



# **SURREY COUNTY COUNCIL**

## **FORWARD PLAN**

### **NOTICE OF DECISIONS**

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**1 MAY 2020 TO 31 AUGUST 2020**

## **COVID-19 CHANGES TO LOCAL AUTHORITY DECISION MAKING**

In light of the national situation around coronavirus the Government has brought in emergency legislation:

### **CABINET**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 gives local authorities in England new powers to hold public meetings virtually by using video or telephone conferencing technology. Therefore the government has temporarily removed the legal requirement for local authorities to hold public meetings in person during the coronavirus pandemic. This will enable councils to make effective and transparent decisions on the delivery of services for residents. Meetings will remain accessible to the public.

Notice is hereby given of:

- key decisions (as defined within Surrey County Council's Constitution) that will be taken by the Cabinet (or other decision maker)
- confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A notice / agenda together with reports and supporting documents for each meeting will be published at least five working days (and in some instances sooner) before the date of the meeting. In order to enquire about documents availability and subject to any restriction on their disclosure, copies may be requested at Main Reception, Surrey County Council, County Hall, Penrhyn Road, Kingston upon Thames, Surrey, KT1 2DN

Documents may be accessed electronically at [www.surreycc.gov.uk/committeepapers](http://www.surreycc.gov.uk/committeepapers)

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated (as 'Fully Exempt' or 'Part Exempt' on an item on this plan scheduled to be heard at that meeting), part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. The likely reason for exemption is denoted on the plan by the number of the relevant paragraph from the Act. See overleaf for the relevant paragraphs.

If you disagree with why a report is to be considered in private, you can tell us why by emailing [Vicky.hibbert@surreycc.gov.uk](mailto:Vicky.hibbert@surreycc.gov.uk), or writing to the Democratic Services Lead Manager, Surrey County Council, County Hall, Penrhyn Road, Kingston upon Thames, Surrey, KT1 2DN. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

This notice supersedes all previous notices.

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)  
(Reason for the report to be considered in private)**

1. Information relating to any Individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
  - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**The decision making body/bodies referred to throughout this document are as follows:**

**CABINET 2020**

<b>Name</b>	<b>Portfolio</b>
<b>Mr Tim Oliver</b>	<b>Leader of the Council</b>
<b>Mr Colin Kemp</b>	<b>Deputy Leader</b>
<b>Mr Mel Few</b>	<b>Cabinet Member for Finance</b>
<b>Mr Matt Furniss</b>	<b>Cabinet Member for Highways</b>
<b>Mr Mike Goodman</b>	<b>Cabinet Member for Environment and Waste</b>
<b>Mrs Julie Iles</b>	<b>Cabinet Member for All-Age Learning</b>
<b>Mrs Mary Lewis</b>	<b>Cabinet Member for Children, Young People &amp; Families</b>
<b>Mrs Sinead Mooney</b>	<b>Cabinet Member for Adults &amp; Public Health</b>
<b>Dr Zully Grant-Duff</b>	<b>Cabinet Member for Corporate Support</b>
<b>Ms Denise Turner-Stewart</b>	<b>Cabinet Member for Community Safety, Fire &amp; Resilience</b>
<b>Mrs Natalie Bramhall</b>	<b>Deputy Cabinet Member, Property</b>
<b>Mr Mark Nuti</b>	<b>Deputy Cabinet Member</b>
<b>Miss Alison Griffiths</b>	<b>Deputy Cabinet Member, Health</b>

**SURREY COUNTY COUNCIL**  
**FORWARD PLAN OF KEY DECISIONS 1 May 2020 TO 31 August 2020**

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
<b>CABINET MEMBER DECISIONS - 12 MAY 2020</b>							
12 May 2020	Property Transactions	To approve recommendations for purchase and sale of assets and terms of leases under £1m.  <b>Fully Exempt</b>	Cabinet Member for Finance Decisions	Cabinet Member for Finance (Mr Mel Few)	Peter Hopkins Tel: 0208 213 2787  Director of Land & Assets (Patricia Barry)		
<b>STRATEGIC INVESTMENT BOARD -19 MAY 2020</b>							
19 May 2020	Investments, Assets & Property	To approve decisions in relation to the council's investment strategy. This includes shareholdings, investment and property acquisitions and disposals.  <b>Part Exempt</b>	Strategic Investment Board	Mr Mel Few, Dr Zully Grant-Duff, Mr Colin Kemp, Mr Tim Oliver	Paul Forrester Tel: 01372 833936, Peter Hopkins Tel: 0208 213 2787  Executive Director Resources (Leigh Whitehouse)		
<b>CABINET MEMBER DECISIONS (ALL-AGE LEARNING) 22 MAY 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
22 May 2020	Charging for Home to School/College Travel Assistance for Post 16 Learners with SEND	The Cabinet Member for All-Age Learning is asked to approve the reintroduction of charging for Post 16 home to school/college travel assistance for young people with SEND who are beginning new courses in Academic Year 2020/21, and for young people with SEND who are continuing courses in Academic Year 2020/21, as was permitted by Cabinet decision on 28 November 2017, taking full consideration of the findings of a review of Post 16 transport set out in this report and the equality impact assessment. The Cabinet Member is asked to agree the charging levels for 2020/21, and the mitigations for those young people or families in severe	Cabinet Member for All-Age Learning Decisions	Cabinet Member for All-Age Learning (Mrs Julie Iles)	Liz Mills Tel: 020 8541 7608  Executive Director Children, Families Lifelong Learning and Culture (Dave Hill)		New

