

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 26 MAY 2015 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 Helyn Clack	* Mrs Linda Kemeny
*Mrs Clare Curran	* Ms Denise Le Gal
*Mr Mel Few	*Mr Richard Walsh

Cabinet Associates:

*Mrs Mary Angell	*Mrs Kay Hammond
*Mr Tim Evans	*Mr Tony Samuels

\* = Present

**PART ONE**  
**IN PUBLIC**

**97/15 APOLOGIES FOR ABSENCE [Item 1]**

No apologies were received.

**98/15 MINUTES OF PREVIOUS MEETING: [Item 2]**

The minutes of the meeting held on 28 April 2015 was confirmed and signed by the Chairman.

**99/15 DECLARATIONS OF INTEREST [Item 3]**

Non-pecuniary interests were declared by Mr Martin and Ms Le Gal for item 24.

**100/15 PROCEDURAL MATTERS [Item 4]**

**a MEMBERS' QUESTIONS [Item 4a]**

There were none.

**101/15 PUBLIC QUESTIONS [Item 4b]**

There were none.

**102/15 PETITIONS [Item 4c]**

No petitions were received.

**103/15 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

**104/15 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

Reports from the Adult Social Care Select Committee and the Council Overview and Scrutiny Committee were submitted. The recommendations and responses are attached as Appendices 1 and 2.

**105/15 JOINT COMMISSIONING STRATEGY FOR SPEECH AND LANGUAGE THERAPY SERVICES FOR CHILDREN AND YOUNG PEOPLE IN SURREY [Item 6]**

The Cabinet Member for Schools, Skills and Educational Achievement introduced the report by stating that a draft joint commissioning strategy for speech and language therapy services for children and young people aged 0-25 years has been proposed by the Council and Surrey Clinical Commissioning Groups.

She highlighted that local authority spend had increased by 39% since 2010/11 and she talked through the way in which the new arrangements will be funded.

She referenced the needs analysis that had been undertaken in January 2013 and informed Members that this had been undertaken at the end of a huge increase in birth rates. She went on to state that the report was still appropriate.

She drew Members attention to the 5 commissioning principles that were set out on page 9 of the submitted report and stated that this proposal will require funding of £377,000 to provide the new offers which was subject to agreement by the Schools Forum in June 2015.

The Cabinet Member for Children and Families Wellbeing welcomed the report and said that many residents had felt that arrangements in this area had not been satisfactory to meet the increased need across the county. She said that she felt it was an excellent model and it would allow a sustainable and continuous service which will enable Surrey children to get the therapy they need.

**RESOLVED:**

1. That the Cabinet approves the draft commissioning strategy and the five joint commissioning principles within the strategy
2. That the Cabinet agrees in principle to the realignment of commissioning responsibilities for the Council and Surrey Clinical Commissioning Groups.
3. That the Cabinet agrees for work to continue in developing a detailed costing model for a new speech and language therapy service. At this stage it is estimated to mean an increase of £377,000 in the

Council's budget, to be made available from the School's High Need Block and will be subject to Schools Forum approval in June.

4. That the Cabinet agrees that the new speech and language therapy service should be procured through devolving funding directly to special schools and specialist centres and bringing the mainstream service in-house to the Council. This service will be fully in place from September 2016.

**Reason for Recommendations:**

Early identification, timely interventions and an integrated school offer will create a service that is built from trust and confidence in the system, where meeting the communication needs of a child or young person is seen as everybody's responsibility.

Implementing this joint commissioning strategy and resourcing and procuring the service differently will offer the following benefits :

- Single speech and language therapy service across Surrey for children and young people aged 0-25 years which focuses on achieving good outcomes and is co-designed with families and schools
- A service that achieves value for money by allowing schools to manage the therapy provision directly
- Clear commissioning principles and arrangements in place between Education and Health, including funding responsibilities
- Investment into early years which focuses on early identification of need and timely intervention (i.e. significantly reduced waiting times and therapy at a time when it is needed)
- Speech and language therapy that forms part of an integrated school offer for children and young people in specialist SEND provision
- The joint commissioning strategy was reviewed at the Children and Education Select Committee on 26 January 2015. Recommendations including support for a hub and spoke structure for therapy provision and emphasis on post-16 provision are reflected in this paper.

