

MINUTES OF THE MEETINGS OF CABINET

Any matters within the minutes of the Cabinet's meetings, and not otherwise brought to the Council's attention in the Cabinet's report, may be the subject of questions and statements by Members upon notice being given to the Democratic Services Lead Manager by 12 noon on Monday 14 July 2014.

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 27 MAY 2014 AT 2.00 PM
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,
SURREY KT1 2DN.**

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

Members:

| | |
|----------------------------------|---------------------|
| *Mr David Hodge (Chairman) | *Mr John Furey |
| *Mr Peter Martin (Vice-Chairman) | * Mr Mike Goodman |
| *Mrs Mary Angell | *Mr Michael Gosling |
| *Mrs Helyn Clack | *Mrs Linda Kemeny |
| Mr Mel Few | *Ms Denise Le Gal |

Cabinet Associates:

| | |
|-------------------|------------------|
| *Mr Steve Cosser | Mrs Kay Hammond |
| *Mrs Clare Curran | *Mr Tony Samuals |

* = Present

**PART ONE
IN PUBLIC**

91/14 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Mr Few and Mrs Hammond.

92/14 MINUTES OF PREVIOUS MEETING: 22 APRIL 2014 [Item 2]

The minutes of the meeting held on 22 April 2014 were confirmed and signed by the Chairman.

93/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

94/14 PROCEDURAL MATTERS [Item 4]

(a) MEMBERS' QUESTIONS [Item 4a]

There were none.

95/14 PUBLIC QUESTIONS [Item 4b]

There were none.

96/14 PETITIONS [Item 4c]

There were none.

97/14 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]

No representations were received.

98/14 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]

Council Overview and Scrutiny Committee (COSC) re: Internal Audit – Review of Appraisals 2013/14

A copy of the COSC recommendation and the Cabinet Member for Business Services' response is attached as Appendix 1 and 2 respectively.

99/14 YEAR END FINANCIAL BUDGET OUTTURN 2013/14 [Item 6]

The Leader of the Council presented the revenue and capital budget outturn for 2013/14 financial year. He said that the County Council's strategy was centred on working for the long term interests of Surrey residents and that his focus was to provide Surrey taxpayers with maximum Value for Money.

In referring to each of the recommendations in term, he highlighted the carry forward requests, many of which would enable projects, some of which were affected by the floods, to be completed.

He also amended a typo in recommendation (3) - from Annex 1, paragraph 56 to Annex 1, paragraph 2 and proposed adding an additional recommendation (8) which was:

'That the unpaid £3.3m Genito-Urinary Medicine (GUM) funds be held as a debtor on the Council's Balance Sheet and that the Leader of the Council to write to the Department of Health strongly urging settlement of this debt.'

He said that the annexes presented the final revenue and capital outturn for the 2013/14 financial year, which were based upon the final accounts at the end of March 2014. The carry forwards for revenue and capital were indicatively approved last month, but there were some minor changes between the indicative figures and actual. This report requested the minor changes and revenue reserve transfers.

He highlighted the outturn impacts upon the 2014 - 19 revenue and capital budget, and two revenue virement requests for allocating and distributing government grants and realigning the children's service contact centre. He considered that the creation of a multi-agency safeguarding hub was an excellent example of partnership working and an important way forward.

He also confirmed that the County Council had achieved £62.3m efficiency savings in the financial year 2013/14 and that the capital budget would be re-profiled in July.

Finally, he referred to the transparency information in Annex 3 and confirmed that the 2013/14 Annual Report would be presented to the Audit and Governance Committee on 31 July 2014.

Other Cabinet Members were invited to highlight the key points and issues from their portfolios, as set out in the Annex to the report.

RESOLVED:

1. That the 2013/14 net revenue budget underspend of £6.9m, as set out in Annex 1, paragraph 1 of the submitted report, be noted.
2. That the final 2013/14 revenue carry forward requests of £5.5m through transfer to the Budget Equalisation Reserve, as set out in Annex 1, paragraphs 2 and 36 of the submitted report, be approved.
3. That the residual revenue underspend of £1.4m be transferred to General Balances, as set out in Annex 1, paragraph 2 of the submitted report, be approved.
4. That the capital budget outturn of £224.1m be noted and the final capital carry forwards of £32.6m, as set out in Annex 1, paragraphs 79 to 82 of the submitted report, be approved.
5. That the reserves movements and year end general balances and reserves, as set out in Annex 1, Appendix, Table App5 of the submitted report, be noted.
6. That the revised revenue 2014/15 budget incorporating the 2013/14 transfers and carry forwards, as set out in Annex 2, paragraph 1 of the submitted report, be noted.
7. That the two 2014/15 revenue virements for SEN Reform Grant distribution and Children Service's contact centre realignment, as set out in Annex 2, paragraph 2 and 4 be approved.
8. That the unpaid £3.3m Genito-Urinary Medicine (GUM) funds be held as a debtor on the Council's Balance Sheet and that the Leader of the Council to write to the Department of Health strongly urging settlement of this debt.

Reasons for Decisions

To review and manage the budget outturn for the 2013/14 financial year in the context of a multi-year approach to financial management. To approve final carry forwards to enable on-going projects to continue.

100/14 HIGHWAYS ASSET MANAGEMENT POLICY, STRATEGY AND PRIORITISATION POLICY AND CRITERIA [Item 7]

The Cabinet Member for Highways, Transport and Flooding Recovery said that Surrey's Transport Asset Management Plan (STAMP) was last published nearly 10 years ago. STAMP's aim was to describe how the County Council would maintain all of Surrey's Highways and Transport infrastructure, for Surrey's residents.

New national guidance for developing Asset Management Plans for Highway Infrastructure was published in 2013. In line with this new guidance, the County Council produced Asset Management Policy and Strategy documents

and revised the prioritisation criteria for the five key Highway Assets; Roads, Footways, Structures, Safety Barriers and Drainage.

The Cabinet Member referred to Project Horizon, the planned Highways programme, however, he stressed that the County Council would always undertake urgent repairs, such as those resulting from the winter flooding in Surrey. He stressed the importance of demonstrating that Surrey Highways was aligned with the Corporate policies of the Council.

He also highlighted the benefit of a single policy covering all highway assets to ensure consistency of approach and said that five key areas had been identified for the development of prioritised programmes:

- Highway Maintenance / Improvement Issues
- Network Hierarchy
- Risk
- Value for Money
- Network Management

Finally, he said that the Equality Impact Assessment detailed the impact of the proposals on residents and service users with protected characteristics.

The Leader of the Council confirmed that the Highways Asset Management Policy, Strategy and Prioritisation Policy and Criteria had been considered at the Environment and Transport Select Committee and that it had endorsed the recommendations.

RESOLVED:

1. That the Asset Management Policy be approved for publication.
2. That the Asset Management Strategy be approved for publication.
3. That the Prioritisation Policy and Criteria for the development of capital programmes for the five key Highway assets: Roads, Footways, Structures, Safety Barriers and Drainage be approved.
4. That any minor future amendments to the above be approved by the Strategic Director of Environment and Infrastructure in consultation with the Cabinet Member for Highways, Transport and Flooding Recovery.

Reasons for Decisions:

All recommendations were informed through close working of officers with the Environment and Transport Select Committee.

