
Below Threshold Procurement Guidance	Publishing notices, No restrictions, SME barriers, - link to cabinet office checklist and guidance Guidance - Below Threshold FINAL.pdf (publishing.service.gov.uk) Below Threshold Contract Checklist Regulated Below Threshold Process Flow saved on the DMS here: Document Management System - Below threshold - All Documents	Internal and external links to Cabinet Office guidance on DMS and these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: 1.10. Procurement Type Summary Tables 1.11. Below Threshold Procurements 1.12. Direct Award 2.3. Contract Extensions, Novations and Modifications 2.4. Convertible Contracts
Contract management	Utilise Cabinet Office resources Contract Management Framework	Cabinet Office resources available on gov.uk (Transforming Public Procurement pages and E-learning manual) Link to internal Contract Management Framework SharePoint site In PCSOs: 1.5. Roles and Responsibilities 5. Council Requirements / Obligations - 5.1. Social Value, 5.2. Environmental Sustainability, 5.3. Modern Slavery 7. Managing Contracts

Preliminary Market Engagement	<p>Utilise Cabinet Office guidance and checklist: https://assets.publishing.service.gov.uk/media/664dc112993111924d9d3980/Guidance_-_Preliminary_Market_Engagement.pdf</p> <p>Checklist can be found on the DMS here: Document Management System - Preliminary market engagement checklist.pdf - All Documents</p>	<p>Internal and external links to Cabinet Office guidance on DMS and these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)</p> <p>In PCOS: 5. Council Requirements / Obligations, 5.2. Environmental Sustainability</p>
NPPS (National Procurement Policy Statement)	*Central Government currently re-drafting – will include link once published*	<p>Will include external link to NPPS once published by the Government</p> <p>In PCSOs: Not explicitly referenced as NPPS – mentioned more generically as national policies in the following sections: 1.5. Roles and Responsibilities 5. Council Requirements / Obligations, 5.1. Social Value, 5.3. Modern Slavery</p>
Valuation of Contracts	Use Cabinet Office guidance. Guidance - Valuation of Contracts.pdf (publishing.service.gov.uk)	<p>External link to Cabinet Office guidance</p> <p>In PCSOs: 1.8. Valuation of Contracts</p>
Conflict of Interest Guidance	Use Cabinet Office guidance - https://assets.publishing.service.gov.uk/media/6698dc04fc8e12ac3edaff11/Guidance_-_Conflicts_of_Interest_FINAL.pdf	<p>External link to requirements under the 2023 Act (and associated regulations)</p> <p>In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
Conflict of Interest declaration	Internal COI Declaration template (insert when draft finalised)	<p>.</p> <p>In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
Conflicts assessment template	Insert when draft finalised.	<p>Template updated – will be available on internal Procurement SharePoint site.</p> <p>In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
CPV Codes - PSR	https://www.legislation.gov.uk/ukdsi/2023/9780348252613/schedule/1	<p>External link to PSR CPV Codes</p> <p>In PCSOs: 1.6. Procurement Type</p>

CPV Codes - Light Touch	The Procurement Regulations 2024 (legislation.gov.uk)	External link to Light Touch CPV Codes In PCSOs: 1.6. Procurement Type
CPV codes - Works	The Procurement Regulations 2024	External link to Works CPV Codes In PCSOs: 1.6. Procurement Type
PSR - choosing the right procedure flow chart	NHS England » Provider Selection Regime: getting to the right decision	External link to PSR guidance In PCSOs: This flow chart is not explicitly referenced but PSR in general is referenced in the following sections: 1.2. Governing Legislation 1.6. Procurement Type 1.10. Procurement Type Summary Tables
Direct Award	Cabinet Office decision tree and guidance. Guidance - Direct Award FINAL.pdf (publishing.service.gov.uk) Decision tree can be found here: Document Management System - 26 - 20231208 Direct award decision tree (section 41).pdf - All Documents	External and internal links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: 1.12 Direct Award
Light Touch	See Cabinet Office exemptions cheat sheet in training manual and guidance stored here: Document Management System - Exemptions cheat sheet - light touch contracts .pdf - All Documents Guidance - Light Touch Contracts FINAL.pdf (publishing.service.gov.uk)	External and internal links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: Light Touch is referenced in the following sections: 1.6. Procurement Type 1.7. Exempted Contracts 1.10. Procurement Type Summary Tables
Publishing Notices (procedure)	*FTS / Proactis / Intend - instructions / guidance on this to be created*	Internal guidance to be created on how to publish notices.
Publishing Notices (legislative requirements)	Cabinet Office summary/cheat sheet which can be found here: Document Management System - 18 - 20240209 Table of transparency notices - fact sheet.pdf - All Documents	Internal link to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: 1.9. Procurement Method 1.18 Procurement Notices 7.1. Notices required during the life of the Contract