**106/15 APPROVAL TO PURCHASE ADDITIONAL MICROSOFT LICENCES FOR OFFICE 365 AND ASSOCIATED IMPLEMENTATION [Item 7]**

The Cabinet Member for Business Services and Resident Experience presented the report and stated that the adoption of Microsoft Office 365 will enable staff to work from anywhere and using any device and that it would provide a unified mail basis for the Orbis partnership. She stated that it would see the Council move away from Lotus Notes and will provide a better service for both staff and Members. She went onto inform Members that a pilot would take place in 2016.

The Cabinet Member for Adult Social Care, Independence and Wellbeing welcomed the move and requested to be involved in the pilot.

**RESOLVED:**

That the council migrates its email and calendar system from Lotus Notes to Microsoft Office 365, purchases extended licences as described in the submitted report, and engages with Microsoft and other implementation partners to assist with the migration.

**Reasons for Decisions:**

The adoption of Microsoft for the council's email and calendar requirements will facilitate the delivery of the council's digital strategy. The new system will enable collaborative working with partners and will deliver enhanced flexibility. The technology will ensure that the council's technical platforms are modern and comparable with the very best technologies in both the public and private sectors.

**107/15 AWARD OF FRAMEWORK AGREEMENT FOR THE PROVISION OF BUILDING CLEANING SERVICES FOR ADMINISTRATIVE AND OPERATIONAL PREMISES [Item 8]**

The Cabinet Member for Business Services and Resident Experience introduced the report which was seeking approval to award a framework agreement for the provision of Building Cleaning Services for Administrative and Operational Premises to commence on 1 August 2015.

She explained that a full tender process had been undertaken with a thorough evaluation process. She referred Members to the detail within the submitted report on the tender and strategy and said that it was providing value for money for taxpayers.

**RESOLVED:**

1. That a framework agreement be awarded to Servest Group Limited for two years from 1 August 2015 with an option to extend for two further periods of one year each.
2. That an immediate call-off contract under the framework agreement be placed with Servest Group Limited for the Council for two years with an option to extend for two further periods of one year each.

**Reasons for Recommendations:**

A full tender process, in compliance with the requirements of Public Contracts Regulations 2006 and the Council's Procurement Standing Orders has been completed. The recommendations provide best value for money for building cleaning services for the Council following a thorough evaluation process.

The framework agreement as awarded sets out the terms and conditions under which a specific purchase known as a call-off contract can be made on behalf of the Council during the term of the agreement.

### **108/15 HINCHLEY WOOD PRIMARY SCHOOL [Item 9]**

The Cabinet Member for Schools, Skills and Educational Achievement introduced the report which was a business case for the expansion of Hinchley Wood 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 Claygate to help meet the basic need requirements in the Claygate area from September 2016.

She described the school as a popular and successful primary school with a 'good' Ofsted rating that is consistently oversubscribed. She referred to the consultation that had been undertaken in September 2014 and the concerns that had been raised about moving on to secondary school and adjustments have been made to the admissions arrangements to address this.

#### **RESOLVED:**

That, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 19 in Part 2 of the agenda, the business case for the provision of an additional 1 Form of Entry (210 places) primary places in Esher be approved.

#### **Reasons for Recommendations:**

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

### **109/15 WESTFIELD PRIMARY SCHOOL, WOKING [Item 10]**

The Cabinet Member for Schools, Skills and Educational Achievement commended the submitted report and informed Members that it was a business case for the expansion of Westfield Primary School from a 2 Form of Entry Primary (420 places) by 90 places and that this was the first of 2 phases. This was phase 1 of a 2 phase expansion, to a 3 Form of Entry Primary (630 places) creating 210 additional places in Woking to help meet the basic need requirements in the Woking area from September 2015.

She explained that the school had been rated a 'good' school by Ofsted in 2012 and has the capacity for 420 additional places.

She stated that the Council has made a £14m investment in the borough of Woking which equated to 1260 additional places.

#### **RESOLVED:**

That, subject to the agreement of the detailed financial information for the expansion as set out in agenda item 20 in Part 2 of the agenda, the business case for the provision of an additional 90 places as phase 1 of a 2 phase expansion by 1 Form of Entry (210 places) primary places in Woking be approved.

