

## 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 18 March 2013.

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 5 FEBRUARY 2013 AT 2.00 PM  
IN THE 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)	*Mrs Kay Hammond
*Mrs Mary Angell	*Mrs Linda Kemeny
*Mrs Helyn Clack	*Ms Denise Le Gal
*Mr John Furey	*Mr Peter Martin (Vice-Chairman)
*Mr Michael Gosling	*Mr Tony Samuels

\* = Present

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

**1/13 APOLOGIES FOR ABSENCE [Item 1]**

There were no apologies for absence.

**2/13 MINUTES OF PREVIOUS MEETING: 18 DECEMBER 2012 [Item 2]**

The minutes of the meeting held on 18 December 2012 were confirmed and signed by the Chairman.

**3/13 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of interest.

**4/13 PROCEDURAL MATTERS [Item 4]**

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

Three Member questions were received. Responses were tabled and are attached as **Appendix 1 to these Minutes**.

Mrs Hazel Watson (Dorking Hills) asked a supplementary question following the response to her first question as to why it had been necessary for two Members to visit China on Council business without a report being made afterwards. The Chairman explained the benefits that the trip had brought to the county in terms of the development of business links, including the presence of Chinese businesses at the County Show. In responding, the Chairman noted the amount of council officer time which had been used in preparing the response to the Member's question. Whilst he was happy to answer questions on matters relating to the Cabinet, he asked that Members bear in mind when submitting their questions that council officers' time would be better spent on their professional roles rather than investigating general or political questions.

In relation to her second question, Mrs Watson asked whether the Council would agree to a policy that the Council should always use council properties for events. The Chairman responded that council buildings were used for hundreds of meetings including those between Members, officers and residents. As a very large organisation with huge responsibilities, the Council was always conscious of ensuring value for money. Cabinet Members gave examples of when external meetings had offered best value or necessary facilities. This included a meeting with teachers which could not fit into County Hall due to the numbers involved and the away day held at Farnham Castle which had led directly to the development of the Switch and Save policy. It was noted that, if successful, this policy would put £6m back into the pockets of the people of Surrey and represented very good value for money. The Chairman noted that the average cost of the away day had been less than the total amount spent by the questioner in attending conferences and events.

Mrs Watson asked a third supplementary question regarding a difference in the figures from those given the previous month and enquiring when the occupation survey would be completed. The Cabinet Member for Assets and Regeneration Programmes advised that looking at freehold acquisition was a major part of his remit. £6.6million worth of savings had been achieved through efficiency measures. Occupancy studies were underway at the current time and the results would be provided to Mrs Watson on their completion.

**(b) PUBLIC QUESTIONS [Item 4b]**

One question was received from a member of the public. A response was tabled and is attached as **Appendix 2 to these Minutes**.

**(c) PETITIONS [Item 4c]**

No petitions were received.

**(d) REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations were received.

**5/13 REPORT FROM SELECT COMMITTEES, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

**(a) RECOMMENDATIONS FROM CHILDREN AND FAMILIES SELECT COMMITTEE - BUDGET MONITORING 2012/13 [Item 5a]**

A response to the Children and Families Select Committee was agreed as attached as **Appendix 3 to the Minutes**.

**(b) RECOMMENDATIONS FROM COMMUNITIES SELECT COMMITTEE - EXTRACTING VALUE FROM CUSTOMER FEEDBACK [Item 5b]**

A response to the Communities Select Committee was agreed as attached as **Appendix 4 to these Minutes**.

**6/13 REVENUE AND CAPITAL BUDGET 2013/14 TO 2017/18 [Item 6]**

The Cabinet considered proposals for the draft budget to be recommended to the meeting of the County Council on 12 February 2013. This included the draft revenue and capital budget for the five years 2013-18 and the level of the council tax precept for 2013/14. Cabinet Members also considered the revised treasury management strategy, including the borrowing and operation limits (prudential indicators) for 2013-18, the policy for the provision of the repayment of debt (minimum revenue provision (MRP)) and the treasury management policy.

The Chairman noted that drawing up the budget proposals had involved difficult decisions under the current economic climate. The administration had listened to what residents had been telling them was important. This included schools, investment in roads, care for the vulnerable, elderly and children and young adults' concerns about how they would get a job in Surrey. Now was the time to make decisions. Now was the time to invest.

Surrey remains one of the councils which receive the lowest level of funding from central government. The Government offer of a one off grant to freeze council tax for a year would have had long term implications for Surrey. Accepting this offer would cripple the Council's finances and create a £50m black hole within five years. Whilst it might be seen as an easy option to park the problem until after the election, this would be morally indefensible. The Chairman noted that people had given their trust and the issue had to be faced. It was for this reason that a council tax increase of 1.99% would be recommended to Council.

The budget being recommended to Council would enable:

- £10 million to be invested in raising education standards over 5 years and £45 million for additional school places. This would bring investment to a further £261 million and help provide the extra 12,000 places needed.
- An extra £25 million to be invested in the county's roads. The five year plan would mean that residents could have confidence in knowing that their road will be improved.
- An additional £11million to be invested in adult social care. Surrey has the highest number of people aged over 80 and 85 in the country. The social care budget had increased by 25% over 3.5 years and further investment would address important concerns such as enabling people to be cared for in their own homes.
- A £750,000 investment in young people, the economy and local businesses, creating further apprenticeships as part of what would be one of the largest apprenticeship programmes in the country.
- An increase in the Community Improvement Fund to £1 million to continue investment in local projects, making a huge difference to community and voluntary groups.
- £5 million as a risk contingency fund to ensure that the efficiency agenda was not compromised.
- The use of £18m of reserves and carry forwards in 2013/4.