Assessment & Award	<p>Use Cabinet Office guidance Guidance - Conditions of Participation FINAL 1 .pdf</p> <p>Guidance-Assessing-Competitive-Tenders-FINAL.pdf (publishing.service.gov.uk)</p> <p>https://assets.publishing.service.gov.uk/media/66aa2b50ce1fd0da7b5930c9/Guidance_-_Assessment_Summaries_FINAL.pdf</p> <p>https://assets.publishing.service.gov.uk/media/66aa2d7efc8e12ac3edb0875/Guidance_-_Contract_Award_Notices_and_Standstill_.pdf</p> <p>Guidance on Contract Details Notices FINAL v2.0.pdf (publishing.service.gov.uk)</p>	<p>External links to Cabinet Office guidance</p> <p>In PCSOs: 1.13 Evaluation 1.9. Procurement Method 1.18 Procurement Notices 6.4. Document Retention periods 7.1. Notices required during the life of the Contract</p>
Specifications	<p>Use Cabinet Office guidance linked to this Procurement Act 2023 guidance documents - Define phase - GOV.UK (www.gov.uk)</p>	<p>External link to Cabinet Office Guidance</p> <p>In PCSOs: Specifications are referenced in the following sections: 1.5. Roles and Responsibilities 1.6. Procurement Type 5. Council Requirements / Obligations - 5.1. Social Value, 5.2. Environmental Sustainability, 5.3. Modern Slavery</p>
Selecting a Procedure	<p>Cabinet Office Selecting a procedure cheat sheet can be found here: Document Management System - 25 - 20231205 Choosing a procedure.pdf - All Documents</p>	<p>Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)</p> <p>In PCSOs: 1.6. Procurement Type 1.9. Procurement Method 1.10. Procurement Type Summary Tables</p>
Timescales	<p>Cabinet Office decision tree/Tendering time limits cheat sheet can be found here: Document Management System - 22 - 20231212 Tendering time limits cheat sheet decision tree.pdf - All Documents</p>	<p>Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)</p> <p>In PCSOs: Timescales are referenced in the following section: 1.9. Procurement Method</p>

PA2023 - choosing the right procedure	Cabinet Office decision tree on Choosing a procedure can be found here:	Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: 1.6. Procurement Type 1.9. Procurement Method 1.10. Procurement Type Summary Tables
Frameworks	See Cabinet Office guidance - Guidance - Frameworks FINAL.pdf (publishing.service.gov.uk) Framework Cabinet Office cheat sheets can be found here: Document Management System - Frameworks and Dynamic Markets - All Documents	Internal and external links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: 1.10. Procurement Type Summary Tables 1.15. Framework agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets
Dynamic Markets	See Cabinet Office guidance - Guidance - Dynamic markets FINAL.pdf (publishing.service.gov.uk) Various Cabinet Office cheat sheets can be found here: Document Management System - Frameworks and Dynamic Markets - All Documents	Internal and external links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In PCSOs: 1.10. Procurement Type Summary Tables 1.15. Framework agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets
Record Keeping of key decisions	Cabinet office template can be found on the DMS here: Document Management System - Record keeping.pdf - All Documents	Once document is created it will be available on internal Procurement SharePoint site. In PCSOs, record keeping is referenced in the following sections: 1.5. Roles and Responsibilities 1.9. Procurement Method 2.4 Key Decisions 4.4. Audit Requirements 5. Council Requirements / Obligations - 5.1. Social Value 6.4. Document Retention periods 7. Managing Contracts
Supplier exclusion and debarment	Use Cabinet Office guidance Guidance - Exclusions FINAL_v2.pdf Guidance - Debarment FINAL.pdf Guidance - Conditions of Participation FINAL 1 .pdf	External Cabinet Office Guidance. In PCSOs this is referenced in the following section: 6.2. Supplier Exclusion

Appendix 2 - Definitions

“Best Value”	As per the Local Government Act 1999
“Breach”	Means failure to comply with the Procurement Legislation or failure to fulfill contractual obligations.
“Budget Holder”	Means a member of the Council who is in charge of the financial decisions within their respective area of responsibility. A Council Employee who is accountable for a defined budget, and is responsible for committing expenditure against that budget in accordance with the Council’s Financial Standing Orders and Regulations.
“Commissioners”	Means Council employees that are involved in designing, securing, and monitoring services in response to identified local needs.
“Conflict of Interest”	An actual or potential conflict between the interests of a person acting in relation to a procurement and those of the procurement itself.
“Contract Management Framework”	Means the guidance set out by the Authority to enable Contract Managers to apply an effective, proportionate and consistent approach to contract management.
“Contract Manager”	Means any Officer with contract management responsibilities including contract administration, performance management or delivery of any activities necessary to ensure a supplier delivers the goods, works and / or services as defined in the contract.
“Convertible Contract”	Means a contract which when modified moves from a sub-regulatory threshold to an over regulatory threshold contract.
“Council”	Means Surrey County Council of Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey RH2 8EF
“CPV Codes”	Common Procurement Vocabulary codes - a classification system for public procurement aimed at standardising the references used by contracting authorities and entities to describe procurement contracts.
“Directors”	Officers with the job title Director
“ESFA”	Means Education and Skills Funding Agency
“Executive Director”	Officers with the job title Executive Director
“Grant”	A grant is an arrangement where money is given for the benefit of all or for a section of the local community for a stated purpose other than for the procurement of services.
“Key Decisions”	Means decisions with financial impacts over £1m/ or a decision which affects two or more divisions within Surrey. Procurement decisions over £1m delegated to officers will have a call-in period to allow for member oversight.
“Level 1 Contract”	Means a strategic contract that is typically high value, high complexity and high risk as defined by the Contract Management Framework.