**Reasons for Recommendations:**

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

**110/15 CRANLEIGH PRIMARY SCHOOL REDEVELOPMENT [Item 11]**

This report requested the approval of the business case for the rebuilding of Cranleigh Church of England Primary School, a 1 Form of Entry Infant and 2 Form of Entry Junior provision (330 places), in the grounds of the adjacent Glebelands Secondary School by July 2017 and the disposal of the two existing school sites to release funding to pay for the cost of the proposed scheme.

The Cabinet Member for Schools, Skills and Educational Achievement explained that this project involved rebuilding the whole setting in the grounds of the secondary school. She also highlighted that the school houses a speech and language centre and a nursery.

She informed Members that would be no change to the pupil admission number and that public consideration of notices was not necessary in this case.

The Deputy Leader stated that he welcomed this project warmly as it was a new school at zero cost.

**RESOLVED:**

That, subject to the agreement of the detailed financial information for the rebuilding of the school as set out in agenda item 21 in Part 2 of the agenda, the business case for the rebuilding of the school be approved.

**Reasons for Recommendations:**

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

**111/15 BISHOP DAVID BROWN SCHOOL, WOKING [Item 12]**

The Cabinet Member for Schools, Skills and Educational Achievement introduced the report which was to approve the business case for the expansion of Bishop David Brown Secondary School from a 5 Form of Entry Secondary (750 places) to a 6 Form of Entry Secondary (900 places) creating 150 additional places in Woking to help meet the basic need requirements in the Woking area from September 2016.

She notified Members that it was a relatively small secondary school in a developing area and the demand for year 7 places will be increasing. She said that the school had received a 'good' Ofsted rating at its last inspection in April 2014.

She went on to state that work had been undertaken to link up with development taking place in Sheerwater and sporting facilities will be available for the school to use.

The Cabinet Member for Highways, Transport and Flooding commended the approach and stated that having the leisure facilities paid for by the developer was a good news story.

**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 the agenda, the business case for the provision of an additional Form of Entry (150 places) secondary places in Woking be approved.

**Reasons for Recommendations:**

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

**112/15 ST ANN'S HEATH JUNIOR SCHOOL, VIRGINIA WATER [Item 13]**

This report set out the business case for the expansion of St Ann's Heath Junior School from a two Form of Entry junior (240 places) to a three Form of Entry junior (360 places) creating 120 additional places in Virginia Water to help meet the basic need requirements in the Virginia Water area from September 2015.

The Cabinet Member for Schools, Skills and Educational Achievement explained that there had not been enough reception places in 2012 and now additional junior school places were required. She said that the school was inspected by Ofsted in July 2013 and required improvement but that they had received support and the latest monitoring shows that they are much improved and are likely to get a 'good' judgement going forward.

She informed Members that planning permission had been granted by the Planning and Regulatory Committee in April 2015.

The Cabinet Member for Adult Social Care, Independence and Wellbeing stated that as the local member he was very pleased that this was the third school to be upgraded in his division. He said that he was delighted to see that consideration had been given to parking in this project.

The Cabinet Associate for the Built Environment thanked the Council's property team and highlighted the challenge of delivering 2 school expansions by September 2015.

**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 the agenda, the business case for the provision of an additional Form of Entry (120 places) junior places in Virginia Water be approved.

**Reasons for Recommendations:**

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

**113/15 PROVISION OF A NEW SYSTEM FOR ADULT SOCIAL CARE [Item 14]**

The Cabinet Member for Adult Social Care, Independence and Wellbeing informed Members that the contract with the current supplier of Adult Social Care's case management and financial system would expire on 31 October 2015. He explained that 2 years of research had been undertaken and the conclusion was that in order to be compliant with the Care Act the Council would need to change.

He stated that there is no option to extend the contract, however a new contract can be agreed for a time limited period. He referred to links with East Sussex County Council and informed Members that the advantages of the proposal were set out on p87 of the submitted report.

He went on to state that the new system is used by Children's Services and is in line with the Council's digital strategy. It will also allow cohesive working with partners.

The Cabinet Member for Business Services and Resident Experience raised points around increase in demand and the ability for the new system to deal with this, close working with health partners and the contract with East Sussex County Council providing value for money.