It was noted that the final detail on the budget settlement was expected before the Budget Council meeting. An update would be provided to Council to confirm the final figures.

Cabinet Members discussed key points from the budget papers including:

- The Council had saved £195 million in 3 years and £435 million over 8 years.
- The Chief Finance Officer had stated that the budget proposals were 'robust and sustainable' and financial controls were sufficient and robust to maintain adequate and effective control of the budget.
- The Council's success was being recognised nationally. In addition to being shortlisted for two 'Council of the Year' awards, it had been shortlisted for its corporate governance arrangements and won an award for transparency.
- The budget proposals were in line with the views and priorities expressed by residents in the public survey, including investment in roads and care for the elderly.
- The policy statement on reserves and balances demonstrated that the Council had been right to think ahead with prudent long term financial planning.
- The Council was successfully delivering on the expansion of primary school places to time and cost, noting that the demand for places would also drive the expansion of secondary provision over the course of the financial plan.
- The investment and business strategies being pursued were thought to be second to none within local government.

**RESOLVED** that:

1. The following recommendations be made to the meeting of the County Council on 12 February 2013:

**On the revenue and capital budget:**

- i. Note the Chief Finance Officer's statutory report on the robustness and sustainability of the estimates and the adequacy of the proposed financial reserves (Annex 2 to the report).
- ii. Note that dispensation has been sought for all county councillors to ensure their eligibility to vote on the recommendations in this report without any risk of non-compliance with the Localism Act 2011.
- iii. Set the County Council precept for band D council tax at £1,172.52, which represents a 1.99% increase.
- iv. Agree to maintain the Council Tax rate set above and delegate powers to the Leader and the Chief Finance Officer to finalise detailed budget proposals following receipt of the Final Financial Settlement.
- v. Approve the County Council budget for 2013/14.
- vi. Agree the capital programme proposals specifically to:
  - fund essential schemes over the five year period, schools and non-schools, to the value of £695m including ring-fenced grants;
  - seek to secure capital receipts over the five year period to 2017/18 of £50m; and

- make adequate provision in the revenue budget to fund the capital programme.
- vii. Require Strategic Directors and Senior Officers to maintain robust budget monitoring procedures that enable Cabinet to monitor the achievement of efficiencies & service reductions through the monthly budget monitoring Cabinet reports, the quarterly Cabinet Member accountability meetings and the monthly scrutiny at the Council's Overview & Scrutiny Committee.
  - viii. Require an approved business case for all revenue invest to save proposals and capital schemes before committing expenditure.

**On treasury management and borrowing:**

- ix. Approve the Treasury Management Strategy for 2013/14 and approve that their provisions have immediate effect. This strategy includes:
    - a. the investment strategy for short term cash balances;
    - b. the prudential indicators (Annex 1, section B, Appendix B1 to the report);
    - c. the treasury management policy (Annex 1, section B, Appendix B8 to the report);
    - d. the minimum revenue provision policy (Annex 1, section B, Appendix B7 to the report).
2. The medium term financial plan (MTFP) for the financial years 2013-18 be approved, including the following:
    - the total Schools Budget of £621.5m be approved(Annex 1, section A, paragraphs A32 to A34 of the report).
    - the revenue risk contingency be set at £13m to mitigate against the risk of non-delivery of service reductions & efficiencies.
    - earmarked reserves (as in Annex 1, section A, Appendix A7 to the report) be amended and £12m of general balances be applied to support the 2013/14 budget.
    - £11m of the approved carry forward revenue budget from 2012/13 be applied to support the 2013/14 revenue budget.
  3. The process of reviewing the revenue budget and capital programme set out in the MTFP (2013-18) begin immediately after the first quarter of 2013/14.
  4. It be noted that the final detailed MTFP (2013-18) will be presented to Cabinet on 26 March 2013 for approval following scrutiny by Select Committees.
  5. That the recommendations of the Council Overview and Scrutiny Committee be noted and the Chief Finance Officer be requested to provide a response to the points made, in consultation with the Leader of the Council, prior to the Budget Council meeting.

## Reasons for Decisions

To recommend to the County Council how best to meet the challenges the Council faces when it meets on 12 February 2013, agree the summary budget and set the council tax increase for 2013/14. The reasons underpinning the recommendations include:

- to ensure the Council maintains its financial resilience and protects its long term financial position;
- to enable the Council to meet the expectations of Surrey's residents as confirmed in their responses to the in depth consultation exercise;
- to provide adequate finances for key services such as school places, highways, adults social care and protecting vulnerable people.

### **7/13 SCHOOLS EXPANSION PROGRAMME FROM SEPTEMBER 2013 [Item 7]**

The population in Surrey has increased steadily since 1981 and projections suggest that this growth will continue in the foreseeable future with the total rising to 1,230,780 in 2023. Surrey's projections indicating future needs for schools places were significantly exceeded in 2012 and in several urban areas across the county officers have signalled that further places will be needed. The County has responded to this with a substantial planned School Basic Need investment programme for the period 2013-2018.

Burpham, Cranmere, Goldsworth, Portesbery and West Ewell schools had been identified as requiring expansion through the provision of permanent adaptations and additions to their existing facilities and the relocation and building of two of the schools on new sites.