**101/14 HIGH PERFORMANCE LEADERSHIP DEVELOPMENT PROGRAMME
[Item 8]**

The Cabinet Member for Business Services set out the benefits of the High Performance Leadership Development Programme. She said that a coaching programme had taken place between 2009 and 2013. 1,545 people went

through the programme and this was Phase 1 of the Leadership Development Pathway.

Phase 2 - the new High Performance Development Programme (HPDP) had now been developed and after a successful pilot of the new HPDP, carried out between November 2013 and April 2014, a procurement exercise had now been completed to enable the Council to secure a supplier to deliver the full programme. (Financial information relating to the award of contracts was discussed in Part 2 of the agenda)

The Cabinet Member referred to Annex A of the submitted report, which set out the Summary of Programme content. She confirmed that much of the programme would be delivered 'in house' by senior managers who had already completed the programme. Referring to Equality and Diversity, she confirmed the potentially positive impact on all employed staff through inclusion on this training and development programme.

It was confirmed that the programme was compulsory for the Cabinet Team and would be available to all other Members on a voluntary basis.

Other Members made the following points:

- The importance of succession planning and 'growing your own'
- That this programme would develop the skills to enable Members and staff to achieve their potential.

RESOLVED:

That contracts be awarded to the preferred bidders of WillisClare Ltd and Penna Plc as agreed on the basis, as set out in the Part 2 annexe.

Reasons for Decisions:

Leaders and managers are going through one of the most difficult phases ever to face the public sector. Surrey has to find £260m savings over the next three years and leaders and managers need to have the resilience to be able to lead and implement unprecedented transformation and still keep services performing well. The previous coaching programme has started to deliver real benefits for residents and the High Performance Development Programme is designed to take performance to another level.

102/14 GRANT CRITERIA AND FUNDING OPPORTUNITIES GUIDE [Item 9]

The Cabinet Member for Business Services said that the Grant Criteria and Funding Opportunities Guide set out how the Council governed allocation of funds by officers via grants. The new procedure formalised the approach to grant awards, reflecting best practice and Council priorities. She referred to the recommendations of the Council Overview and Scrutiny Committee presented to Cabinet on 25 March 2014 and tabled an amendment to the Grant Process: 3.5.1 Briefing Document, proposing to add the following sentence to the end of that section:

'Officers should ensure that any grants awarded are aligned with and support the Council's Corporate Priorities.'

She said that this Guide would make it easier for organisations to understand the process and that the table set out in Section 2.2 (Grant or Tender Process) clearly set out how to decide the most appropriate way to fund the project / service.

Other Members welcomed the report and the Guide, and stressed the importance of the whole grant programme and the need to support the Council's Corporate Priorities. The Cabinet Member for Community Services commented on the excellent Equalities Impact Assessment and said that it had already been considered at Communities Select Committee where Members had suggested that the Guide was circulated to Local Committees.

RESOLVED:

That the Grant Criteria and Funding Opportunities Guide, as amended, be approved.

Reasons for Decisions:

To support the adoption of a Grant Criteria and Funding Opportunities Guide, which creates a clear process and ensures that the Council maintains a fit for purpose set of guidance and rules to govern the award of grants.

103/14 LIME TREE PRIMARY SCHOOL, REDHILL - NEW TWO FORM PRIMARY SCHOOL [Item 10]

The Cabinet Member for Schools and Learning requested Cabinet's approval for the business case for the provision of a brand new 2 form of entry primary school in Redhill to help meet the basic need requirements in the Reigate and Banstead area. She said that there had been an extensive search for a suitable site before the land in Battlebridge Lane had been identified as the most appropriate location. She also confirmed that planning permission had been granted for the 420 place primary school and nursery with 26 FTE places.

Finally, she said that Surrey County Council would build the school which would be an Academy, under the control of the Glyn Learning Foundation and that the financial information was set out, and would be considered, in Part 2 of the agenda.

Mr Essex, the local Member for Redhill East was invited to speak. He confirmed his support for the new school but asked for clarification on pupil numbers, stating that there were already bulge classes proposed for Year 1 and 2. The Cabinet Member for Schools and Learning confirmed extensive expansion of school places in Reigate and Banstead and said that she would respond to his specific query outside the meeting.

RESOLVED:

That, subject to the agreement of the detailed financial information for the school as set out in agenda item 19 in Part 2, the business case for the provision of a new two form of entry primary school in Redhill be approved.

Reasons for Decisions

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Reigate and Banstead area.

104/14 PURCHASE OF 1 AERIAL LADDER AND 1 TURNTABLE LADDER VEHICLES [Item 11]

The Cabinet Member for Community Services introduced the report and said that a review of the Working at Height strategy for Surrey Fire and Rescue Service (SF&RS) had identified that there was a need to replace the existing Aerial Ladder vehicles to ensure that Surrey's fire-fighters have the best possible equipment for the benefit of Surrey residents. She also confirmed that there was no requirement for an Equality Impact Assessment to be undertaken in this instance, as set out in paragraph 27 and 28 of the submitted report.

The Cabinet Member for Business Services referred to the procurement process undertaken for the award of two separate contracts for one Aerial Ladder Vehicle and one Turntable Ladder Vehicle, and in conjunction with the Part 2 report, said why the recommended contracts offered best value for money.

RESOLVED:

That contracts be awarded to the preferred supplier, as agreed, on the basis set out in the Part 2 annex to this agenda.

Reasons for Decisions:

A full tender process for the purchase of one Aerial Ladder Vehicle and one Turntable Ladder Vehicle, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

105/14 ESTABLISHMENT OF A PROPERTY COMPANY [Item 12]

The Investment Strategy agreed by Cabinet in July 2013 was developed in response to the requirement for the Council to maintain its financial resilience in the longer term. The Cabinet approved that the recommended governance arrangements were put in place, in order to consider individual investment opportunities and to provide advice to Cabinet on investment decisions.

Cabinet also approved that work commence on the preparation of a business case to establish a property investment company. This work was now completed, with the aid of specialist advisors, and the report set out the proposed company structure and associated governance arrangements.

The Cabinet Member for Business Services drew attention to the key points in the report, namely the table setting out the structure chart and also the section relating to Governance and Decision Making. She also confirmed that any decisions would still require Cabinet approval, and would be subject to scrutiny. Also, the Investment Advisory Board would be responsible for strategically managing the overall portfolio. Finally, she referred to the Financial and Value for Money Implications together with the S151 officer's commentary and also confirmed that the Property Company's Business Plan would be considered in part 2 of the agenda.

RESOLVED:

1. That the business case for the creation of a Property Company and associated subsidiary companies be approved, in order to take forward the agreed Investment Strategy.
2. That the governance arrangements for the Property Company, as set out in paragraphs 15 to 21 of the submitted report, including the Articles of Association of the Company be approved.
3. That the provision of initial equity finance, a working capital loan and a loan facility, as described in paragraphs 29 to 36 of the submitted report, be approved.

Reasons for Decisions:

The Council's Investment Strategy will support the council in achieving alternative sources of funding, thereby reducing reliance on government grants and council tax increases in the future. The creation of a property company is required to fully implement the recommendations of the agreed Investment Strategy and to achieve the target income included in the 2014-19 Medium Term Financial Plan (MTFP).