The Cabinet Associate for Children, Schools and Families Wellbeing informed Members that her experience of working with Liquidlogic had been positive.

The Leader of the Council stated that using one system for social care was an excellent idea and a good step forward.

The Cabinet Member for Adult Social Care, Independence and Wellbeing informed Members that the report had been reviewed by the select committee and they had been happy with it.

**RESOLVED:**

1. Approval be given to enter into a contract with Liquidlogic for the provision of the Adult Social Care I.T. System under the current contract with East Sussex County Council, where East Sussex acts as the central purchasing body for other Local Authorities.
2. Approval be given to enter into a new one year contract with the incumbent supplier to facilitate the migration to a new system.

**Reasons for Recommendations:**

A contract with the new supplier will:

- a) provide all required functionality for Care Act implementation by 1 April 2016



- b) enable integration with the Children's System and the systems of health partners
- c) improve system usability and efficiency
- d) deliver a mobile working system and self-assessment functionality
- e) more closely align the Adult Social Care system with the council's digital strategy
- f) support strategic alignment with East Sussex County Council

**114/15 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 15]**

**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.

**115/15 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.

**116/15 AWARD OF FRAMEWORK AGREEMENT FOR THE PROVISION OF BUILDING CLEANING SERVICES FOR ADMINISTRATIVE AND OPERATIONAL PREMISES [Item 17]**

The Cabinet Member for Business Services commended this Part 2 report, which contained the financial and value for money information relating to item 8.

Members queried the due diligence criteria and a discussion was held regarding the rationale used for matching quality against price.

**RESOLVED:**

1. The framework agreement be awarded for the provision of Building Cleaning Services for Administrative and Operational Premises for two years from 1 August 2015, with an option to extend for two years.

2. An immediate call-off contract under the framework agreement for the benefit of the Council be placed for a two year contract term with an option to extend the contract for two years.

**Reasons for Recommendations:**

The existing agreement will expire on 31 July 2015. A full tendering process, in compliance with the requirements of Public Contracts Regulations 2006 and the Council's Procurement Standing Orders has been completed, and the recommendations provide best value for money for the Council following a thorough evaluation process.

**117/15 HINCHLEY WOOD PRIMARY SCHOOL [Item 18]**

This Part 2 report contained the financial and value for money information which related to item 9.

**RESOLVED:**

1. That the Cabinet approves the business case for the project to expand Hinchley Wood Primary School by 210 places, as set out in Annex 1 of the submitted report.
2. That the Cabinet approves 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.

**Reasons for Recommendations:**

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

**118/15 WESTFIELD PRIMARY SCHOOL, WOKING [Item 19]**

This Part 2 report contained the financial and value for money information which related to item 10.

**RESOLVED:**

1. That the Cabinet approves the business case for the project to expand Westfield Primary School by 90 places as phase 1 of a 2 phase project to provide an overall 210 places, as set out in Annex 1 of the submitted report.
2. Approves 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.

**Reasons for Recommendations:**

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

**119/15 CRANLEIGH PRIMARY SCHOOL REDEVELOPMENT [Item 20]**

This Part 2 report contained the financial and value for money information which related to item 11.

**RESOLVED:**

1. That the Cabinet approves the business case for the project to rebuild Cranleigh Church of England Primary School as set out in Annex 1 of the submitted report.
2. That the Cabinet approves that Surrey sign an Access Agreement to the new Southern Construction Framework and that the decisions to award this and future contracts under the Southern Construction Framework be delegated to the Chief Property Officer in consultation with the Leader of the Council.

**Reasons for Recommendations:**

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

**120/15 BISHOP DAVID BROWN SCHOOL, WOKING [Item 21]**

This Part 2 report contained the financial and value for money information which related to item 12.

**RESOLVED:**

1. That the Cabinet approves the business case for the project to expand Bishop David Brown Secondary School by 150 places, as set out in Annex 1 of the submitted report.
2. That the Cabinet approves 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.

**Reasons for Recommendations:**

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

**121/15 ST ANN'S HEATH JUNIOR SCHOOL, VIRGINIA WATER [Item 22]**

This Part 2 report contained the financial and value for money information which related to item 12.