The Cabinet considered the individual business cases for expansion and creation of additional places at these schools to meet demand and noted that the financial aspects would be discussed during Part 2 of the meeting.

Three of the schools had been rated as outstanding and two as good. Members of the Cabinet welcomed the proposals to meet demand in areas where there were excellent educational facilities. The expansion of the schools and their facilities was noted to be equivalent in place numbers to the provision of an extra two primary schools and formed part of the biggest education expansion in the history of Surrey. The rebuild of Portesbery School was welcomed in particular as it would provide new state of the art special school facilities.

It was **RESOLVED** that the expansion of the following schools, as detailed in the report submitted, be agreed in principle noting that the approval of the detailed financial information for each school would be considered as part of agenda item 17 in Part 2 of the meeting:

- (i) Burpham: Primary School (Increase by 220 places to 430)
- (ii) Cranmere: New Primary School (Increase by 360 places to 630 plus 26 pre-school places)
- (iii) Goldsworth: Primary School (Increase by 180 places to 630)
- (iv) West Ewell: Infant School (Increase by 90 places to 360)
- (v) Portesbery: New Special School (Increase by 35 places to 105)

### **Reason for decision**

The schemes deliver a value for money expansion to the schools, which supports the Authority's statutory obligation to provide additional school places for local children in Surrey. The individual projects and building works are in accordance with the planned timetables required for delivery of the new accommodation at each school.

## **8/13 2012/13 QUARTER THREE BUSINESS REPORT [Item 8]**

The Cabinet considered the latest available Council-wide results on customer feedback, finance, workforce and performance, the progress report on the One County One Team People Strategy 2012/17 and the January 2013 Leadership Risk Register and acknowledged the success that Surrey County Council had achieved during the third quarter of 2012/13.

Surrey County Council is a well performing council with 95% of residents satisfied with their neighbourhood as a place to live. Some of the Council's key achievements during the past quarter included the completion of the three year Public Value Review programme, the launch of the 'Switch and Save' energy scheme and being shortlisted for Council of the Year as part of the Local Government Chronicle (LGC) Awards 2013.

Cabinet Members also noted other achievements including:

- The completion of a new £4.5m road scheme to ease congestion outside the Surrey Research Park, Guildford.
- Meeting the target of filling 200 apprentice places four months early.
- Winning the 2012 national innovation award from the Society of Information Technology Management (Socitm) for innovative use of technology.
- Other authorities had been seeking advice from Surrey County Council on how to reduce their adult social worker absence rates.

It was noted that recycling rates had been affected by recent central government decisions, including stopping treefall recycling, however the partnership work with boroughs and districts continued to gather pace towards meeting the Council's target March. It was noted that the target rate for 2013/14 would be clarified as part of future reporting.

It was **RESOLVED** that:

1. The Quarter Three Business Report covering Residents Survey feedback, people performance, financial stewardship and individual Directorate performance be noted.
2. The progress made in implementing the One County One Team People Strategy 2012/17 be noted.
3. The Leadership Risk Register as of January 2013 be agreed.

### **Reason for decision**

To ensure effective business management of the County Council and delivery of improved outcomes and value for money for Surrey residents, the proper implementation of the Council's One County One Team People Strategy 2012/17 and proper consideration of Leadership Risks.

**9/13 BUDGET MONITORING FORECAST 2012/13 (PERIOD ENDING DECEMBER 2012) [Item 9]**

The Cabinet received an update on the year-end revenue and capital budget monitoring projections as at the end of December 2012. Resources were being used effectively to respond to the needs of residents. The projected underspend on the capital programme was noted to be much lower than in previous years.

The Chairman noted that the investment made in local committees had made a real difference locally and praised the winter maintenance undertaken in the current year. He also advised that, given the results, he hoped to see unanimity in support for the investment this year.

Cabinet Members noted that the reference to the Fire & Rescue Service vehicle and equipment replacement scheme in Annex 1 (paragraph 68) to the report should state that it was unlikely that all purchases would be received by the end of the financial year due to the lead time for procurement.

It was **RESOLVED** that:

1. The projected revenue budget underspend (Annex 1 – Section A of the report submitted) and the Capital programme direction (Annex 1 – Section B of the report submitted) be noted
2. That government grant changes be reflected in directorate budgets (Annex 1 – Section C of the report submitted)
3. Further quarter 3 financial information - treasury, debts reserves and balances (Annex 1 – Section D of the report submitted) and the Chief Financial Officer's delegated authority to write off £156,566 of debts this quarter (Annex 1 – Section D of the report submitted) be noted.

**Reason for decision**

Consideration of the monthly budget monitoring report and any associated actions represents part of the Cabinet's approved budget monitoring strategy.

**10/13 SURREY COUNTY COUNCIL STRATEGY AGAINST FRAUD AND CORRUPTION [Item 10]**

The National Fraud Authority (NFA) estimates that fraud in local government amounts to some £2.2bn per year. In the public sector every pound lost through fraud is a pound taken from taxpayers and impacts on the provision of frontline services. The NFA published a Local Government Strategy "Fighting Fraud Locally" in April 2012. This Strategy has been embraced by Surrey County Council as best practice against which its counter-fraud culture can be assessed and strengthened.