106/14 SURREY FIRE & RESCUE: RENEW CONTRACT ARRANGEMENTS FOR SPECIALIST RESCUE AND CONTINGENCY CREWING [Item 13]

This item was deferred to the next Cabinet meeting on 24 June 2014.

107/14 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 14]

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

RESOLVED:

That the decisions taken by Cabinet Members since the last meeting as set out in Annex 1 of the submitted report, be noted.

Reasons for Decisions:

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

108/14 WOKING MAGISTRATES' COURT CONVERSION TO CORONER'S COURT [Item 15]

The Cabinet Member for Community Services requested approval for additional capital investment to provide fit and proper accommodation for the Coronial Service by converting and refurbishing Woking Magistrates' Court, purchased by the County Council in December 2013. She said that the increased costs were not known at the time of approving the Medium Term Financial Plan and therefore it was not included in the capital budget. The additional investment would enable the Coronial Service to carry out the statutory responsibilities arising from the implementation of the Coroners and Justice Act 2009.

She stressed the importance of making the Coroner's Court fully accessible for people with disabilities and Cabinet considered whether an Equality Impact Assessment (EIA) was required for this decision. Advice received stated that there was no legal requirement to carry out an EIA, and whilst it was recommended if there were any adverse effects, it would not be necessary to carry one out in every case. As no adverse effects have been identified and access to the Coroner's Service would be improved for staff and bereaved families, Cabinet was satisfied that any conversion of the building would meet the current guidelines for accessibility.

Finally, an additional recommendation (3) relating to making a case to the Southern Regional Coroners' Managers' Group to recoup some of the costs was proposed and agreed.

RESOLVED:

1. That the additional capital investment, required to provide fit and proper accommodation for the Coronial Service, as set out in the part 2 annex, be approved.
2. That the award of the contract and commencement of construction works for the fit out of Woking Magistrates' Court, subject to the appropriate procurement procedures, be approved.
3. That a letter be written to the Southern Regional Coroners' Managers' Group, in time for their meeting with the Ministry of Justice in October 2014, with a business case to recoup some of the costs.

Reasons for Decisions:

The proposed refurbishment of Woking Magistrates Court (WMC) will enable Surrey County Council (SCC) and HM Coroner for Surrey to fulfil the statutory responsibilities arising from the implementation of the Coroners and Justice Act 2009. Having a dedicated Coroner Court Complex, provides a professional and reassuring environment to bereaved families, and results in a more efficient and effective Coronial Service, as all the staff will be co-located and work will not be required to be undertaken off site.

The additional investment is required because an opportunity to create a second Jury Court, which could generate an income, has been identified. In addition, the original estimates did not include the full requirement for extensive audio/visual equipment within the courts, or include the costs associated with the necessity to have both SCC and Surrey Police networks within the building.

109/14 EXCLUSION OF THE PUBLIC [Item 16]

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 paragraph 3 of Part 1 of Schedule 12A of the Act.

PART TWO – IN PRIVATE

THE FOLLOWING ITEMS OF BUSINESS WERE CONSIDERED IN PRIVATE BY THE CABINET. SET OUT BELOW IS A PUBLIC SUMMARY OF THE DECISIONS TAKEN.

110/14 SURREY FIRE & RESCUE: RENEW CONTRACT ARRANGEMENTS FOR SPECIALIST RESCUE AND CONTINGENCY CREWING [Item 17]

This item was deferred to the next Cabinet meeting on 24 June 2014.

111/14 ESTABLISHMENT OF A PROPERTY COMPANY [Item 18]

This was the Part 2 Annex relating to item 12.

112/14 LIME TREE PRIMARY SCHOOL, REDHILL - NEW 2 FORM PRIMARY SCHOOL [Item 19]

The Cabinet Member for Schools and Learning introduced the report and said that it provided the financial details for the report, already considered in Part 1 of the agenda. She said that the site was particularly challenging in terms of access, ground levels and drainage which accounted for the variation from the average price for building a school.

RESOLVED:

1. That the business case for the project to build a new two form of entry primary school, to be called Lime Tree Primary, at a total estimated cost as set out in the submitted report, be approved..
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Business Services in consultation with the Cabinet Member for Schools and Learning and the Leader of the Council be approved.

Reasons for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Redhill area.

113/14 SURREY FIRE AND RESCUE SERVICE: AERIAL LADDER AND TURNTABLE LADDER VEHICLES [Item 20]

RESOLVED:

That a fixed price contract be awarded to North Fire for Lot 1: purchase of one Aerial Ladder vehicle at a value, as set out in the submitted report, and also to North Fire for Lot 2: purchase of one Turntable Ladder vehicle at a value, as set out in the submitted report, to commence on 1 July 2014.

Reasons for Decisions:

A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide the very best value for money for the Council following a thorough evaluation process. North Fire is a premier fire fighting vehicle and equipment supplier to Fire and Rescue Services throughout the UK and Ireland and was formed eight years ago. It is based in Holmfirth, West Yorkshire.

114/14 HIGH PERFORMANCE LEADERSHIP DEVELOPMENT PROGRAMME [Item 21]

RESOLVED:

1. That the award of a contract be awarded to WillisClare Ltd and Penna Plc, at a value, as set out in the submitted report, for the provision of the HPDP to commence on 11 June 2014.
2. Based on the anticipated delegate attendance, the spend within each individual contracts to be awarded, as set out in the submitted report.

Reasons for Decisions:

A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

115/14 WOKING MAGISTRATES COURT CONVERSION TO CORONER'S COURT [Item 22]

RESOLVED:

1. That the additional capital investment, as detailed in the part 2 report, to provide fit and proper accommodation for the Coronial Service, be approved.

2. The award of the contract and commencement of construction works for the fit out of Woking Magistrates' Court, subject to the appropriate procurement procedures, be approved.

Reason for Decisions:

The additional investment is required because an opportunity to create a second Jury Court, which could generate an income, has been identified. In addition, the original estimates did not include the full requirement for extensive audio/visual equipment within the courts, or include the costs associated with the necessity to have both SCC and Surrey Police networks within the building.

116/14 PUBLICITY FOR PART 2 ITEMS [Item 23]

That non-exempt information relating to items considered in Part 2 of the meeting may be made available to the press and public, as appropriate.

