

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 22 SEPTEMBER 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
	*Mrs Mary Lewis
*Mr Tim Evans	*Mr Tony Samuels

\* = Present

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

**167/15 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mrs Curran.

**168/15 MINUTES OF PREVIOUS MEETING: 29 JULY 2015 [Item 2]**

The minutes of the meeting held on 29 July 2015 were confirmed and signed by the Chairman.

**169/15 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**170/15 PROCEDURAL MATTERS [Item 4]**

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

A question from Mr Barker was received. The question and response was attached as Appendix 1.

**171/15 PUBLIC QUESTIONS [Item 4b]**

No public questions were received.

#### **172/15 PETITIONS [Item 4c]**

No petitions were received.

#### **173/15 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

#### **174/15 REPORTS FROM SCRUTINY BOARDS, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

Social Care Services Board – recommendations relating to Deprivation of Liberty Safeguards (DOLS) were received. The response from the Cabinet Member for Adult Social Care, Wellbeing and Independence is attached as Appendix 2.

#### **175/15 FINANCE AND BUDGET MONITORING REPORT FOR JULY AND AUGUST 2015 [Item 6]**

The Leader of the Council presented the third budget monitoring report for the 2015/16 financial year, covering the period up to 31 August 2015 and including changes in the months of July and August.

He drew attention to Table 1 which set out the current budget, including all approved adjustments and said that the impact of these changes was that the Council would still need to draw £3.7m from the Budget Equalisation Reserve.

Referring to Table 3 – the 2015/16 Revenue Budget which set out the budgetary performance by service, he said that the majority of services had no significant variance.

He also confirmed that the Council's financial strategy remained, as he had previously stated, and had four key drivers to ensure sound governance in managing finances and providing value for money.

These were:

##### **1. To keep any additional call on the council taxpayer to a minimum**

Current forecast for the end of year revenue position was for an overspend of £3.4m. However, Cabinet had a strong commitment to financial management and the second recommendation was to require service managers to confirm actions to manage an overall balanced budget, which he was confident, with Cabinet's support for managers' actions would make this the sixth consecutive year that the Budget had a small underspend or balanced outturn across the Council.

He said that the Council's multi-year approach to financial management aimed to smooth resource fluctuations over five years and managing budgets to achieve a small underspend was important for giving the Council some headroom and flexibility for managing spending plans for future years.

## **2. To continuously drive the efficiency agenda**

That, at the end of August, services forecast delivering efficiencies at their target level of £66.3m. Of this, £30m had either already been implemented or were on track, £13m had some issues, £19m were additional in year or one off savings and of a total of £66.3m, £4m were considered to be at risk.

## **3. 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 Council's budgets over the longer term and the Revolving Infrastructure and Investment Fund had invested £2.5m so far this year and forecast investing £19m by the year end.

## **4. To continue to maximise our investment in Surrey**

Finally, he said that the Council's £696m capital programme for 2015-20, not only improved and maintained services, it was also a way of investing in Surrey and generating income for the council, with forecast investment of £188m in 2015/16.

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 report be noted, including the following:

1. That as at 31 August 2015, services forecast a £3.4m revenue budget variance as at year end, as set out in paragraph 1 of the submitted Annex.
2. That service managers be required to confirm actions that will achieve a balanced budget.
3. That services forecast efficiencies and service reductions for 2015/16 at £66.3m, as set out in paragraph 24 of the submitted Annex.
4. That the total forecast capital expenditure, including long term investments be £188.4m, as set out in paragraph 34 of the submitted Annex.
5. That a virement of £930,000 to reflect expenditure and income in relation to the DCLG Troubled Families Programme, as set out in paragraph 3 of the submitted Annex be approved.

### **Reasons for Decisions:**

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

## 176/15 HIGHWAYS COLD WEATHER PLAN FOR 2015/16 [Item 7]

The Cabinet Member for Highways, Transport and Flooding began the introduction of this report by thanking the Economic Prosperity, Environment and Highways Scrutiny Board's winter performance task group for their excellent and helpful work.