Surrey County Council is alert to the risk of fraud and has adopted a zero tolerance approach. The Cabinet considered the work which was being undertaken to ensure a robust counter-fraud culture across the Council and the Council's revised Strategy against Fraud and Corruption which had been updated to include a Fraud Response Plan in line with best practice.

It was **RESOLVED** that:

1. The updated Strategy against Fraud and Corruption be endorsed
2. The work of Internal Audit in raising awareness of the risk of fraud and corruption across the Council be endorsed.

**Reason for decision**

To shape the Council's existing practices to take account of best practice as set out in the Local Government Fraud Strategy "Fighting Fraud Locally" thereby continuing to protect the public purse through reducing the risk of fraud and corruption.

**11/13 EDUCATION ACHIEVEMENT PLAN 2013-17 [Item 11]**

The Education Achievement Plan sets out the County Council's approach to working with education partners to shape education provision and raise achievement for children and young people over the next five years (2013-2017). The plan responds to changing needs and policy and is a key delivery mechanism for the Children and Young People's Strategy 2012-17.

The plan aims to secure a successful locally agreed model for school improvement that allows existing partnership arrangements to be developed, including those with both academy and non-academy schools.

The development of the draft plan had been part of a wider engagement with headteachers to agree a primary and secondary vision for the education of children and young people to ensure all schools in Surrey are judged by Ofsted to be at least good schools by 2017.

The Cabinet heard from the Cabinet Member for Children and Learning and a representative from Babcock4S on how the innovative partnership between the Council and Babcock had delivered. Three quarters of schools were rated good or outstanding and this percentage was being maintained against a new and tougher inspection framework introduced by Ofsted in September 2012. The Education Achievement Plan would be part of the focus on driving improvement in the remaining schools.

The Chairman stated his admiration for the teaching profession and the Cabinet joined him in asking that their thanks be passed to all involved in the development of the plan. Better education services in Surrey would always focus on the child and their improvement and it was hoped that Surrey would be recognised in the top 4 or 5 authorities nationally within the new few years.

It was **RESOLVED** that:

1. The approach to raising education and achievement detailed in the plan be agreed.
2. The publication of the Education Achievement Plan be agreed and the Strategic Director for Children, Schools and Families, in consultation with the Cabinet Member for Children and Learning, be authorised to

sign off any subsequent amendments to the plan before publication, provided there are no substantive changes.

**Reason for decision**

To agree the delivery of the plan for promoting the education and achievement of children and young people.

**12/13 TACKLING TRAFFIC CONGESTION - INTRODUCTION OF A ROAD WORKS PERMIT SCHEME [Item 12]**

Surrey County Council is committed to reducing congestion and disruption caused by road works. To assist in achieving this outcome the authority will introduce a permit scheme to improve the coordination and scheduling of road works. This greater control will enable increased integration of utility works with those road works promoted by the Council. The permit scheme would contribute to minimising congestion across the whole of the road network and could save the people of Surrey an estimated £6.7m.

Mrs Pat Frost, Lead Spokesperson for the Utilities Task Group, informed the Cabinet of the work which had been undertaken by the group and how this had formed their recommendations, including support for a road works permit scheme. Themes from the report included the need to improve communication, to involve local Members and that the lessons learnt should apply to Surrey's own planned works as well as those of utilities companies.

The Cabinet Member for Transport and Environment thanked Mrs Frost, Members of the Task Group and officers for the magnificent work which had been carried out. He noted that the Task Group had done a thorough job and consulted widely. The work and report of the Task Group was noted by Cabinet Members as an exemplar of how this type of work could be done in future.

The Cabinet Member for Transport and Environment would be preparing a short report for Surrey MPs on the benefits of the scheme and this would also be raised with the SE7 group of councils to explore the potential for major efficiencies. It was hoped that the scheme would be in place before December 2013.

It was **RESOLVED** that:

1. The report and recommendations of the Task Group on Utilities, including support for the introduction of a Permit Scheme, be noted and the response attached as **Appendix 5** be agreed.
2. A Permit Scheme be introduced as set out in the report submitted subject to a successful consultation outcome and a successful application to the Department for Transport (DfT).
3. Agreement of the details of the Permit Scheme be delegated to the Assistant Director Highways in consultation with the Cabinet Member for Transport and Environment.

### **Reason for decision**

To increase the County Council's control over road works, enabling increased integration of utility works with those road works promoted by the Council and contribute towards minimising congestion across the whole of the road network in Surrey.

### **13/13 SURREY LOCAL ASSISTANCE SCHEME [Item 13]**

The Department for Work and Pensions (DWP) had allocated a total sum of £2,316,356 to Surrey County Council (SCC) over the period 2012/13 – 2014/15 through a discretionary grant to establish a Local Assistance Scheme in Surrey. The Local Assistance Scheme would replace two elements of the Social Fund (which is currently administered by the DWP), Crisis loans for living expenses and Community Care Grants that will be abolished from April 2013.

Adult Social Care officers have been working with colleagues and partners to develop a scheme to deliver these discretionary payments. As a result of the likely impact of welfare reform that will take place over the coming years, the full DWP allocation is required in order to meet existing and projected demand.

The Cabinet Member for Adult Social Care and Health commended the proposal to the Cabinet as a means to helping those in real distress. Successful applicants would be able to access furniture and white goods or a payment card. The Cabinet was advised of the work which was being done to recycle items at low cost for those in need and noted the importance of publicising the scheme.