**RESOLVED:**

1. That the Cabinet approves the business case for the project to expand St Ann's Heath Junior School by 120 places, as set out in Annex 1 of the submitted report.
2. That the Cabinet approves 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.

**Reasons for Recommendations:**

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

**122/15 PROVISION OF A NEW SYSTEM FOR ADULT SOCIAL CARE [Item 23]**

The confidential annex to the submitted report in item 14 of the agenda was noted.

**123/15 PROPERTY TRANSACTIONS - TOWN CENTRE REGENERATION [Item 24]**

Non-pecuniary interests were declared by Mr Martin and Ms Le Gal for this item.

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. In facilitation of the strategy, Cabinet approved the business case for this regeneration project.

The Leader of the Council highlighted the key points of this proposal and commended the recommendations to Cabinet.

**RESOLVED:**

1. That the County Council participates in the regeneration scheme by the contractual mechanisms and financial considerations outlined in the submitted report.
2. That the Strategic Director of Business Services is authorised to agree the appropriate contractual and financial arrangements, following the completion of all necessary due diligence, in consultation with the Leader, Director of Finance, Director of Legal & Democratic Services and the Chief Property Officer.

**Reasons for Recommendations:**

Participation in the scheme is in accordance with the council's Investment Strategy; to invest in schemes that have the potential to support economic growth in the county. The council's participation in this regeneration scheme will ensure that the proposed development proceeds and delivers a significant enhancement to the economic outcomes of the area.

**124/15 PUBLICITY FOR PART 2 ITEMS [Item 25]**

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

Meeting closed at 3.25pm

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**Chairman**

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**CABINET RESPONSE TO ADULT SOCIAL CARE SELECT COMMITTEE**

**RECRUITMENT & RETENTION AND WORKFORCE STRATEGY UPDATE (considered by Adult Social Care on 10 April 2015)**

**COMMITTEE RECOMMENDATION:**

**The Committee recommends that the Cabinet give consideration to affordable housing for care staff as key workers in Surrey including the use of the council's land and properties.**

**RESPONSE:**

The recommendation by the Adult Select Committee to consider supporting key staff in hard to recruit areas needs to be reflected across the hard to recruit areas for the whole organisation not only within Adult Social Care. This is an area that work has already started upon.

There are a number of existing opportunities through government schemes such as key worker housing through Registered Social Landlords which we are already looking to raise in profile to potential new and existing employees.

Parallel to existing opportunities the Business Services team are also exploring how to complement this through the use and leveraging of existing assets.

**David Hodge  
Leader of the Council  
26 May 2015**

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**CABINET RESPONSE TO COUNCIL OVERVIEW AND SCRUTINY COMMITTEE**

**BUDGET MONITORING REPORT (considered by COSC on 23 April 2015)**

**COMMITTEE RECOMMENDATION:**

**That the Cabinet consider whether the Council could use any of the small improvements to the Council's budgetary position that were unanticipated when it set the budget, to mitigate some of the savings in children's centres and youth services.**

**RESPONSE:**

The 2015-20 Medium Term Financial Plan (MTFP) contains additional savings of £147m over the next five years. These savings were found across all the council's services. When the council approved the five year MTFP in February 2015, it was on the basis of considerable uncertainty due to the General Election and the direction of a government's policy. This may change the level of savings required.

One of the savings within the Schools and Learning service is on Early Years. However, at present there has been no consultation on how this will be achieved.

At the time of the budget setting report in February 2015, the forecast overspending was £3.5m. By the Year End Financial Budget Outturn report last month, the gross underspending was £13m. However, £8m of this was needed to complete projects that straddled the financial year, and the cabinet approved this amount to be carried forward. This left a net underspending of £5m, which the cabinet approved to be transferred to the Budget Equalisation Reserve. This is then available to support future years' budgets as the council rises to the financial challenge of increasing demand pressures and reducing government grants.

The increases in underspends within the Central Income and Expenditure budget referred to in the Council Overview and Scrutiny recommendation were forecast in the December budget monitoring report. This was considered by the cabinet at the same meeting as the Budget Report. In addition, that report highlighted the need to create a provision to meet the potential reclaim of the Fire fighter Pension Top Up Grant by the department for Communities and Local Government.

**David Hodge  
Leader of the Council  
26 May 2015**

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