“Level 2 Contract”	Means a contract that is critical to the delivery of statutory service, typically high in value, risk and complexity as defined by the Contract Management Framework.
“Material Decision”	A decision is “material” if, under the Procurement Act 2023, a contracting authority is required to: (a) to publish or provide a notice, document or other information in relation to the decision, or (b) to make the decision.
“Mixed Procurement”	Means the tendering of contracts that involve elements of a different nature (works, services or supplies) or contracts covered by different sets of rules, and where one or more elements of the requirement could be supplied under a special regime contract.
“National Procurement Policy Statement (NPPS)”	Means National Procurement Policy Statement - sets out the strategic priorities for public procurement and how contracting authorities can support their delivery.
“Officers”	Means employees of the Council including anyone who works for the Council whether permanent/seconded/contractor. Officers are responsible to the Chief Executive via their managers and Executive Directors; their role is to provide information, guidance, support and advice to all Members so that they are equipped to make effective decisions. Officers are responsible for implementing and delivering the outcomes of policy and decisions.
“Orders”	Means the Procurement and Contract Standing Orders
“PCSO Thresholds”	Means the PCSO Thresholds defined in the Procurement Type Table 1 in paragraph 1.6
“Pipeline Notice”	Means a notice setting out specified information about any public contract with an estimated value of more than £2 million in respect of which the contracting authority intends to publish a tender notice or transparency notice during the reporting period (which means the period of 18 months beginning with the first day of the coming financial year).
“Procurement Forward Plan”	Means a plan (up to 24 months) of contracts over the Goods/Services/Works Regulatory Thresholds, for each Directorate which are due for renewal, replacement or is a new requirement during the plan term.
“Procurement Regulations”	Means the prevailing Procurement Regulations relating to the relevant procurement process including The Public Contracts Regulations 2015 or the Procurement Act 2023, or the Procurement Regulations 2024 or the Provider Selection Regime
“Provider Selection Regime”	Means the set of rules for procuring health care services in England. It is set out in the Health Care Services (Provider Selection Regime) Regulations 2023, which are accompanied by Statutory Guidance, to which relevant authorities must have regard.

“Purchase Order”	Means the purchase order generated (where applicable) by the Council for the goods, works or services.
“Regulatory threshold”	Means the relevant threshold applicable to procurement by English law or regulation.
“Special Regime Contract”	Concession contracts, light touch contracts, defence and security contracts, and utilities contracts.
“Supplier”	Means provider or contractor.

SURREY COUNTY COUNCIL

CABINET

DATE:	25 FEBRUARY 2025
REPORT OF CABINET MEMBER:	DAVID LEWIS, CABINET MEMBER FOR FINANCE AND RESOURCES
LEAD OFFICER:	ANDY BROWN, DEPUTY CHIEF EXECUTIVE & EXECUTIVE DIRECTOR OF RESOURCES (S151 OFFICER)
SUBJECT:	2024/25 MONTH 9 (DECEMBER) 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



Purpose of the Report:

This report provides details of the Council's 2024/25 financial position, for revenue and capital budgets, as at 31st December 2024 (M9) 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 M9, the Council is forecasting an overspend of £19.4m against the 2024/25 revenue budget.** The details are shown in Annex 1 and summarised in Table 1 (paragraph 1 below).
- All Directorates are continuing to work on developing mitigating actions to offset forecast overspends,** to deliver services within available budgets. At this stage in the financial year, it is recognised that mitigations to offset the entire forecast overspend may not be achievable, however work progresses to reduce spend over the remaining months of the year to reduce forecast overspends wherever possible.
- In order to ensure ongoing financial resilience, the Council holds a corporate contingency budget and over recent years has re-established an appropriate level of reserves. These measures provide additional financial resilience should the residual forecast overspend not be effectively mitigated by corrective actions before the end of the financial year. If the contingency budget is not required in full, then any balance will be transferred to reserves to further improve financial resilience and provide funding for future investment.
- In December 2024, the Department for Health & Social Care (DHSC) confirmed additional funding for NHS Agenda for Change pay uplifts in 2024/25. Surrey County Council's allocation of this additional funding is £0.939m and Cabinet is asked to approve the associated increase in the Public Health service budget, within the Adults, Wellbeing & Health Partnerships Directorate.

Key Messages – Capital

- At M9, capital expenditure of £324.9m is forecast for 2024/25. This is £3.5m more than the re-phased budget. Further details are provided in paragraphs 11-13.
- Each quarter, key balance sheet indicators are reported; these are set out in Annex 2.

Recommendations:

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It is recommended that Cabinet:

1. Notes the Council's forecast revenue budget and capital budget positions for the year.
2. Approves an increase to the Adults, Wellbeing & Health Partnerships Directorate Budget of £0.939m due to additional funding received from the Department of Health & Social Care to cover the cost impact of the 2024/25 NHS Agenda for Change pay awards on services commissioned by the Public Health service.