It was **RESOLVED** that:

1. A Local Assistance Scheme be established using the full allocation of funds from the Department of Work and Pensions (DWP) in order to deliver local assistance payments across Surrey.
2. The proposed delivery model to manage the Local Assistance Scheme be approved as set out in the report submitted.

### **Reason for decision**

To ensure that the Council is able to continue providing vital support for some people with the highest needs in Surrey. In 2011/12, 7,340 awards for emergency cash and essential items were made to Surrey residents via the Crisis loan for living expenses and Community Care Grant elements of the Social Fund. The new scheme will deliver support through a more local and holistic approach which will seek to signpost applicants to more sustainable support wherever possible.

### **14/13 DIRECT PAYMENT INFORMATION ADVICE AND SUPPORT SERVICE: APPROVAL TO AWARD A CONTRACT [Item 14]**

The Cabinet considered the award of a contract to Surrey Independent Living Council for the provision of the Direct Payment Information Advice and

Support Service from 1 March 2013. The recommended contract award delivered best value for money following the procurement process.

Due to the commercial sensitivity involved in the contract award process, the financial details of the potential supplier were considered in Part 2 of the meeting.

It was **RESOLVED** that:

1. The information relating to the procurement process, as set out in the report submitted, be noted
2. The award of a contract to Surrey Independent Living Council be agreed on the basis set out under item 18 in Part 2 of the agenda.

**Reason for decision**

The existing contract will expire on 28 February 2013. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders had been completed, demonstrated that best value for money for the Council will be delivered following a thorough evaluation process.

**15/13 LEADER / DEPUTY LEADER / CABINET MEMBER DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 15]**

The Cabinet noted the delegated decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting of the Cabinet.

It was **RESOLVED** that the decisions taken by the Leader, Deputy Leader and Cabinet Members since the last meeting be noted as set out in Annex 1 of the report submitted.

**Reason for decision**

To note the decisions taken by Cabinet Members under delegated authority.

**16/13 EXCLUSION OF THE PUBLIC [Item 16]**

It was **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.

**17/13 SCHOOL EXPANSION PROGRAMMES FROM SEPTEMBER 2013 [Item 17]**

- (a) **EXPANSION OF BURPHAM PRIMARY SCHOOL TO 2 FORMS OF ENTRY FROM SEPTEMBER 2013 [Item 17a]**

The Cabinet considered the provision of a permanent build to expand Burpham Primary School to 2 forms of entry to meet basic need requirements for primary places in the Guildford Town wider area.

It was **RESOLVED** that:

1. The business case for the project to expand Burpham Primary School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

**Reason for decision**

The scheme delivers a value for money expansion to a school that supports the Authority's statutory obligation to provide additional school places for local children in the wider Guildford Town area. Release of the funding allocation is required so that building works can commence as soon as possible in order to deliver the new accommodation by September 2013.

**(b) CRANMERE PRIMARY SCHOOL, ESHER - TWO FORM OF ENTRY EXPANSION TO MEET BASIC NEED [Item 17b]**

The Cabinet considered the business case for the provision of a permanent two form entry increase at Cranmere Primary School to meet the basic need requirements in the Elmbridge area.

It was **RESOLVED** that:

1. The business case for the project to expand Cranmere Primary School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

**Reason for decision**

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

**(c) GOLDSWORTH PRIMARY SCHOOL, WOKING - ONE FORM ENTRY EXPANSION TO MEET BASIC NEED [Item 17c]**

The Cabinet considered the provision of a permanent one form entry increase at Goldsworth Primary School to meet basic need requirements in the Woking area.

It was **RESOLVED** that:

1. The business case for the project to expand and relocate Goldsworth Primary School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

**Reason for decision**

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

**(d) PORTESBERY SCHOOL, CAMBERLEY - RELOCATION AND EXPANSION [Item 17d]**

The Cabinet considered the business case for the relocation and expansion of Portesbery Special School in Camberley, to meet the Authority's strategy to develop its special school provision.

It was **RESOLVED** that:

1. The business case for the project to expand and relocate Portesbery SEN School be approved at the cost set out in recommendation 1 of the report submitted
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Leader and Cabinet Member for Assets and Regeneration Programmes be approved.

**Reason for decision**

The current school site and building is below the recommended Department for Education (DfE) standard, so a new site and school was deemed to be required and fits with the Special Education Needs strategy.

**(e) EXPANSION OF WEST EWELL INFANT SCHOOL TO 4 FORMS OF ENTRY FROM SEPTEMBER 2013 [Item 17e]**

The Cabinet considered the business case for the provision of a permanent build to expand West Ewell Infant School to 3 forms of entry to meet basic need requirements for primary places in the Epsom and Ewell area.

It was **RESOLVED** that:

1. The business case for the project to expand and relocate West Ewell Infants School be approved at the cost set out in recommendation 1 of the report submitted.
2. The arrangements by which a variation of up to 10% of the total value may be agreed by the Strategic Director for Change and Efficiency in consultation with the Cabinet Member for Assets and Regeneration Programmes be approved.

**Reason for decision**

The scheme delivers a value for money expansion to a school that supports the Authority's statutory obligation to provide additional school places for local children in Epsom and Ewell. Building works need to commence as soon as possible in order to deliver the new accommodation by September 2013.

**18/13 DIRECT PAYMENT INFORMATION ADVICE AND SUPPORT SERVICES: APPROVAL TO AWARD A CONTRACT [Item 18]**

The Cabinet considered financial information relating to the award of a contract for Direct Payment Information Advice and Support (minute item 14).