[Meeting closed at 3.30pm]

Chairman

COUNCIL OVERVIEW & SCRUTINY COMMITTEE

**Item under consideration: INTERNAL AUDIT: REVIEW OF APPRAISALS
2013/2014**

Date Considered: 30 April 2014

- 1 At its meeting on 30 April 2014 the Council Overview & Scrutiny Committee considered a report on appraisal completion reporting for 2013/14, following publication of an Internal Audit Report which identified the need for 'significant improvement' in the monitoring of appraisal completion and made four high priority recommendations. It was noted that the reporting errors in 2013/14 had been as a result of problems with the manual counting process used, but this had now been replaced with an electronic system for managers to use to record the completion of appraisals.
- 2 The Committee was disappointed with the findings of the audit, as it had previously been given assurances that there was a robust process in place to ensure the effective monitoring of appraisals. The Committee accepted that that the new SAP process would mean that accurate figures for completed appraisals would be generated for the current and future years, but remained concerned about the different rates of appraisal undertaken in different services and the possibility for variation in the quality of appraisal discussions.
- 3 In relation to its concerns about the quality of the appraisal discussions, the Committee noted that managers were supported through a comprehensive package of training and development and that the emphasis was on the quality of the conversation rather than following a rigid process. The creation of digital appraisal records, which would allow easier monitoring of the quality of discussions, had not been pursued as it would require a significant IT resource, but the Committee recommended that further consideration should be given to how a digital solution might support the appraisal process in terms of both quality and completion rates.
- 4 The Committee agreed that individual Select Committees should look into those services within their remit which reported low appraisal completion rates, identifying any impacts this might have on staff retention.
- 5 The Committee agreed the following **recommendation**:
 - (a) That the Cabinet note that the Council Overview & Scrutiny Committee's significant concern about the present level of appraisal completion, as highlighted in the internal audit report, and that the Cabinet and Corporate Leadership Team work to ensure that managers are achieving 100% completion of appraisals for eligible staff by May 2015.

- 6 The Committee was concerned to note that overall the auditor had achieved a success rate of less than 10% in telephone calls to line-managers as part of the investigation, with a significant number of telephone messages not returned. The Committee has therefore recommended that the Chief Executive and Corporate Leadership Team reiterate to staff the importance of the work of the Internal Audit Team, and ensure that all requests for information are responded to in a timely fashion.

NICK SKELLETT, Chairman of the Council Overview & Scrutiny Committee

CABINET RESPONSE TO COUNCIL OVERVIEW AND SCRUTINY COMMITTEE

**INTERNAL AUDIT: REVIEW OF APPRAISALS
(considered by COSC on 30 April 2014)**

SCRUTINY COMMITTEE RECOMMENDATION:

That the Cabinet note that the Council Overview & Scrutiny Committee's significant concern about the present level of appraisal completion, as highlighted in the internal audit report, and that the Cabinet and Corporate Leadership Team work to ensure that managers are achieving 100% completion of appraisals for eligible staff by May 2015.

RESPONSE

1. The Chief Executive shares the concern of the COSC about the present level of appraisal completion. Strategic Directors have committed to bringing about a significant improvement in appraisal completion. Completion rates are being monitored monthly using the new Reporting and Recording System. A report will be presented to COSC at the end of Quarter 2 to track progress at this mid-way point in the year.
2. The Chief Executive and the Corporate Leadership Team recognise the importance of the work of the Internal Audit Team and the Chief Internal Auditor has provided assurance that in most cases there is no undue delay in obtaining information from auditees. The Chief Executive meets regularly with the Chief Internal Auditor and this matter will be kept under close review.
3. The Head of H.R and OD, Head of IMT and Head of Shared Services to look into the feasibility of enhancing the digital solution and report back to a future committee

**Denise Le Gal
Cabinet Member for Business Services
27 May 2014**

**MINUTES OF THE MEETING OF THE CABINET
HELD ON 24 JUNE 2014 AT 2.00 PM
AT ASHCOMBE SUITE, COUNTY HALL, KINGSTON UPON THAMES,
SURREY KT1 2DN.**

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

Members:

| | |
|---------------------------------|--------------------|
| *Mr David Hodge (Chairman) | *Mr John Furey |
| Mr Peter Martin (Vice-Chairman) | * Mr Mike Goodman |
| *Mrs Mary Angell | Mr Michael Gosling |
| *Mrs Helyn Clack | *Mrs Linda Kemeny |
| *Mr Mel Few | *Ms Denise Le Gal |

Cabinet Associates:

| | |
|-------------------|------------------|
| Mr Steve Cosser | *Mrs Kay Hammond |
| *Mrs Clare Curran | Mr Tony Samuals |

* = Present

PART ONE
IN PUBLIC

117/14 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Mr Cosser, Mr Gosling, Mr Martin and Mr Samuels.

118/14 MINUTES OF PREVIOUS MEETING: 27 MAY 2014 [Item 2]

The minutes of the meeting held on 27 May 2014 were confirmed and signed by the Chairman.

119/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

120/14 PROCEDURAL MATTERS [Item 4]

(a) MEMBERS' QUESTIONS [Item 4a]

No questions were received from Members.

121/14 PUBLIC QUESTIONS [Item 4b]

No questions were received from members of the public.

122/14 PETITIONS [Item 4c]

No petitions were received.

**123/14 REPRESENTATIONS RECEIVED ON REPORTS TO BE
CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

**124/14 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL
COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

(i) Council Overview and Scrutiny Committee (COSC)

Report back to Cabinet in relation to the call in of the report re. the Grant Criteria and Funding Opportunities Guide (A copy of the COSC report is attached as Appendix 1).

The Chairman of COSC was invited to present the committee's report and its recommendations arising from the review of the decision taken by Cabinet on 27 May 2014. He referred to the Cabinet decision taken on 25 March 2014, to support COSC's recommended actions for the Adult Social Care directorate and said that he considered the amendment to the Grant Criteria and Funding Opportunities Guide, agreed by Cabinet on 27 May 2014 was too general. He said that in order for the County Council to realise the benefits of the Family, Friends and Community Support Programme (FFCS) staff must be trained appropriately and this was one area that the County Council could make a special effort to develop this shift in culture.

The Chairman of the Adult Social Care Select Committee was also invited to address Cabinet on this item. He considered that due consideration had not been given to this item by Cabinet and he hoped that by two select committee chairmen attending this meeting that Cabinet would reconsider and agree the recommendations from COSC. He said that the Grant Criteria and Funding Opportunities Guide was not just a 'procurement' guide, it had wider importance because the County Council relied on the support of the voluntary sector. Also, he did not accept the argument of setting a precedent for one service above others. He also hoped that Cabinet would agree recommendations (b) and (c).

The Cabinet Member for Adult Social Care confirmed that he had attended the COSC call in meeting and that he would support recommendations (b) and (c) but not (a). The Cabinet Member for Business Services agreed, stating that this Guide was a procurement framework to enable organisations to bid for funding.

The Leader of the Council referred to the Table 2.2.1 in the Guide: 'How to decide the most appropriate way to fund the project / service', which stated that the first question to ask was: 'Does the project / services meet one or more of Surrey County Council's corporate goals or priorities?' Therefore, as the FFCS clearly met them, it would qualify for consideration and there was no need to specify this particular programme in this generic document.

Cabinet considered the COSC recommendations – they agreed to reject recommendation (a) but agreed to approve recommendation (b) and (c):

- (b) That an additional paragraph be included in the Guide to clarify the specific responsibilities in relation to disclosures of interests

and the signing of confidentiality agreements for councillors serving on evaluation panels: the wording to be agreed by Legal Services in consultation with the Cabinet Member for Business Services and the Chairman of the Council Overview & Scrutiny Committee.

- (c) That the first sentence of the second paragraph of section 1.5.3 of the Guide be amended by the addition of the word 'also', to read 'Conflicts of interest can also arise...'

(ii) Environment and Transport Select Committee

A copy of the recommendation re. the Transport Strategy for Surrey's School Place Programme is attached as Appendix 2, with a response from the Cabinet Member for Environment and Planning (Appendix 3).