He said that the Winter Service was delivered in two distinct operations:

1. **Pre-treatment of Routes and Advance Planning** – this ensured that pre-defined route networks including carriageways, cycleways and areas of footway, were pre-treated according to their importance and the weather conditions, to inhibit the formation of ice and facilitate the removal of snow.
2. **Management of Severe Snow Event** – this ensured the service was prepared to manage a severe snow event, to reduce disruption and improve safety.

He referred to the Surrey Priority Network (SPN) and the changes which would allow for more informed network discussions in the future and also that the footway priority snow clearing schedules had been updated and aligned with the new SPN maintenance hierarchy.

He said that the County Council was indebted to the 52 farmers who were under agreement to Surrey Highways Service to carry out snow clearance on certain minor roads and considered this was extremely helpful and had received strong resident support.

He also said that partnership working was key to the successful operation of the Winter Service Plan and that the County Council worked closely with Boroughs and Districts. He also referred to the Residents Communication Plan and the on-going publicity campaigns and said that the needs of all highway users, including those that were vulnerable were considered when making decisions on service provision, as detailed within paragraphs 34 – 36 of the report.

Cabinet considered that this was a good report and discussed different ways of communicating winter service information, including twitter, which was considered very effective in providing real-time information.

They also requested that the Plan was widely distributed to Borough, District and Parish Councils so that communities were aware of the arrangements made for dealing with a 'big snow event' and also the importance of identifying vulnerable people in their local communities.

The Cabinet Member for Environment and Planning considered that grit bins should be re-filled, if resources allowed, during the winter.

The Cabinet Member for Business Services and Resident Experience requested a copy of a map showing the location of the grit bins in her division, which the Cabinet Member for Highways, Transport and Flooding agreed to provide for her and other Members on request.

Finally, the Leader of the Council drew Cabinet's attention to paragraph 37 of the report – Legal Implications, and requested that they ensured that they were aware of the legal duty of a local authority.

He also requested that a press release was prepared which explained the difference between different salting methods (dry and wet salt) and the benefits of using the 'pre-wet' salt used on Surrey roads.

**RESOLVED:**

1. That the Highways Cold Weather Plan for the forthcoming 2015/16 season, attached as Annex 1 to the submitted report, be approved.
2. That the Economic Prosperity, Environment and Highways Board Winter Performance Task Group recommendations, as detailed within paragraph 3 of the submitted report, be noted.

**Reasons for Decisions:**

To agree the Highways Cold Weather Plan for the coming winter season.

**177/15 INVESTMENT IN IMPROVEMENTS TO THE VISITOR FACILITIES AT NEWLANDS CORNER [Item 8]**

This item had been withdrawn.

**178/15 EARLY DELIVERY OF A MULTI-USE GAMES AREA AS PART OF THE LONG TERM PROPOSAL TO EXPAND REIGATE PARISH CHURCH INFANT SCHOOL [Item 9]**

The Cabinet Member for Schools, Skills and Educational Achievement requested Cabinet's support for the approval of the business case for the provision of a Multi-Use Games Area (MUGA) as phase 1 of the expansion of Reigate Parish Church Infant School. The proposal was to expand this school from a 2 Form of Entry infant (180 places) to a 2 Form of Entry primary (420 places) creating 240 additional places in Reigate, to help meet the basic need requirements in the Reigate area from September 2016. She said that births in the Borough in 2013 were 21.1% higher than births in 2005.

She drew attention to the school place provision in the Reigate Planning Area and said that there was a shortage of junior provision in this area which this proposed expansion would help to address.

She also said that the expansion at this school would be in two phases: Phase 1 – the provision of a MUGA, which was necessary to provide in advance of the phase 2 because play space would be very restricted during the phase 2 construction works. Phase 2 would be a new 2-storey building providing 8 classrooms, staff and pupil toilets, new hall, staffroom, library and IT room and the subject of a separate report in the future.