It was **RESOLVED** that a framework contract be awarded to Surrey Independent Living Council (SILC) for the value stated in the recommendation of the Part 2 report (for a 2 year + 2 year extension contract period) for the provision of Direct Payment Information Advice and Support to commence on 1 March 2013.

**Reason for Decision**

The existing contract will expire on 28 February 2013. A full tender process, in compliance with the requirement of EU Procurement Legislation and Procurement Standing Orders has been completed, and the recommendations demonstrate that best value for money for the Council will be delivered following a thorough evaluation process.

**19/13 PROPERTY TRANSACTIONS [Item 19]**

**(a) ACQUISITION OF AN OFFICE PROPERTY IN GUILDFORD [Item 19a]**

The Cabinet considered the acquisition of an office building in Guildford, together with a separate long lease interest in associated car spaces, to enable its participation in future regeneration opportunities.

It was **RESOLVED** that:

1. The acquisition of the freehold interest in the property be approved on the basis set out in paragraph 1(i) of the report submitted.
2. Surrey County Council acquire the balance of the lease of car parking spaces (included as part of the consideration for the above) as set out in paragraph 1(ii) of the report submitted.
3. Surrey County Council complete the agreed lease transactions to existing and proposed tenants, if any remain outstanding at the time of exchange, on the terms agreed.

4. Property Services consider the long term opportunity afforded by the ownership of the property in connection with the economic regeneration of this area of Guildford and the County's own future office accommodation strategy. Such a report and its recommendations to be considered at a future Cabinet when required.

**Reason for decision**

The property is a prime office building in a commercially active M25 town. The acquisition will provide the opportunity for the Council to participate in a wider town centre regeneration opportunity and in the meantime will produce income for the County Council.

**(b) DISPOSAL OF 26 NIGHTINGALE ROAD, GUILDFORD [Item 19b]**

The Cabinet considered the sale of 26 Nightingale Road, Guildford following the results of a marketing exercise by appointed Estate Agents.

It was **RESOLVED** that:

1. The disposal of 26 Nightingale Road, Guildford, as set out in paragraph 1 of the report submitted, be approved subject to exchange of papers taking place within 21 days, with completion taking place within a further 28 days.
2. Should completion not take place within the required timeframe, the Asset Strategy Partner, in consultation with the Cabinet Member for Assets and Regeneration Programmes, be authorised to pursue completion with the other bidders on the basis of the same timeline as set out above.

**Reason for decision**

To expedite the sale of a property no longer required for service reasons, to reduce the cost of managing an empty property and to maximise potential receipts without additional risk.

**(c) PURCHASE OF RETAIL AND OFFICE PREMISES IN THE HIGH STREET, EGHAM [Item 19c]**

The Cabinet considered the acquisition of the freehold interest of retail and office premises in High Street, Egham for potential future service delivery and economic regeneration.

It was **RESOLVED** that:

1. The freehold interest of the property be acquired for the price set out in paragraph 1(i) of the report submitted upon conclusion of legal and property due diligence.
2. Surrey County Council, simultaneous to the purchase, grant a lease on the basis and terms set out in paragraph 1(ii) of the report submitted.
3. Property Services review the opportunity for the reuse of the property or redevelopment of the upper floor offices, and upon the formulation of a

business case, report back to Cabinet on the options considered and make further recommendations.

**Reason for decision**

To purchase the property and explore the long term potential to relocate services into the property, thus releasing an asset held on a long lease with alternative use value.

**20/13 PUBLICITY FOR PART 2 ITEMS [Item 20]**

It was **RESOLVED** that non-exempt information relating to the items considered in Part 2 of the meeting, particularly the £32million investment in schools and the relocation and expansion of Portesbery School, may be made available to the press and public as appropriate.

Meeting closed at 4.10 pm

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**Chairman**

## CABINET – 5 FEBRUARY 2013

## ITEM 4 - PROCEDURAL MATTERS

**Member Questions****Question (1) from Mrs Hazel Watson (Dorking Hills)**

Please list all trips outside of the UK taken by Members of Surrey County Council at the Council's expense since 1 January 2011 including:

- The name of the Member undertaking the trip.
- The start and end date of the trip.
- The destination.
- The purpose of the trip.
- The outcomes and findings of the trip.
- Details of any report back from the Member to any committee, sub-committee, working group etc on the findings of their trip.
- Travel costs, accommodation costs, subsistence and any other costs relating to the trip.

**Reply:**

The following information has been gathered about trips outside of the UK taken by Members at the Council's expense since 1 January 2011:

Lynne Hack visited Brussels on 25 January 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £85.06. The action points and minutes arising from the meeting are available at <a href="http://www.purple.eu">www.purple.eu</a>
Lynne Hack visited Brussels on 21 March 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £91.44. The action points and minutes arising from the meeting are available at <a href="http://www.purple.eu">www.purple.eu</a>
Lynne Hack visited Dublin from 23-24 May 2011 to attend the General Assembly of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £293.20. The action points and minutes arising from the meeting are available at <a href="http://www.purple.eu">www.purple.eu</a>
Lynne Hack visited Brussels on 7 July 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £183.24. The action points and minutes arising from the meeting are available at <a href="http://www.purple.eu">www.purple.eu</a>
Ian Lake and Denise Saliagopoulos visited Zibo City from 21-23 August 2011 to meet the Zibo Ceramics Association. The total travel costs were £3100.