Reason for Recommendations:

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

Executive Summary:

1. At M9, the Council is forecasting a full year overspend of £19.4m against the revenue budget. This is an increase of £0.9m on the M8 position. 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 at 31st December 2024

	M9 Forecast £m	Annual Budget £m	Forecast Variance £m
Adults, Wellbeing & Health Partnerships	520.0	516.8	3.2
Children, Families and Lifelong Learning	308.5	299.9	8.6
Place	194.9	185.6	9.4
Community Protection & Emergencies	44.4	44.1	0.2
Resources	80.9	80.8	0.0
Central Income & Expenditure	80.1	82.1	(2.0)
Directorate position	1,228.7	1,209.3	19.4
Council Tax	(921.1)	(921.1)	0.0
Business Rates	(152.1)	(152.1)	0.0
Government Grants	(136.1)	(136.1)	0.0
Overall	19.4	0.0	19.4

2. The forecast overspend relates primarily to the following:

Adults Wellbeing & Health Partnerships - £3.2m overspend, a decrease of £0.4m from the previous month.

The improvement of £0.4m, is due the announcement in December of in-year grant funding for Agenda for Change pay uplifts which has reduced the forecast for public health, enabling £0.4m of budget previously held to cover these costs to be released to fund other public health expenditure.

The overall Directorate position is due to a £3.8m overspend on the total care package budget, primarily related to starting the year with higher care package commitments, combined with spending pressures during the year, particularly for Older People care packages, and a £2.2m overspend on the Adult Social Care staffing & other expenditure budget, due primarily to pressures related to statutory responsibilities for Deprivation of Liberty Safeguard assessments and improved recruitment and retention to deliver core statutory duties.

These pressures are partially mitigated by a £1.3m underspend for wider support services, £0.9m of additional funding for adult social care services and £0.6m of reduced spend with Public Health and Communities.

Children, Families & Lifelong Learning - £8.6m overspend, a decrease of £0.2m from the previous month.

The movement from last month relates to an increase in the number of high cost placements in the Corporate Parenting area (increase of £0.7m to £2.1m overall), however these have been offset by

savings in staff costs in both Family Resilience and Quality and Practice (of £0.9m), where the scrutiny and review of the recruitment panel has made staffing cost reductions.

Transport costs remain the areas of highest overspend, with a forecast of £7m. This has remained at, demonstrating that increased volumes and price pressures are being mitigated by the continual focus on efficiencies.

Place - £9.4m overspend, £1.2m increase from the previous month.

The Place forecast has deteriorated in December due to increased overspends in Land & Property (L&P), primarily due to the non achievement of efficiencies assumed in relation to rate rebates and reduced rents and service charges. Overall, L&P forecasts an overspend of £5.5m, due to non-achievement of facilities management (FM) efficiencies of £1.5m (no change from last month), higher than expected demand and unit cost of FM services of £1.3m (a £0.3m increase from last month), unachieved efficiencies relating to rate rebates, staffing and asset rationalisation of £1m (a £0.8m increase from last month), one-off back dated electricity charges of £0.7m (no change from last month), one-off dual operation of office buildings of £0.5m (a £0.1m increase from last month) and loss of office rental income of £0.5m (no change from last month).

Environment services forecasts a pressure of £1.2m primarily due to market costs of managing dry mixed recyclables, after taking account of mitigations.

Highways & Transport forecasts a pressure of £2.7m, primarily in relation to enhanced verge maintenance works. Other pressures including transport and concessionary fares (increases in patronage, national changes to reimbursement rates and the revision of the national fare cap to £3), parking and traffic enforcement (contract inflation linked to the living wage, lower than expected levels of enforcement), staffing and income are mitigated by planned drawdown of prior year parking surpluses and other offsetting efficiencies.

There are smaller pressures and mitigations in other service areas. The directorate continues to review options to mitigate or offset these pressures including contract meetings to address facilities management costs and reviewing energy usage.

Community Protection & Emergencies - £0.2m overspend, £0.2m increase from the previous month.

The change in the forecast overspend primarily relates to staffing costs including additional trainee firefighters (£0.2m). In addition, there are pressures related to increased costs of IT/telecoms and supplies and other areas of pressure amounting to £0.3m, which have been mitigated through efficiencies.

Resources – no variance, no change from the previous month.

The directorate is forecasting a balanced position.

Central Income & Expenditure & Corporate Funding – £2m net underspend, no change from the previous month.

The forecast underspend relates to reduced transformation programme spend in year. There are significant variances throughout the Central Income and Expenditure Budget, most notably relating to spend on corporate initiatives (such as MySurrey stabilisation, the Pay & Reward Project and Commercial Transformation), the non-achievement of prior year efficiencies and a forecast overspend on the interest payable budget due to prevailing interest rates throughout the financial year being higher than forecast in the budget. These are partially offset by smaller underspends on secondary pension contributions, interest receivable and the Minimum Revenue Provision. The net overspend is planned to be managed via the use of relevant reserves, in line with the re-positioning of earmarked reserves carried out as part of the budget setting process.