Confidential or Exempt (Part 2) decisions will be taken in a meeting from which the public will be excluded (for the whole or part of the meeting)

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
<b>CABINET - 26 MAY 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
26 May 2020	Covid 19 Contingencies	This will be a standing item, until further notice, to cover any approvals needed to adopt relevant pieces of new guidance, legislation, etc. that has come through from Government in response to the Covid 19 pandemic.. It will also include the need to adopt temporary revisions to the Council's policies, procedures and practices.	Cabinet	Leader of the Council (Mr Tim Oliver)	Michael Coughlin, Leigh Whitehouse  Chief Executive (Joanna Killian)		



Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
26 May 2020	Pupil Referral Unit (PRU) Capital Strategy	To approve the Pupil Referral Unit (PRU) Capital Strategy to ensure Surrey County Council meet their duty to provide suitable premises for the purpose of discharging its responsibility to secure suitable education for those who have been excluded or are otherwise unable to access suitable education.	Cabinet	Cabinet Member for All-Age Learning (Mrs Julie Iles)	Assistant Director for Education (Jane Winterbone)	PRU Leaders and mainstream Head teachers and SENCOs	
21 Jul 2020	Prudential Ride London-Surrey 100 and classic	Cabinet will be asked to approve/not approve the continuation of the Prudential Ride London/Surrey Events in the County for 2021-2026	Cabinet	Cabinet Member for Community Safety, Fire & Resilience (Ms Denise Turner-Stewart)	Ian Good Tel: 020 8541 9168  Executive Director Community Protection, Transport and Environment (Katie Stewart)	Borough and District Councils on the route Undertaken Public Consultation	

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
26 May 2020	2019/20 Financial Outturn Report	This report summarises: The revenue and capital outturn for the financial year ended 31 March 2020 and details of service budget expenditure, carry forwards of capital budgets into 2020/21, Debt and Treasury Management activities.	Cabinet	Cabinet Member for Finance (Mr Mel Few)	Anna D'Alessandro Tel: 02085417246  Executive Director Resources (Leigh Whitehouse)		
26 May 2020	Property Transactions	To approve recommendations for purchase and sale of assets and terms of leases over £1m.  <b>Fully Exempt</b>	Cabinet	Cabinet Member for Finance (Mr Mel Few)	Peter Hopkins Tel: 0208 213 2787  Director of Land & Assets (Patricia Barry)		
<b>SURREY-WIDE COMMISSIONING COMMITTEES IN COMMON - 28 MAY 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
28 May 2020	Health and social care commissioning	To approve delegated decisions related to Adult Social Care, Children's Services and Public Health commissioning.	Surrey-Wide Commissioning Committees in Common	Mrs Mary Lewis, Mrs Sinead Mooney, Mr Tim Oliver	Act. Executive Director – Public Health (Ruth Hutchinson)		New

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
28 May 2020	Surrey Childrens Emotional Wellbeing Service Procurement	<p>The Committee in Common is asked to approve the following documents in order to launch tender for the new Surrey Children's Emotional Wellbeing Service:</p> <ul style="list-style-type: none"> <li>• Volume 1 - The Memorandum of Information (MOI) (Instructions to Bidders)</li> <li>• Volume 2 - The Response templates (including the admin compliance, the due diligence questionnaire, evaluation questions and the Financial Modelling Template)</li> <li>• Volume 3 - The Service Specifications</li> <li>• Volume 4 - The populated draft</li> </ul>	Surrey-Wide Commissioning Committees in Common	Cabinet Member for Children, Young People & Families (Mrs Mary Lewis)	<p>Albert Gordon Tel: 07966524399</p> <p>Executive Director Children, Families Lifelong Learning and Culture (Dave Hill)</p>		

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Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
<b>CABINET MEMBER DECISIONS - 9 JUNE 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
9 Jun 2020	Property Transactions	To approve recommendations for purchase and sale of assets and terms of leases under £1m.	Cabinet Member for Finance Decisions	Cabinet Member for Finance (Mr Mel Few)	Peter Hopkins Tel: 0208 213 2787  Director of Land & Assets (Patricia Barry)		
	Bus Lane Operation	To approve a statutory consultation that will review the operational hours and classes of vehicles that can use bus lanes in Surrey.				Bus Operators	New