Lynne Hack visited Brussels from 29 – 30 November 2011 to attend the Board meeting of Peri-Urban Regions Platform Europe (PURPLE). The total costs were £173.88. The action points and minutes arising from the meeting are available at [www.purple.eu](http://www.purple.eu)

Lynne Hack visited Ireland in 2011 to obtain information on and visit a unique facility that creates vehicle fuel from waste plastics. The total costs for Lynne Hack and two senior officers from Waste Management were £524.09.

Helyn Clack visited Brussels on 14 July 2012 to attend a Board meeting of Southern England Local Partners. The total costs were £99. The outcomes of the meeting are included in the minutes, which can be found at [www.hants.gov.uk](http://www.hants.gov.uk)

John Furey visited Bergamo on 28 September 2012 to visit a fluidised bed thermal treatment plant. The total travel costs for John Furey and three senior officers were £2220.60.

John Furey visited Sarpsborg from 8-9 October 2012 to visit an energos gasification plant. The total costs for John Furey and three senior officers were £1748.

This list may not be exhaustive, as the county council does not maintain centrally a list of all trips undertaken by Members. Similarly, the reasons for, and nature of, the visits suggest that the outcomes and findings are likely to contribute to policy development and, as such, there is no expectation that any specific reports on each visit is brought to formal meetings.

**David Hodge**  
**Leader of the Council**  
**5 February 2013**

**Question (2) from Mrs Hazel Watson (Dorking Hills)**

Given the public furore by Surrey residents against the two-day residential stay by 26 Conservative Cabinet members and senior officers at Farnham Castle on 5 and 6 November 2012, costing £4,158, and revelations that a similar event took place at Farnham Castle on 9 and 10 May 2012. Please can you state:

- How many overnight residential meetings have the Conservative Cabinet held at Council Taxpayers expense during the life of this Council (since May 2009)?
- What have been the dates and venues for these meetings?
- What has been the overall cost of these meetings?
- Will you be cancelling the booking of Farnham Castle for a similar event in June 2013 and confirm that in future Cabinet awaydays will all be held at County Council buildings or premises of neighbouring Councils free of charge to save Council Taxpayers' money and as recommended by the Secretary of State?

**Reply:**

The Cabinet have attended 3 overnight residential meetings since May 2009. These took place on the following dates: 20 and 21 February 2012, 9 and 10 May 2012 and 5 and 6 November 2012. All of these events were held at Farnham Castle at a negotiated rate and the total cost was £10,691.40 (inclusive of VAT). The Cabinet were joined by senior officers at the meetings held in May and November 2012.

**David Hodge**  
**Leader of the Council**  
**5 February 2013**

**Question (3) from Mrs Hazel Watson (Dorking Hills)**

The Smarter Working Policy Framework presented to the People, Performance and Development Committee on 23 January 2013 stated that the County Council's occupancy of office space averages only 47%:

- What actions are being taken to reduce the amount of unused space either by disposing of property or renting it out?
- Please supply the supporting data used to obtain the figure of 47%, including any breakdown by individual properties.

**Reply:**

An occupancy study was carried out in 2010 for our major offices which showed an average desk occupancy of 47%. Since this time, under the Making a Difference programme, we have rationalised office space and there have been a number of office closures including those in Leatherhead, Guildford, and Conquest House in Kingston. This has reduced desk ratios within existing SCC sites from 1:1 to 3 desks for every 5 people. In addition freehold offices have been purchased in Redhill to replace leasehold offices in Reigate. This and further actions will save the council £6.6M in property costs over the period of the Medium Term Financial Plan.

A programme of revised desk occupancy surveys are being carried out at present to measure the impact of these changes. We will provide the update information when we have completed the occupancy studies.

**Mr Tony Samuels**  
**Cabinet Member for Assets and Regeneration Programmes**  
**5 February 2013**

CABINET – 5 FEBRUARY 2013

ITEM 4 - PROCEDURAL MATTERS

**Public Questions**

**Question (1) from Mr John Bosten**

I raise concerns about the 800<sup>th</sup> anniversary of Magna Carta. Why do you celebrate the 800<sup>th</sup> celebration of Magna Carta when nobody suggested that we celebrate the 900<sup>th</sup> anniversary of our year 1066?

In these times of recession (which will continue for many years) why is £5,000,000 of public money to be spent on the 'Celebration of Magna Carta'? Do we also celebrate the 1914 commencement of war and in 1918 the end of the war?

In any event the Magna Carta, (The Great Charter, the declaration of Human Rights), has never been effective except for the 10 weeks between 15 June 2015 and 24 August 1215. Further, there were serious doubts if Magna Carta was ever sealed, and doubts existed if King John could even write; he only approved Magna Carta because he knew that Pope Innocent III would make it null and void, which he did 10 weeks later on 24 August 1215.

Further, Magna Carta was revised in November 1216, revised again in November 1217 and substantially revised in February 1235; only 3 of the original 65 clauses exist.

Hence the essential declaration of Human Rights was never effectively achieved in Britain until 20 October 1998, and we all know the difficulties we have suffered since 1998 so should we celebrate this?

**Reply:**

The Queen has established a Trust to plan celebrations across the country to celebrate this event and this is chaired by the Master of Rolls, Lord Dyson. As the Charter was sealed in Runnymede, Surrey County Council is completely committed to the Magna Carta celebrations in 2015 and recognises its importance as the cornerstone of modern democracy. We recognise also its importance in the heritage of Great Britain and our own county and are committed in our desires to commemorate the 800th anniversary of this great event. All other Charter areas will be joining in these celebrations and it would be a huge anomaly if we did not.