125/14 PROGRESS ON THE DELIVERY OF THE COUNCIL'S WASTE STRATEGY, INCLUDING THE ECOPARK [Item 6]

The Cabinet Member for Environment and Planning set out the progress with the delivery of the council's waste strategy, including the Eco Park, since the Cabinet meeting on 30 October 2013.

He said that, in October 2013 it was anticipated that phase one would be completed by the end of March 2014 and phase two would commence at the beginning of July 2014 at which point it was thought that all the necessary consents would have been obtained.

Since October 2013, a potential land dispute had been satisfactorily resolved and consent has been given to divert a public footpath, necessary for the development but final confirmation from Government was still required in respect of the variation to the planning consent, with the environmental permit variation still awaited from the Environment Agency.

As progress on obtaining these consents had been slower than was anticipated in October 2013, meaning that phase two of the Eco Park development will not commence in July 2014 as originally thought therefore, in accordance with the recommendations set out in the minutes of that meeting, a further report detailing progress with the development of the Eco Park was being presented to Cabinet.

He also highlighted that one of the benefits of the proposed Eco Park waste management processes was that it would offer an alternative to sending 95,000 tonnes of Surrey's waste to landfill and that green electricity would be generated to power thousands of houses from rubbish that could not be recycled and would previously been buried in the ground.

RESOLVED:

1. That the progress made since the last report in October 2013 be noted.
2. That continuation with the delivery of the Eco Park Phase 1, as outlined in paragraph 5, limiting the commitment of expenditure until the necessary remaining consents are obtained, be agreed.

3. That the Strategic Director of Environment and Infrastructure, Director of Finance and Director of Legal and Democratic services, in consultation with the Leader and Cabinet Member for Environment and Planning, continue to monitor progress and report back to Cabinet in the event of material changes to the risks and assumptions set out in this report and the October 2013 report and in particular, if the remaining outstanding consents are not obtained by the end of October 2014.

Reasons for Decisions:

The recommendations are necessary to maintain proper authority to proceed with the delivery of the Eco Park.

126/14 ANNUAL GOVERNANCE STATEMENT 2013/14 [Item 7]

The Chairman of the Audit and Governance Committee was invited to speak. He began by thanking the Leader of the Council and the Chief Executive for attending the recent Audit and Committee where they had a wide-ranging and detailed discussion on the Annual Governance Statement. This had included progress made in the last twelve months, the role of select committees, support for the flood recovery work, Looked after Children and the Care Act, school place planning and making assets work harder. Prior to the meeting, he had requested an additional sentence be included at the end of bullet point (3) – Children in Care Health and Dental Checks:

‘Further work is required to clear a backlog of health assessments for children placed outside Surrey.’

This was agreed.

RESOLVED:

1. That the 2013/14 Annual Governance Statement, attached as Annex A to the submitted report, be approved and signed by the Leader and the Chief Executive for inclusion in the Statement of Accounts and Annual Report.
2. That the Audit and Governance Committee continue to monitor the governance environment and report to Cabinet as appropriate.

Reasons for Decisions:

There is a statutory duty to annually review and report on governance. The identification of issues in governance and internal control and a responsive approach to addressing those issues is viewed as best practice.

127/14 LEADERSHIP RISK REGISTER [Item 8]

This report presented the latest Leadership Risk Register and the key changes made since it was last presented in March 2014. It was the first time

that the report was in the name of the Cabinet Member for Business Services and she highlighted the key changes, namely:

- Central Government policy development (L15) – risk description updated – it was previously ‘Welfare Reform’, and controls updated
- IT risk (L4)- risk description updated, was previously ‘IT systems’, and controls updated

The Cabinet accepted that many of the seven high risks were outside the County Council control but discussed whether there was any possibility of reducing some of them to ‘medium’. It was agreed that the Cabinet Member for Community Services, as Cabinet lead for continuous improvement should attend a future Continuous Improvement Board.

The Leader of the Council also confirmed that he would be writing to Philip Hammond, MP for Runnymede, requesting a meeting to discuss the extra funding promised from Government, for the flooding recovery work.

RESOLVED:

That the contents of the Leadership Risk Register, attached as Annex A to the submitted report, be noted and the control actions put in place by the Continual Improvement Board be endorsed.

Reasons for Decisions:

To enable the Cabinet to keep the Council’s strategic risks under review and to ensure that appropriate action is being taken to mitigate risks in the most effective way.

128/14 BUDGET MONITORING REPORT FOR MAY 2014 [Item 9]

The Leader of the Council presented the first budget monitoring report for the new financial year 2014/15, which saw the Council continue to face demand growth and funding reductions as austerity continues. He referred to the Council’s financial strategy of four key drivers which ensured sound governance in managing finances and providing value for money:

1. Keeping any additional call on the council taxpayer to a minimum

- That the forecast end of year revenue position was for a small underspend of £1.5m and this year, it was important to remember that the risk contingency had been reduced to £5m and will be removed altogether next year.
- Though it was early in the year, he believed that this would be the fifth consecutive year the Council had a small underspend or a balanced budget, demonstrating Cabinet’s strong commitment to tight financial management, backed up the actions of managers across the Council.
- The Council’s multi-year approach to financial management aimed to smooth resource fluctuations over five years. As part of this to support 2014/15, Cabinet approved the use of £20.1m from the Budget Equalisation Reserve, plus £5.8m from other reserves and £5.5m revenue carry forward from 2013/14 for committed expenditure.

2. Continuously drive the efficiency agenda

- At the end of May, services forecast delivering efficiencies of £72m and of the £72m, £35m had either already been achieved or was on track, £31m has some issues and £6m is considered to be at risk.

3. Develop a funding strategy to reduce the Council's reliance on council tax and government grant income.

- That reducing reliance on government grants and council tax was key to balancing the budgets over the longer term and the Revolving Infrastructure and Investment Fund had already invested nearly £4m this year.

4. Continue to maximise our investment in Surrey

- The Council's capital programme not only improved and maintained service delivery, it was also a way of investing in Surrey and generating income for the council. The capital programme plans £760m investment for 2014-19, including £164m in 2014/15.

Finally, he drew Cabinet's attention to a typo in the Appendix – Revolving Infrastructure and Investment Fund, Table 12 – the full year forecast, net income before funding, should be -3.2m and not -0.7m.

Other Cabinet Members were invited to highlight the key points and issues from their portfolios, as set out in the Annex to the report.

RESOLVED:

That the forecast revenue budget for 2014/15 to underspend by £1.5m, as set out in paragraph 1 of the submitted report, be noted.

That the forecast ongoing efficiencies and service reductions achieved by year end is £71.9m, as set out in paragraph 57 of the submitted report, be noted.

That the budget for Cultural Services be moved from Customers and Communities into the Chief Executive's Office to align management responsibilities with organisational structures.

That a Virement of £0.8m from the Central HR Training Budget to most services that had service specific training budget allocations for 2014/15 be agreed.

Reasons for Decisions:

To comply with the agreed policy of providing a monthly budget monitoring report to Cabinet for approval and action as necessary.

The Cabinet Member for Children and families was pleased to present the Surrey's strategy for Gypsy, Roma and Traveller (GRT) children and young people and said that it was a 'once in a lifetime' opportunity to improve the lives of these young people.