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
9 Jun 2020	Proposed Stopping Up of Highway Land at Barons of Hindhead and Coopers Court, London Road, Hindhead	The owners of Barons of Hindhead and Coopers Court, Hindhead have requested the County Council to apply to the Magistrates Court for an order to be made removing (stopping up) the highway rights over a piece of land. Their reason for wishing this to be done is to resolve an historic encroachment and to regularise the title of their properties. The Cabinet Member is asked to decide whether an application for a stopping up order should be made to the Magistrates' Court.	Cabinet Member for Highways Decisions	Cabinet Member for Highways (Mr Matt Furniss)	George Emmett Tel: 020 8541 7446  Executive Director Environment, Transport & Infrastructure (Katie Stewart)	Jerome Davidson, Borough Councillor Peter Irishwood, Borough Councillor Haslemere Town Council Head of Planning, Waverley Borough Council	New
<b>STRATEGIC INVESTMENT BOARD - 16 JUNE 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
16 Jun 2020	Investments, Assets & Property	To approve decisions in relation to the council's investment strategy. This includes shareholdings, investment and property acquisitions and disposals.  <b>Part Exempt</b>	Strategic Investment Board	Mr Mel Few, Dr Zully Grant-Duff, Mr Colin Kemp, Mr Tim Oliver	Paul Forrester Tel: 01372 833936, Peter Hopkins Tel: 0208 213 2787  Executive Director Resources (Leigh Whitehouse)		
<b>CABINET - 23 JUNE 2020</b>							



Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
23 Jun 2020	Covid 19 Contingencies	This will be a standing item, until further notice, to cover any approvals needed to adopt relevant pieces of new guidance, legislation, etc. that has come through from Government in response to the Covid 19 pandemic.. It will also include the need to adopt temporary revisions to the Council's policies, procedures and practices.	Cabinet	Leader of the Council (Mr Tim Oliver)	Michael Coughlin, Leigh Whitehouse  Chief Executive (Joanna Killian)		

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
23 Jun 2020	Finance Improvement Plan update	<p>In May 2018 the Leader and Chief Executive commissioned the Chartered Institute of Public Finance and Accountancy (CIPFA) to undertake a review of the council's finances and finance function.</p> <p>In response to the review a finance improvement programme was developed to address the issues raised. The plan was approved by Cabinet in September 2018 and this report provides an update and recommends closure of the programme.</p>	Cabinet	Cabinet Member for Finance (Mr Mel Few)	<p>Cath Edwards Tel: 020 8541 9193</p> <p>Executive Director Resources (Leigh Whitehouse)</p>		

<b>Date</b>	<b>Title</b>	<b>Key Issue/Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member(s) responsible</b>	<b>Contact Officer</b>	<b>Consultation Arrangements/ Programme</b>	<b>New or Moved Item</b>
23 Jun 2020	Adoption of the New Surrey Waste Local Plan	Following the public examination process and subject to the publication of the Inspector's final recommendations, Cabinet will be asked to recommend that Full Council adopt the Surrey Waste Local Plan.	Cabinet	Cabinet Member for Environment & Waste (Mr Mike Goodman)	Paul Sanderson Tel: 020 8541 9949  Executive Director Community Protection, Transport and Environment (Katie Stewart)	Full public consultations Full Council - 19 May 2020	
23 Jun 2020	Moving Closer to Residents: Delivering Our Ambition	To review the latest position with the Moving Closer to Residents programme and confirm the next phase of work,	Cabinet	Leader of the Council (Mr Tim Oliver)	Marie Snelling  Executive Director Transformation, Partnerships & Prosperity (Michael Coughlin)		