3. In addition to the forecast overspend position, emerging risks and opportunities are monitored throughout the year. Directorates have additionally identified net risks of £5m, consisting of quantified risks of £5.8m, offset by opportunities of £0.8m. This is a decrease in net risks of £1.9m from last month. 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, 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.

Table 2 - DSG HNB Summary

2024/25 DSG HNB Summary	Budget £m	Forecast £m	Variance £m
Education and Lifelong Learning	235.5	253.2	17.7
Place Funding	24.7	24.7	0.0
Children's Services	2.3	2.6	0.3
Corporate Funding	2.0	2.0	0.0
TOTAL	264.5	282.5	18.0
FUNDING	-225.5	-225.5	0.0
In-Year Deficit	39.0	57.0	18.0

6. The Council has remained within the spending profile for the first two years of the programme and the first quarter forecast had been showing that the trajectory was still on target.
7. Significant recovery work in completing outstanding Education Health and Care Plan (EHCP) backlogs and transition reviews in the early part of 2024/25 have highlighted that the ambitious budget reductions in the initial safety valve programme are under growing pressure for delivery this year. Additional state funded places through the DfE Free Schools programme have been delayed in becoming available whilst costs and demand have grown at a faster rate than in the original assumptions and higher than the Dedicated Schools Grant.
8. The current forecast is showing that pressure is emerging in all areas of the budget, with the costs and demand for places across all provisions showing increased numbers. Costs are increasing due to the shortage of availability for specialist placements as well as increased costs and need in mainstream provision.
9. The third monitoring report for the Safety Valve agreement in 2024/25 was submitted to the Department for Education at the end of November 2024. The instalment related to this return of £1.91m was received at the end of December.
10. To date, the Council has received £80.08m in Safety Valve payments (80% of the total DfE contributions) with a remaining £19.92m due to be paid over the next three years. Our Safety Valve monitoring report had previously confirmed that the Council was on track with its agreed trajectory, The latest return highlighted that the Council is no longer on track to meet the original target of balancing the DSG by 2026/27 and we have requested an extension in the timeline, extending the programme until the end of 2030/31. We are currently awaiting a response from the DfE.

Capital Budget

11. The 2024/25 Capital Budget was approved by Council on 6th February 2024 at £404.9m. The Capital Programme Panel, working alongside Strategic Capital Groups, undertook a detailed review of the programme to validate and ensure deliverability. The re-phased capital programme for 2024/25 was approved by Cabinet in July 2024. The current capital budget is £321.4m,
12. Year to date expenditure at the end of December is £217m, and the full year forecast is £324.9m, which is £3.5m more than the re-phased budget, a £0.2m increase from month 8.

Strategic Capital Groups	Annual Budget	FY Forecast at M9	M9 Forecast Variance	M8 Forecast Variance	Change from M8 to M9	Movement
	£m	£m	£m	£m	£m	
Property						
Property Schemes	131.2	139.5	8.3	7.3	1.0	Increase
ASC Schemes	1.6	1.6	-	-	-	Unchanged
CFLC Schemes	4.4	4.5	0.1	0.1	-	Unchanged
Property Total	137.2	145.6	8.4	7.4	1.0	Increase
Infrastructure						
Highways and Transport	125.2	134.1	8.9	9.9	(1.0)	Decrease
Infrastructure and Major Projects	33.6	22.3	(11.3)	(11.6)	0.3	Increase
Environment	9.0	7.7	(1.3)	(1.2)	(0.1)	Decrease
Surrey Fire and Rescue	2.5	4.2	1.7	1.4	0.3	Increase
Infrastructure Total	170.3	168.3	(2.0)	(1.5)	(0.5)	Decrease
IT						
IT Service Schemes	13.9	11.0	(2.9)	(2.6)	(0.3)	Decrease
IT Total	13.9	11.0	(2.9)	(2.6)	(0.3)	Decrease
Total	321.4	324.9	3.5	3.3	0.2	Increase

13. The overall variance is attributable to the following:

- **Land and Property - £8.4m variance over budget** caused by acceleration of planned works on several schemes including Independent Living (£2.6m), SEND (£2.0m), libraries transformation (£1.8m), Corporate Parenting care homes (£1.7m), winter maintenance depots (£1.7m) and Staines and Sunbury Hubs (£2.1m). This is partly offset by slippage of £3.5m across several other schemes.

Infrastructure - £2.0m variance under budget, due to slippage of £7.6m on the A308 modernisation and A320 North of Woking schemes. As well as a delay to part of the Farnham Town Centre programme (£0.8m), slippage across various SIP schemes (£2.9m) and a further £3.4m slippage across a number of other schemes.

Home Upgrade Grant 2 is forecasting an underspend of £0.9m due to slow down in delivery due to the general election and installer capacity.

This is mostly offset by £9.2m additional surface dressing and safety defect spend, including the A24 emergency works which it is assumed will be recovered through Damage to County Property processes, and other smaller changes to road safety and improvement schemes. There is also a £1.3m increase in Safety Barriers to be funded by Lane Rental bids, and increased spend on bridge maintenance (£1.6m).