Surrey's GRT children and young people had some of the poorest life chances compared with the county's 0-19 population generally. The strategy identified how the Children, Schools and Families (CSF) Directorate, and wider partners, could reduce local inequalities and improve outcomes for Surrey's GRT children and young people. A detailed needs analysis had been undertaken.

She said that the strategy included an action plan which identified key staff / partners who would take the recommendations forward and drew attention to the comprehensive Equalities Impact Assessment, attached to the report. She also acknowledged that accommodation was an on-going problem and that the County Council would be working with Boroughs and Districts in relation to traveller accommodation needs.

Finally, she thanked the Surrey's Gypsy and Traveller Forum for their work in engaging with GRT communities.

The Cabinet Associate for Fire and Police Services also welcomed the report and stressed the importance of providing equal opportunities for all young people in Surrey.

Other Cabinet Members expressed their support for this strategy, acknowledging the importance of GRT culture but not denying their young people opportunity for education and working with this community to demonstrate the value and importance of education.

RESOLVED:

1. That the strategy, attached as Annex A to the submitted report, be agreed, for implementation with immediate effect.
2. That the strategy and needs analysis be published on Surrey County Council's website.
3. That officers develop a short, accessible summary of the strategy to share with Surrey's Gypsy Roma and Traveller communities.

Reasons for Decisions:

Implementing the strategy is key to reducing local inequalities and improving outcomes for Surrey's GRT children and young people. The strategy also contributes to the Directorate's wider approach to improving outcomes for all vulnerable groups of children and young people. Publishing it will help to communicate Surrey's commitment to these objectives.

The Leader of the Council commended this report to Cabinet.

RESOLVED:

1. That the establishment of the Coast to Capital Strategic Joint Committee, constituted in accordance with the Heads of Terms contained in Annex 1 of the submitted report, be approved.
2. That the responsibility for taking the steps necessary to give effect to recommendation 1 be delegated to the Chief Executive in discussion with the Leader of the Council and any subsequent amendments to the Heads of Terms of the Coast to Capital Joint Committee be agreed.
3. That the responsibility to amend the Council's constitution to reflect the establishment of the Joint Committee be delegated to the Monitoring Officer.

Reasons for Decisions:

The Joint Committee is one element of a package of measures being taken to strengthen the governance arrangements within and around the Local Enterprise Partnership (LEP). This is important because the credibility of those arrangements in ensuring effective collective action to implement the Strategic Economic Plan (SEP) will be a significant consideration for Government when deciding how much funding to provide to the LEP, including through investment in transport and other infrastructure which is crucial for all Surrey residents.

131/14 ROAD SAFETY POLICIES UPDATE [Item 12]

The Cabinet Member for Highways, Transport and Flooding Recovery introduced the report, stating that the starting point of any speed policy was Road Safety. In January 2013, the Government issued new national guidance for Local Authorities on setting speed limits and this report presented an update to the council's policy on "Setting Local Speed Limits" and also presented a new policy "Road Safety Outside Schools" for approval by the Cabinet.

He referred to the current policy and to the Local Committees comments (set out in Annex 3) on the proposed draft policies on setting Local Speed Limits and also Road Safety Outside School. He also highlighted paragraph 28 of the report which relates to calls for a 20mph speed limit outside schools which he said was a relevant consideration at this time of expansion of many Surrey schools.

Cabinet Members debated the issue of changing speed limits and who should make the final decision, as set out in paragraphs 11 and 12 of the submitted report. They considered that professional advice from highways officers and the Police was critical and agreed that the Cabinet Member for Highways, Transport and Flooding Recovery had an overview of the county's roads and should have the final decision on the rare occasions when local committees

disagreed with officer recommendations. However, if there was a dispute in the Cabinet Member's own local area, it should be referred to the Cabinet Member for Environment and Planning, for decision.

On the proposed policy for Road Safety outside Schools, the Cabinet Member for Schools and Learning advised Cabinet that Academy funding was primarily for education inside schools and therefore she was concerned about the proposal in paragraph 18 of the report, relating to school crossing patrol services, namely:

'It is proposed that a charge of £3,600 per year will be made to Academies, Independent and Free Schools to cover salary and training costs.'

She asked Cabinet to reconsider this proposal and requested that it was deleted from the report. This was agreed.

Attention was also drawn to the risk assessment undertaken before a decision was taken to recruit a new or replacement school crossing patrol officer and it was confirmed that this would apply to both maintained and academy and free schools.

RESOLVED (as amended):

1. That the policy "Setting Local Speed Limits" as set out in Annex 1 of the submitted report, be approved.
2. That the policy "Road Safety Outside Schools" ,as set out in Annex 2 of the submitted report, be approved, with the charge relating to Academies and Free Schools being removed.

Reasons for Decisions:

The county council's policy on "Setting Local Speed Limits" has been updated in light of new government guidance, and in order to improve the existing assessment procedure. A new policy "Road Safety Outside Schools" has also been developed to tackle concerns over road safety outside schools. As part of this the school crossing patrol policy has been updated to ensure that the provision of school crossing patrols is maintained and prioritised at sites where they are most needed.

132/14 SURREY FIRE & RESCUE: TO REVIEW AND DISCUSS THE CONTRACT ARRANGEMENTS FOR CONTINGENCY CREWING AND FOR THE PROVISION OF SPECIALIST RESCUE CAPABILITIES [Item 13]

The Cabinet Associate for Fire and Police Services provided Cabinet with details of the existing contingency arrangements and said that the pilot contract would need to be evaluated. She said that the report set out three options for the way forward:

- (i) Ceasing third party contingency arrangements
- (ii) Continuing with current provision
- (iii) Putting in place new contingency arrangements

She said that the pilot contract has been successful and the Cabinet was asked to give approval to commence a full tender process for a long term contract for the provision of this service which should obtain better value for money and enable further innovative ways of working (option 3). She confirmed that an Equalities Impact Assessment would be undertaken, as part of the process for awarding a new contract.

RESOLVED:

That Surrey County Council Procurement and Surrey Fire and Rescue Service (SFRS) commence the tendering for a new contract that delivers value for money and innovative ways of working, for the delivery of contingency crewing and specialist rescue capabilities, from 31 March 2015, when the current extended contract ends.

Reasons for Decisions:

- SFRA remains compliant with legal requirements (Fire and Rescue Services Act 2004, National Framework and Civil Contingencies Act 2004).
- SFRS could develop opportunities for the supply of specialist rescue capabilities to / with partners.
- This move assists progress on the SFRS transformation agenda, and by broadening the contract scope would meet the increasing financial pressures and create a partnership to deliver new and innovative ways of working for the benefit of all Surrey residents.

133/14 STAMFORD GREEN PRIMARY SCHOOL, EPSOM [Item 14]

The Cabinet Member for Schools and Learning said that the County Council was embarking on the biggest school investment programme in Surrey's history and asked Cabinet to approve the Business Case for the expansion of Stamford Green Primary School from a 2 form of entry primary (420 places) to a 3 form of entry primary (630 places) creating 210 additional places in Epsom to help meet the basic need requirements in the Epsom and Ewell area. She said that Stamford Green Primary School was a popular school which had been voted 'good' by Ofsted.