Finally, she referred to the consultation process, as detailed in the report and confirmed that the Governing Body of the school had voted to proceed with the school expansion, had formally notified the Local Authority on 14 July 2015 and that she had taken an individual Cabinet Member decision to

expand this school on 10 September 2015. She commended the recommendations to Cabinet.

**RESOLVED:**

That, subject to the agreement of the detailed financial information for the expansion set out in Part 2 of this agenda (item 13), the business case for the provision of a multi use games area (MUGA) as phase 1 of an additional 2 Form of Entry (240 places) junior places in Reigate be approved.

**Reasons for Decisions:**

The proposal supports the Authority's statutory obligation to provide sufficient school places, relative to demand.

**179/15 AWARD OF CONTRACT FOR THE MANAGED SERVICE FOR TEMPORARY AGENCY RESOURCES [Item 10]**

Introducing this report, the Cabinet Member for Business Services and Resident Experience said that it sought approval to award a contract to Adecco UK & Ireland for a Managed Service for the provision of temporary labour resources to commence on 1 February 2016 because the current arrangements expired on 31 January 2016. This new contract would be awarded for an initial period of four years.

She said that the Council spent £12m per annum on the supply of temporary resources to help both frontline and back-office functions deliver their services effectively. She highlighted the Procurement Strategy and options, as set out in paragraphs 14 – 19 of the report and also drew attention to typos: the bullet points in paragraph 15 should have been points (a) – (d) and in paragraph 16, it should have said that the tender process described in paragraph 15(c), and not 10(c), was chosen.

She also said that there would be a 16 week mobilisation period to ensure that the system was configured, staff were trained and processes, infrastructure and support agencies were fully in place before the new contract went live. The performance would also be monitored using a Service Level Agreement and Key Performance Indicators and the contract would also utilise local and small and medium sized enterprises.

Finally, she said that the need for an Equalities Impact Assessment had been considered. However, it was not required because there were no implications for any public sector equalities duties due to the nature of services being procured but she did state that as part of delivery of this contract all workers assigned to work or have exposure to vulnerable adults and children would be subject to an enhanced DBS check.

**RESOLVED:**

1. That the contract be awarded to Adecco UK & Ireland.
2. That the contract be awarded for an initial period of four years, with an option to extend for up to two further years.

**Reasons for Decisions:**

During a review of the spend and contracts with the Corporate and Human Resources categories in both Surrey and East Sussex Councils, procurement identified an opportunity to align the expiry of the current contracts and retender as a joint contract to appoint a single provider for both Councils.

Following an assessment of a number of options it was decided that a mini competition process using the “Eastern Shires Purchasing (ESPO) Managed Services for Temporary Agency Resource Framework (ref 653F)” was deemed the most appropriate route to market.

The tender was in compliance with the requirements of Public Contracts Regulations 2006 and the Council’s Procurement Standing Order. The recommendation provides best value for money for this contract in following a thorough evaluation process.

This procurement exercise has been carried out in collaboration with East Sussex County Council to secure a single provider to deliver the service for both Councils via an individual contract for each Council.

In accordance with their constitution and procurement standing orders, East Sussex County Council have already awarded their contract to Adecco UK & Ireland.

**180/15 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 11]**

**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.

**181/15 EXCLUSION OF THE PUBLIC [Item 12]**

**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.**

**182/15 EARLY DELIVERY OF A MULTI-USE GAMES AREA AS PART OF THE LONG TERM PROPOSAL TO EXPAND REIGATE PARISH CHURCH INFANT SCHOOL [Item 13]**

The Cabinet Member for Schools, Skills and Educational Achievement commended this report which contained the financial and value for money information relating to item 9. She said that this school was on a constrained site and that provision of a Multi-Use Games Area (MUGA) as phase 1 of this expansion project would replace an existing poor quality grass area.

**RESOLVED:**

1. That the business case for the early delivery of a multi use games area as phase 1 of the proposed expansion of Reigate Parish Church Infant School from a 2 Form of Entry (180 places) infant school to a 2 Form of Entry (420 places) primary school, 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, Skills and Educational Achievement, the Cabinet Member for Business Services and Resident Experience 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 Reigate area.