There is also £1.5m acceleration on Fire Integrated Transport Function.

- **IT - £2.9m variance under budget**, caused by a reprofile of the WAN / Wi-Fi refresh programme that has reprofiled spend into future years. And a delay in the need to renew hardware due to a 13-month extension of the relevant existing license.

Consultation:

14. Executive Directors and Cabinet Members have confirmed the forecast outturns for their revenue and capital budgets.

Risk Management and Implications:

15. 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:

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16. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus.

Section 151 Officer Commentary:

17. The Council continues to operate in a very challenging financial environment. Local authorities across the country are experiencing significant budgetary pressures. Surrey County Council has made significant progress in recent years to improve the Council's financial resilience and whilst this has built a stronger financial base from which to deliver our services, the cost of service delivery, increasing demand, financial uncertainty 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 deliver financial efficiencies and reduce spending to achieve a balanced budget position each year.
18. In addition to these immediate challenges, the medium-term financial outlook beyond 2024/25 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 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:

20. 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.
21. 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:

22. 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.
23. 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 ongoing analysis.

What Happens Next:

24. The relevant adjustments from recommendations will be made to the Council's accounts.

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Consulted: Cabinet, Executive Directors, Heads of Service

Annexes:

Annex 1 – Detailed Revenue M9 position

Annex 2 – Balance Sheet Indicators

Detailed Revenue M9 Position

Annex 1

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Service	Cabinet Member	Net budget	Forecast	Outturn variance
Public Health	M Nuti	£37.7m	£37.2m	(£0.5m)
Mental Health Investment Fund	M Nuti	£4.9m	£4.9m	£0.0m
Communities & Prevention	M Nuti	£3.7m	£3.6m	(£0.1m)
Adult Social Care	S Mooney	£470.5m	£474.3m	£3.8m
Adults, Wellbeing & Health Partnerships		£516.8m	£520.0m	£3.2m
Family Resilience	C Curran	£68.4m	£67.7m	(£0.7m)
Education and Lifelong Learning	C Curran	£31.6m	£31.4m	(£0.2m)
Commissioning	C Curran	£2.4m	£2.7m	£0.3m
Quality & Performance	C Curran	£87.3m	£93.6m	£6.3m
Corporate Parenting	C Curran	£112.0m	£112.1m	£0.1m
Exec Director of CFLL central costs	C Curran	-£1.9m	£0.9m	£2.8m
Children, Families and Lifelong Learning		£299.9m	£308.5m	£8.6m
Highways & Transport	M Furniss	£71.1m	£73.7m	£2.7m
Environment	M Heath/ N Bramhall	£82.8m	£84.0m	£1.2m
Infrastructure, Planning & Major Projects	M Furniss	£2.6m	£2.4m	(£0.2m)
Planning Performance & Support	M Furniss	£3.3m	£3.6m	£0.3m
Land & Property	N Bramhall	£24.0m	£29.5m	£5.5m
Economic Growth	M Furniss	£1.8m	£1.7m	(£0.1m)
Place		£185.6m	£194.9m	£9.4m
Surrey Fire and Rescue	K Deanus	£40.4m	£40.7m	£0.3m
Safer Communities	K Deanus	£1.2m	£1.2m	£0.0m
Emergency Management	K Deanus	£0.7m	£0.7m	(£0.1m)
Trading Standards	D Turner-Stewart	£1.8m	£1.8m	£0.0m
Community Protection & Emergencies		£44.1m	£44.4m	£0.2m
Armed Forces and Resilience	K Deanus	£0.1m	£0.1m	(£0.0m)
Comms, Public Affairs & Engagement	T Oliver	£2.7m	£2.8m	£0.1m
Active Surrey	D Lewis	£0.0m	£0.0m	£0.0m
Coroners	K Deanus	£4.6m	£4.6m	(£0.0m)
Customer Services	D Turner-Stewart	£3.2m	£3.3m	£0.1m
Customer Experience	D Turner-Stewart	£0.2m	£0.2m	£0.0m
Customer and Communities Leadership		£0.5m	£0.4m	(£0.1m)
Design & Change	D Lewis	£3.3m	£2.6m	(£0.7m)
Heritage	D Turner-Stewart	£0.9m	£1.0m	£0.0m
Information Technology & Digital	D Lewis	£21.2m	£20.9m	(£0.3m)
Libraries Services	D Turner-Stewart	£7.8m	£7.9m	£0.1m
People & Change	T Oliver	£9.4m	£9.6m	£0.2m
Registration and Nationality Services	D Turner-Stewart	-£1.7m	-£1.7m	(£0.0m)
Surrey Arts	D Turner-Stewart	£0.4m	£0.4m	£0.0m
Transformation Programmes	D Lewis	£0.0m	£0.0m	£0.0m
Finance	D Lewis	£8.5m	£8.5m	£0.0m
Joint Orbis	D Lewis	£6.2m	£6.4m	£0.2m
Legal Services	D Lewis	£6.2m	£6.0m	(£0.2m)
Democratic Services	D Lewis	£3.9m	£4.0m	£0.1m
Director of Resources	D Lewis	£0.1m	£0.6m	£0.6m
Leadership Office	D Lewis	£2.3m	£2.0m	(£0.3m)
Corporate Strategy and Policy	D Lewis	£1.9m	£1.8m	(£0.2m)
Pensions	D Lewis	-£0.7m	-£0.7m	(£0.0m)
Performance Management	D Lewis	£0.2m	£0.2m	£0.0m
Procurement	D Lewis	£0.7m	£0.9m	£0.3m
Twelve15	D Lewis	-£1.0m	-£1.0m	(£0.0m)
Resources		£80.8m	£80.9m	£0.0m
Central Income & Expenditure	D Lewis	£82.1m	£80.1m	(£2.0m)
Directorate position		£1,209.3m	£1,228.7m	£19.4m
Corporate Funding		-£1,209.3m	-£1,209.3m	£0.0m
Overall		-£0.0m	£19.4m	£19.4m