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
23 Jun 2020	Monthly Budget Monitoring	To consider the month end budget report and make any recommendations as appropriate.	Cabinet	Cabinet Member for Finance (Mr Mel Few)	Anna D'Alessandro Tel: 02085417246  Executive Director Resources (Leigh Whitehouse)		
23 Jun 2020	Property Transactions	To approve recommendations for purchase and sale of assets and terms of leases over £1m.  <b>Fully Exempt</b>	Cabinet	Cabinet Member for Finance (Mr Mel Few)	Peter Hopkins Tel: 0208 213 2787  Director of Land & Assets (Patricia Barry)		
<b>SURREY-WIDE COMMISSIONING COMMITTEES IN COMMON - 24 JUNE 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
24 Jun 2020	Health and social care commissioning	To approve delegated decisions related to Adult Social Care, Children's Services and Public Health commissioning.	Surrey-Wide Commissioning Committees in Common	Mrs Mary Lewis, Mrs Sinead Mooney, Mr Tim Oliver	Act. Executive Director – Public Health (Ruth Hutchinson)		New
<b>CABINET MEMBER DECISIONS - 6 JULY 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
6 Jul 2020	Primary and Secondary Fair Access Protocols 2020/21	To agree the Primary and Secondary Fair Access Protocols for 2020/21.	Cabinet Member for All-Age Learning Decisions	Cabinet Member for All-Age Learning (Mrs Julie Iles)	Claire Potier Tel: 01483 517689  Executive Director Children, Families Lifelong Learning and Culture (Dave Hill)	Primary & Secondary Phase Councils Headteachers and Chairs of Governors at Surrey schools Admissions Forum Area Inclusion Managers Education and Inclusion Service Managers	New
6 Jul 2020	Approval of maintained schools' deficits	Approval of maintained schools' deficits, where schools are projecting deficits in excess of 5% of their budget share.	Cabinet Member for All-Age Learning Decisions	Cabinet Member for All-Age Learning (Mrs Julie Iles)	Louise Lawson  Director for Education, Lifelong Learning & Culture (Liz Mills)		New
6 Jul 2020	Property Transactions	To approve recommendations for purchase and sale of assets and terms of leases under £1m.  <b>Fully Exempt</b>	Cabinet Member for Finance Decisions	Cabinet Member for Finance (Mr Mel Few)	Peter Hopkins Tel: 0208 213 2787  Director of Land & Assets (Patricia Barry)		

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
<b>CABINET - 21 JULY 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
21 Jul 2020	Property Transactions	To approve recommendations for purchase and sale of assets and terms of leases over £1m.  <b>Fully Exempt</b>	Cabinet	Cabinet Member for Finance (Mr Mel Few)	Peter Hopkins Tel: 0208 213 2787  Director of Land & Assets (Patricia Barry)		
21 Jul 2020	The preparation of a new Surrey Minerals Plan: Review of the Minerals & Waste Development Scheme	Cabinet is asked to agree the: Updated Minerals and Waste Development Scheme including the programme for reviewing the Surrey Minerals Plan.	Cabinet	Cabinet Member for Environment & Waste (Mr Mike Goodman)	Paul Sanderson Tel: 020 8541 9949  Executive Director Community Protection, Transport and Environment (Katie Stewart)		



Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
21 Jul 2020	Digital Business & Insights Programme Full Business Case	<p>This report seeks Cabinet approval to award the contract to the successful supplier following a procurement exercise and to implement the selected corporate Enterprise Resource Planning (ERP) system to replace the existing SAP system at Surrey County Council.</p> <p><b>Part Exempt</b></p>	Cabinet	Cabinet Member for Corporate Support (Dr Zully Grant-Duff)	<p>Andrew Richards Tel: 07918168968</p> <p>Executive Director Resources (Leigh Whitehouse)</p>		
21 Jul 2020	Monthly Budget Monitoring	To consider the month end budget report and make any recommendations as appropriate.	Cabinet	Cabinet Member for Finance (Mr Mel Few)	<p>Anna D'Alessandro Tel: 02085417246</p> <p>Executive Director Resources (Leigh Whitehouse)</p>		
<b>STRATEGIC INVESTMENT BOARD - 29 JULY 2020</b>							

Date	Title	Key Issue/Decision	Decision Maker	Cabinet Member(s) responsible	Contact Officer	Consultation Arrangements/ Programme	New or Moved Item
29 Jul 2020	Investments, Assets & Property	To approve decisions in relation to the council's investment strategy. This includes shareholdings, investment and property acquisitions and disposals.  <b>Part Exempt</b>	Strategic Investment Board	Mr Mel Few, Dr Zully Grant-Duff, Mr Colin Kemp, Mr Tim Oliver	Peter Hopkins Tel: 0208 213 2787, Paul Forrester Tel: 01372 833936  Executive Director Resources (Leigh Whitehouse)		
<b>STRATEGIC INVESTMENT BOARD - 25 AUGUST 2020</b>							

25 Aug 2020	Investments, Assets & Property	To approve decisions in relation to the council's investment strategy. This includes shareholdings, investment and property acquisitions and disposals.  <b>Part Exempt</b>	Strategic Investment Board	Mr Mel Few, Dr Zully Grant-Duff, Mr Colin Kemp, Mr Tim Oliver	Peter Hopkins Tel: 0208 213 2787, Paul Forrester Tel: 01372 833936  Executive Director Resources (Leigh Whitehouse)		
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**SURREY COUNTY COUNCIL**  
**FORWARD PLAN OF KEY DECISIONS 1 May 2020 TO 31 August 2020**

<b>Date</b>	<b>Title</b>	<b>Key Issue/Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member(s) responsible</b>	<b>Contact Officer</b>	<b>Consultation Arrangements/ Programme</b>	<b>New or Moved Item</b>
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