She referred to the concerns of Mrs Lallement, the local County Councillor, who was unable to attend today to put her concerns, relating to traffic and road safety in the locality, to Cabinet in person. She also said that Mrs Lallement was sponsoring an on-line petition. Finally, she said that the planning application would be considered by the Planning and Regulatory Committee in July and therefore, approval of the business case would be subject to planning permission.

The Cabinet Member for Business Services confirmed that the business case had been subject to robust cost challenges.

RESOLVED:

That, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 21 in Part 2 of this agenda, the business

case for the provision of an additional 1 form of entry (210 places) primary places in Epsom be approved.

Reasons for Decisions:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Epsom and Ewell area.

134/14 WEST BYFLEET INFANT AND JUNIOR SCHOOLS [Item 15]

The Cabinet Member for Schools and Learning confirmed her support for the approval of the Business Case for the expansion of West Byfleet Infant and Junior Schools from a 2 form of entry infant (180 places) to a 3 form of entry infant (270 places) and a 2 form of entry junior (240 places) to a 3 form of entry junior (360 places) creating 210 additional places in West Byfleet to help meet the basic need requirements in the Woking area. She said that the Infant School had been judged 'outstanding' by Ofsted at its last inspection and that the junior school was rapidly improving and was a popular local school.

RESOLVED:

That, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 22 in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (210 places) infant and junior places in West Byfleet be approved.

Reasons for Decisions:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Woking area.

135/14 ASHFORD PARK PRIMARY SCHOOL [Item 16]

The Cabinet Member for Schools and Learning requested that Cabinet also approve the Business Case for the expansion of Ashford Park Primary School from a 2 form of entry (420 places) to a 3 form of entry (630 places) creating 210 additional places in Ashford to help meet the basic need requirements in the Spelthorne area. She highlighted the Ofsted reports for the school and said that it was anticipated that the standard of education would be judged as 'good' at its next inspection.

She also confirmed that the local Member had been consulted.

RESOLVED:

That, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 23 in Part 2 of this agenda, the business

case for the provision of an additional 1 form of entry (210 places) primary places in Ashford be approved.

Reasons for Decisions:

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Spelthorne area.

**136/14 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS
TAKEN SINCE THE LAST CABINET MEETING [Item 17]**

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

RESOLVED:

That the decisions taken by Cabinet Members since the last meeting, as set out in Annex 1 of the submitted report, be noted.

Reasons for Decisions:

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

137/14 EXCLUSION OF THE PUBLIC [Item 18]

**138/14 SURREY FIRE & RESCUE: RENEW CONTRACT ARRANGEMENTS
FOR SPECIALIST RESCUE AND CONTINGENCY CREWING [Item 19]**

This was the Part 2 annex, relating to item 13 which set out the confidential financial and value for money implications.

**139/14 FUTURE PUBLIC HEALTH CONTRACT ARRANGEMENTS WITHIN
THE NHS [Item 20]**

In the absence of the Cabinet Member for Public Health and Health and Well Being Board, the Cabinet Member for Children and Families presented this report, she said that the County Council had inherited a public health contract with Virgin Care Services (VCS) for sexual health, substance misuse, mental health and school nursing and was now seeking to confirm arrangements going forward with the Lead Commissioner, North West Surrey Clinical Commissioning Group. This would improve the quality of the services provided to Surrey residents by the re-negotiation of the contract. The Cabinet is being asked to consider three options, with the preferred option being to sign up to the contract as an associate.

She also drew Cabinet's attention to both the risk implications and the Section 151 officer commentary, as set out in the report.

RESOLVED:

That option 1, to remain an associate commissioner on the Virgin Care Services (VCS) NHS contract led by North West Surrey Clinical Commissioning Group (NWS CCG) be agreed.

Reasons for Decisions:

The proposed option would strengthen contractual arrangements and offer significant benefits to both patients and commissioners. In addition, it secures best value for money reasonably available as a result of negotiation. SCC would receive greatest benefit for their commissioned services by remaining an associate commissioner of the National Health Service (NHS) contract as well as maintaining good relationships with CCGs at a critical time in the development of the Better Care Fund and Public Service Transformation Network.

140/14 STAMFORD GREEN PRIMARY SCHOOL, EPSOM [Item 21]

The Cabinet Member for Schools and Learning said that this report contained the financial information pertaining to the business case for the project to expand Stamford Green Primary School, Epsom and requested Cabinet's approval.

RESOLVED:

1. That the business case for the project to expand Stamford Green Primary School by 210 places at a total estimated cost, as set out in the submitted report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Business Services, in consultation with the Cabinet Member for Schools and Learning, the Cabinet Member for Business Services and the Leader of the Council, be approved.

Reasons for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Epsom area.

141/14 WEST BYFLEET INFANT AND JUNIOR SCHOOLS [Item 22]

The Cabinet Member for Schools and Learning said that this report contained the financial information pertaining to the business case for the project to expand West Byfleet Infant and Junior Schools, and commended it to Cabinet.

RESOLVED:

1. That the business case for the project to expand West Byfleet Infant and Junior Schools by a total of 210 places at a total estimated cost, as set out in the submitted report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Business Services, in consultation with the Cabinet Member for Schools and Learning, the Cabinet Member for Business Services and the Leader of the Council, be approved.

Reasons for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the West Byfleet area.

142/14 ASHFORD PARK PRIMARY SCHOOL [Item 23]

The Cabinet Member for Schools and Learning said that this report contained the financial information pertaining to the business case to expand Ashford Park Primary School and requested approval.

RESOLVED:

1. That the business case for the project to expand Ashford Park Primary School by 210 places at a total estimated cost, as set out in the submitted report, be approved.
2. That the arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Business Services, in consultation with the Cabinet Member for Schools and Learning, the Cabinet Member for Business Services and the Leader of the Council be approved.

Reasons for Decisions:

The proposal delivers and supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Ashford area.

143/14 PUBLICITY FOR PART 2 ITEMS [Item 24]

That non-exempt information relating to items considered in Part 2 of the meeting may be made available to the press and public, as appropriate.

[Meeting closed at 3.55pm]

Chairman

COUNCIL OVERVIEW & SCRUTINY COMMITTEE

Item under consideration: GRANT CRITERIA AND FUNDING OPPORTUNITIES GUIDE

Date Considered: 16 June 2014

- 1 At its meeting on 16 June 2014 the Committee considered the call-in of the Cabinet's decision of 27 May 2014 in relation to the Grant Criteria and Funding Opportunities Guide. The Cabinet approved the Guide with the following amendment:

‘Officers should ensure that any grants awarded are aligned with and support the Council’s Corporate Priorities.’
- 2 Nick Skellett, Chairman of the Council Overview & Scrutiny Committee, called in the decision on the following grounds:
 - (a) The amendment and the report do not reflect the decision taken by the Cabinet on 25 March 2014 Item 5 (a) to support the COSC's recommended actions proposed in Paragraph c) for the Adult Social Care directorate to take forward:

“That the effectiveness of voluntary sector grants be reviewed to ensure, where appropriate, these align with and support the objectives of the Family, Friends and Community Support programme.”
 - (b) There is also a need to clarify the requirements for disclosures of Members' interests and confidentiality agreements.
- 3 The concern in relation to the first ground for the call-in was that the agreed amendment did not give sufficient emphasis to the Family, Friends and Community Support (FFCS) programme. The achievement of savings through this programme is a key part of the Council's current budget strategy, and the grants awarded could potentially make a significant contribution to the success of the FFCS initiative. It was therefore felt that the Grant Criteria and Funding Opportunities Guide should make specific reference to FFCS.
- 4 The Committee heard that the Cabinet had decided that it was not appropriate to single out FFCS in the Guide as there were other priority areas in different services for which a case could equally be made for inclusion. The Guide was intended to be a high-level, light-touch document, but the Cabinet felt that the FFCS programme was inherent in the reference to the Council's Corporate Priorities included within the agreed amendment. Officers would ensure that all those involved in making and approving grant applications were aware that support for FFCS would be central to the approval process, and appropriate training would be provided. The Cabinet also felt that mentioning FFCS specifically would mean a revision of the Guide would become necessary in the event of any change to the name of the initiative.