Balance Sheet indicators – Q3 2024/25

Annex 2

Prudential Indicators (capital expenditure, borrowing and commercial & service investments)

1. All Prudential Indicators have been adhered to and the Authorised Borrowing Limit and Operational Boundary have not been breached during the period.
2. The Council measures and manages its capital expenditure, borrowing and commercial and service investments with reference to the following indicators, which are reported to Cabinet on a quarterly basis.

Table 1: Estimates of Capital Expenditure

	2023/24 Actual	2024/25 Forecast	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget
	£m	£m	£m	£m	£m	£m
Capital Programme - Budget	298	325	344	231	164	147
Capital Programme - Pipeline	-	42	250	127	60	53
Sub-total Capital Programme	298	367	594	359	223	201
Capital investment strategy	1	25	3	-	-	-
TOTAL	299	390	597	359	223	201

Estimates of Capital Financing Requirement

3. The Council's cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure on service delivery and on investments and reduces by the annual Minimum Revenue Provision and capital receipts used to replace debt.

Table 2: Estimates of Capital Financing Requirement

	2023/24 Actual	2024/25 Forecast	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget
	£m	£m	£m	£m	£m	£m
Capital Programme	1,064	1,262	1,709	1,858	1,936	2,012
Investment Programme	439	456	446	437	428	420
TOTAL CFR	1,503	1,718	2,155	2,295	2,364	2,432

Proportion of Financing Costs to Net Revenue Stream

4. This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from council tax, business rates and general government grants.
5. In February 2024, the Council approved an ambitious Capital Programme to 2028/29, continuing the significant investment in infrastructure and assets to support key

services. As table 3 illustrates, the mid-term financing costs are forecast to increase over the medium term (3.6% in 2023/24 to 7.5% in 2028/29). This means that financing costs will reduce the percentage of the revenue budget available for other uses, unless the revenue budget increases more than forecast and / or capital expenditure funded by borrowing is less than forecast. As part of the 2025/26 – 2029/30 Medium Term Financial Strategy Planning a review of all capital commitments has been undertaken.

Table 3: Proportion of Financing Costs to Net Revenue Stream

	2023/24 Actual	2024/25 Forecast	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget
Ratio of Net Financing Costs to Net Revenue Stream	3.6%	3.7%	4.9%	6.1%	6.9%	7.6%

Net Income from Commercial and Service Investments to Net Revenue Stream

6. This is an indicator of affordability and highlights the net financial impact on the authority of its entire non-treasury investment income.
7. The Councils reliance on non-treasury investment income is forecast to remain at 1.6% over the mid-term. This is a small proportion of the total net revenue stream and demonstrates that the Council has limited exposure to external commercial market forces.

Table 4: Net Income from Commercial and Service Investments to Net Revenue Stream

	2023/24 Actual	2024/25 Budget	2025/26 Budget	2026/27 Budget	2027/28 Budget	2028/29 Budget
Total net income from service and commercial investments (£m)	21	19	19	19	19	19
Proportion of net revenue stream	1.9%	1.6%	1.6%	1.6%	1.6%	1.5%

Investments

8. The Council's average daily level of investments has been £74.7m during 2024/25 (up to the end of Q3), compared to an average of £98.8m during 2023/24 (up to the end of Q3). The lower cash investment balances reflect management of the Council's cash flow and the higher borrowing costs incurred currently for short-term borrowing.
9. The Bank of England (BoE) base rate was reduced by 0.25% in November 2024 to 4.75%. The Council invests temporary cash surplus exclusively through the use of money market funds (MMF). Other investment facilities are available, including: brokers, direct dealing with counterparties through the use of call accounts or direct deal facilities, or with the government's Debt Management Office (DMO). No new fixed term deposits have been agreed during 2024/25, MMF investments ensure sufficient liquidity and to reduce credit risk exposure.
10. Table 5 shows the weighted average return on all investments the Council received in the quarter to 31 December 2024 is 4.83%. This compares to a 4.85% average Bank of England (BoE) base rate for the same period.

Table 5: Weighted average return on investments compared to BoE base rate.