**183/15 AWARD OF CONTRACT FOR THE MANAGED SERVICE FOR TEMPORARY LABOUR RESOURCES [Item 14]**

The Cabinet Member for Business Services and Resident Experience said that this Part 2 report contained the financial and value for money information which related to item 10 and included the initial tender response scores and the shortlisted bidders for the final tender scores.

**RESOLVED:**

That the contract be awarded to Adecco UK & Ireland for a period of four years to commence on 1 February 2016 and expire on 31 January 2020. The contract will also have the option to extend for a further two years.

**Reasons for Decision:**

A contract is required to provide the supply of temporary resources to all service areas within the Council as part of the wider workforce planning and management. The current contract expires on 31 January 2016 and there is a continued need for this service.

This tender exercise has been conducted in collaboration with East Sussex County Council to appoint a single supplier to provide the managed service across both Surrey County Council and East Sussex County Council.



**184/15 INVESTMENT IN IMPROVEMENTS TO THE VISITOR FACILITIES AT  
NEWLANDS CORNER [Item 15]**

This item had been withdrawn.

**185/15 PUBLICITY FOR PART 2 ITEMS [Item 16]**

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 2.55pm]

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**Chairman**

**Member Question**

**Question from Bill Barker (The Horsleys):**

What, where and when will Pigeon House Bridge be repaired. It is coming up for two years since this important bridge providing walkers an important route through the countryside had its foundations undercut by sheer volume of water taking away one of the drive off points at Wisley Golf Course in the process. The Do Not Trespass signs which the Golf Club has put up in frustration at the time it is taking to get action is wearing thin and they were amenable to walkers temporarily using the Golf Club Bridge. However frustration with Members of the public is wearing even thinner and they are doing damage to get to continue to cross the Wey.

**Reply:**

Pigeonhouse Footbridge is a 27m long laminated timber beam bridge spanning the River Wey adjacent to The Wisley Golf Club. The river forms the boundary between Guildford and Woking at this point and the bridge carries Public Footpath 5 Ockham/82 Woking. In December 2013 it suffered a failure, causing the bridge to shift sideways, drop 1.5m at one end and twist. This bridge has been significantly damaged and cannot be reused and the public footpath has had to be closed. The path is a very popular local route, forming part of a well used network around Ripley, without this bridge walkers are experiencing a 3.5km detour.

Initial discussions have taken place between the County Council, Environment Agency and adjacent landowners, including the golf club. Detailed proposals are now needed to specify how the old bridge can be removed and a new structure put in its place. The work to remove the old bridge and install a new one is likely to be logistically difficult and expensive, due to the large span of the bridge itself and difficulties of access. There is no vehicular access to the site. Until detailed proposals have been completed, it is not clear how much the work is likely to cost. The estimated costs are between of £350,000 - £400,000.

Following an assessment of priorities there is no funding currently available for work on any major bridge works on the Rights of Way Network.

**Mr Mike Goodman**  
**Cabinet Member for Environment and Planning**  
**22 September 2015**

**CABINET RESPONSE TO SOCIAL CARE SERVICES BOARD**

**DEPRIVATION OF LIBERTY SAFEGUARDS  
(considered by Social Care Services Board on 9 July 2015)**

**COMMITTEE RECOMMENDATION:**

The Board recommends that the Cabinet raise these concerns regarding the new responsibilities placed on the council with central government, and the insufficient funding made available to meet their duties.

**RESPONSE:**

I welcome the Social Care Services Board's recognition and support regarding the significant increase in the demand for Deprivation of Liberty assessments experienced by Adult Social Care in Surrey. This rise in demand is being replicated across the country. As this is a national issue, and in order to maximise the impact of our efforts, we have joined with the Association of Directors of Adult Social Services (ADASS) and the County Councils Network (CCN) to raise these issues with central government.

**Mel Few  
Cabinet Member for Adult Social Care, Wellbeing and Independence  
22 September 2015**

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