- 5 Following discussion, the Committee remained concerned that the reference to 'Corporate Priorities', whilst an essential part of the criteria, did not provide the required focus on the FFCS programme and the programme's fundamental role in achieving the savings required in the Medium-Term Financial Plan. Inclusion of a specific reference to FFCS would be consistent with the Committee's recommendation, agreed by the Cabinet in March 2014, that grants should align with and support the objectives of the FFCS programme.
- 6 The Committee discussed the second ground for the call-in, which relates to the requirements for disclosures of Members' interests and confidentiality agreements set out in paragraph 3.5.7 of the Guide. Members felt that the guidance in the document went beyond the requirements of the Localism Act, and the signing of a confidentiality agreement as stated in 3.5.7 duplicated the Members' Code of Conduct. It was noted that this part of the guidance was aimed more at those members of evaluation panels who were not County Councillors, and it was therefore agreed that an additional paragraph should be included in the Guide to clarify the specific responsibilities in relation to disclosures of interests and the signing of confidentiality agreements for councillors serving on evaluation panels. It was proposed that the wording should be agreed by Legal Services in consultation with the Cabinet Member for Business Services and the Chairman of the Council Overview & Scrutiny Committee. It was also agreed that the apparent inconsistency between the first and second paragraphs of section 1.5.3 should be addressed by amending the first sentence of the second paragraph by the addition of the word 'also' to read 'conflicts of interest can also arise...'.
- 7 The Committee referred the decision on the Grant Criteria and Funding Opportunities Guide back to the Cabinet with the following recommendations:
- (a) That the following addition be made to the core requirements section of the Grant Criteria and Funding Opportunities Guide to ensure that, where grants are made in relation to Adult Social Care, the objectives of the current Family, Friends & Community Support programme are fully considered and applied where appropriate:
- 'Where appropriate, officers should ensure that any grants awarded are aligned to the Council's Corporate Strategy, and in particular with, and in support of, the objectives of the Family, Friends and Community Support Programme. Senior Managers in Adult Social Care will have access to the details of grants awarded to aid the implementation of the Family, Friends and Community Support Programme.'
- (b) That an additional paragraph be included in the Guide to clarify the specific responsibilities in relation to disclosures of interests and the signing of confidentiality agreements for councillors serving on evaluation panels: the wording to be agreed by Legal Services in consultation with the Cabinet Member for Business

Services and the Chairman of the Council Overview & Scrutiny Committee.

- (c) That the first sentence of the second paragraph of section 1.5.3 of the Guide be amended by the addition of the word 'also', to read 'Conflicts of interest can also arise...'

NICK SKELLETT

Chairman of the Council Overview & Scrutiny Committee

ENVIRONMENT & TRANSPORT SELECT COMMITTEE

**Item under consideration: TRANSPORT STRATEGY FOR SURREY'S
SCHOOLS PLACE PROGRAMME**

Date Considered: 12 June 2014

1. The Select Committee welcomed the report. The view was expressed that school expansions impact significantly on surrounding areas and did not give Local Transport Plans enough consideration.
2. Concern was expressed that Local Committees received school expansion applications too late in the planning process. This often meant that Members were unable to discuss and debate issues relating to the plans in depth as given the demand on school places in Surrey, there was a pressure to approve these applications as soon as possible. It was suggested that the relevant Committees therefore receive school expansion applications at a much earlier stage in the planning process than at present.
3. Concerns were raised around the role of transport development control, however Members were informed that 95% of major expansions required in Surrey's schools had already been identified by the service. It was also noted that significant background work had been done to understand how best to improve the consultation process and develop good working relations with Local Committees.
4. It was felt that proposed funding cuts to school transport activities would be difficult to reconcile with an increase in school places. The Cabinet Member responded that this issue would be considered by the Member Task Group.

Recommendations:

That the Cabinet Member for Environment & Planning agree with colleagues a set of procedures to make it possible for detailed school planning applications, including school travel plans, to be submitted to Planning Committees well in advance of required works. These procedures should also enable Local Committees to be consulted before the plans are submitted.

David Harmer
Chairman of the Environment & Transport Select Committee

CABINET RESPONSE TO ENVIRONMENT AND TRANSPORT SELECT COMMITTEE

TRANSPORT STRATEGY FOR SURREY'S SCHOOLS PLACE PROGRAMME

(considered by E&TSC on 12 June 2014)

SCRUTINY COMMITTEE RECOMMENDATION:

That the Cabinet Member for Environment & Planning agree with colleagues a set of procedures to make it possible for detailed school planning applications, including school travel plans, to be submitted to Planning Committees well in advance of required works. These procedures should also enable Local Committees to be consulted before the plans are submitted.

RESPONSE

The five key Services in delivering the schools place programme (Education, Property, Planning, Procurement and Finance) have been working together to develop new and better ways of working in order to deliver the school place programme in a more efficient and timely manner. This includes such measures as:

- Earlier involvement of Planning and Transport Development Planning in the decision making process as to which schools to be expanded and how.
- Earlier identification of appropriate mitigation measures necessary to reduce the impact of a school expanding.
- Good quality planning application made first time.
- Travel planning brought in house to be prepared by our travel planning team that already work with our schools which will result in detailed travel plans prepared in advance and submitted to the Planning Committee with the application.
- Monitoring of planning permissions to ensure compliance with approvals.
- Sharing of data with teams across Environment and Infrastructure to ensure a joined up approach with other programmes.

Local committees are not consultees on planning applications, as this would add delays to the process, resulting in the inability to deliver school places on time. In order to keep Members fully involved and informed, the following measures will be implemented:

- The latest Schools Expansion Tracker spreadsheet that sets out the whole programme will be sent to all Members by the end of June. This will inform Members of what is proposed in their divisions. It is important for all Members to be aware that the information contained

within the spreadsheet must be treated as confidential.

- Twice a year (Autumn and Spring) the relevant Schools Commissioning Officer will attend the informal private Local Committees to discuss the schools expansion programme with Members in the context of the education rationale for expansion. Two weeks prior to this the latest Schools Expansion Tracker will be sent to Members.
- Local Committee Chairmen can invite the Schools Commissioning Officers to discuss specific issues relating to proposed expansions as and when they arise.

Mike Goodman
Cabinet Member for Environment and Planning
24 June 2014