	2022/23		2023/24		2024/25	
Period	Average BoE Base Rate	Weighted return on investments	Average BoE Base Rate	Weighted return on investments	Average BoE Base Rate	Weighted return on investments
Quarter 1 (Jun)	0.95%	0.77%	4.44%	4.33%	5.25%	5.23%
Quarter 2 (Sep)	1.61%	1.48%	5.16%	5.02%	5.08%	5.10%
Quarter 3 (Dec)	2.82%	2.56%	5.25%	5.29%	4.85%	4.83%
Quarter 4 (Mar)	3.85%	3.67%	5.25%	5.27%	-	-

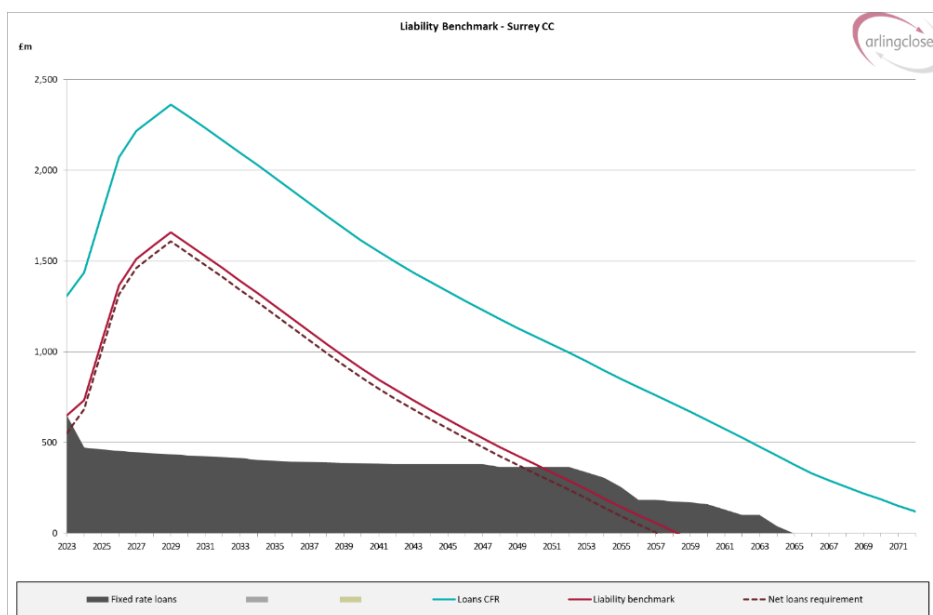
Note: All numbers in all tables have been rounded - which may cause a casting difference

Liability Benchmark

11. The liability benchmark compares the Council's actual borrowing against an alternative strategy and is updated as part of the annual Capital Investment and Treasury Management Strategy. This is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. The benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

12. The liability benchmark as part of the 2024/25 Capital Investment and Treasury Management Strategy is as follows:

Graph 1: Liability benchmark



Debt

13. During the six months to 31st December 2024, the Council raised invoices totalling £64.8m. Overdue debt is the total debt less those balances not immediately due (i.e. less than 30 days old). There was a total of £36.7m of overdue debt at the end of December 2024, a decrease of £15.8m since the last quarter. General debt has decreased by £5.3m

since the last quarter and Integrated Care Board debt has decreased by £8.6m since the last quarter and a small decrease in other local authority debt.

14. Unsecured social care overdue debt has decreased by £0.8m since the last quarter. The Financial Assessments & Income Collection Team in ASC responsible for the recovery of social care debt take a range of actions to recover unsecured debts. In addition to undertaking probate searches, the team agree instalment arrangements, pursue recovery action, including via the Council's legal services team if necessary, and take action to secure the debt where possible.

Table 6: Age profile of the Council's debt as at 31st December 2024

Account group	<1	1-12	1 to 2	over 2	Gross	Overdue	Q2	
	month	months	years	years	debt	debt	Overdue	Change
	£m	£m	£m	£m	£m	£m	£m	£m
Care debt – unsecured	6.7	11.7	5.1	6.4	29.8	23.2	24.0	(0.8)
Care debt – secured	0.9	4.9	4.3	4.7	14.8	0.0		
Total care debt	7.5	16.6	9.4	11.1	44.6	23.2	24.0	(0.8)
Schools, colleges and nurseries	4.2	0.2	0.1	0.0	4.5	0.4	1.0	(0.6)
Integrated Care Boards	2.1	3.9	1.2	0.6	7.7	5.6	14.2	(8.6)
Other local authorities	1.4	0.8	0.1	0.1	2.4	1.0	1.1	(0.1)
General debt	3.5	3.3	1.8	1.4	10.1	6.6	11.9	(5.3)
Total non-care debt	11.2	8.3	3.2	2.1	24.7	13.6	28.2	(14.6)
Total debt	18.7	24.9	12.6	13.2	69.4	36.7	52.2	(15.5)
Q2 2024/25	26.5	38.7	13.6	13.1	91.9	52.6		
Change	(7.8)	(13.8)	(1.0)	0.1	(22.5)	(15.8)		

* Secured care debt does not become due until either the property is sold or after 90 days following the death of the resident, whichever is earlier.

Note: All numbers have been rounded - which might cause a casting difference.

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
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