Surrey examined the plans and proposals for the visitor centre on the pleasure grounds site and reviewed how best the County Council could contribute to recognising this important site for future generations. In light of this research and recent government settlements, the County Council is of the view that there are other equally valid ways of supporting the Magna Carta which is both impactful and encourages visitors to the area thereby improving the local economy.

Surrey County Council remains committed to investing resources into the area and will explore alternative cost effective options with Runnymede Borough Council, the National Trust and the community over the next few weeks.

**Mrs Helyn Clack**

**Cabinet Member for Community Services and the 2012 Games**

**5 February 2013**

**CABINET RESPONSE TO CHILDREN AND FAMILIES SELECT COMMITTEE**

**BUDGET MONITORING 2012/13**

**SELECT COMMITTEE RECOMMENDATION**

That the Cabinet note that the Children & Families Select Committee continues to be concerned about the potential for Children's Services to meet the savings targets outlined in the Medium Term Financial Plan.

**RESPONSE**

The Children & Families Select Committee recommendation for Cabinet to note their on-going concerns about the potential for Children's Services to meet the savings targets outlined in the Medium Term Financial Plan is acknowledged. Whilst I recognise and share your concerns around the future savings Children's Services are required to make, it is worth reiterating that Children's Services have already made almost £10.7m savings over the last 3 years.

Further savings will be a challenge, especially in the context of increasing numbers of child protection cases requiring services including special education needs, welfare reform and the restructuring of the Health Service. However, the Directorate have established a Public Value Programme to work collaboratively with partners around developing early help strategies to strengthen preventative solutions, disability services and support for families with complex needs. This programme of review and implementation of change will assist in achieving the future efficiency savings and cost reductions needed in the future.

**Mrs Mary Angell**  
**Cabinet Member for Children and Families**  
**5 February 2013**

## **CABINET RESPONSE TO COMMUNITIES SELECT COMMITTEE**

### **EXTRACTING VALUE FROM CUSTOMER FEEDBACK**

#### **SELECT COMMITTEE RECOMMENDATION**

That this report should be drawn to the attention of the Cabinet to consider the appropriate course of action to address the highlighted concerns.

The Cabinet may wish to consider:

- a) how the Council could be better shaped to ensure customer feedback is routinely used in policy design and service delivery;
- b) in line with the Leader's initiative "Think Councillor, Think Resident", what arrangements could be put in place to assure Members and residents that public concerns are being noted and used by the Council; and
- c) periodically examining customer complaints and feedback at Cabinet meetings.

#### **RESPONSE**

I would like to thank the Communities Select Committee for drawing the Cabinet's attention to this report, and I welcome their recommendation that it should be considered by Cabinet.

As described in this report Customer Services is currently working to embed the "Customer Service Excellence" standard as a practical tool for driving customer improvement across the Council. A key component of this will be improving the use of customer feedback and insight to inform policy design and service delivery. This will be done in line with the Leader's "Think Councillor, Think Resident" initiative. As part of this process, consideration will be given the points raised by Select Committee.

I am asking the Head of Customer Services to bring the report to Cabinet in September, supplemented by proposals that address these points.

**Mrs Helyn Clack**  
**Cabinet Member for Community Services and the 2012 Games**  
**5 February 2013**

**CABINET RESPONSE TO ENVIRONMENT AND TRANSPORT SELECT COMMITTEE AND UTILITIES TASK GROUP**

**PROPOSAL FOR THE INTRODUCTION OF A PERMIT SCHEME UNDER THE TRAFFIC MANAGEMENT ACT 2004 AND TASK GROUP REPORT: IMPROVING THE CO-ORDINATION AND QUALITY OF WORK FROM THE UTILITIES COMPANIES**

**SELECT COMMITTEE RECOMMENDATION**

That the recommendations of the Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey Task Group and the proposal for the introduction of a Permit Scheme under the Traffic Management Act 2004 (agenda item 12) be endorsed.

**TASK GROUP RECOMMENDATIONS**

The recommendations of the Utilities Task Group are set out in Appendix 1 to agenda item 12.

**RESPONSE**

Firstly I would like to take this opportunity to thank the Members of the Utilities Task Group and the officers involved for their hard work in producing this detailed report.

I welcome the proposal for the introduction of a Permit Scheme, as recommended by the Task Group (**Recommendation 3**) and supported by the Environment and Transport Select Committee, and its approval is recommended to the Cabinet.

With regard to the other recommendations of the Task Group, my responses to each of the proposals are set out below.

**Recommendation 1 – Development of a clear and accessible internal and external communications policy with regards to the publicising of street works**

It is recognised that effective communication is an essential part of managing the impact of street works and so I welcome the range of proposals within this recommendation which will benefit all interested parties, both internal and external. Officers will develop an improved street works communications policy as recommended for introduction in April 2013.

**Recommendation 2 – More cost effective and efficient processes for monitoring and reporting the quality of street works and greater incentive for utilities companies to complete their works on time and to a high standard**

Quality of workmanship by utility companies can often be criticised and any monitoring needs to be effective. It is also recognised that there are limitations on the incentives for utilities companies to always adhere to the required quality standards. On this basis I welcome the recommendation for improvements in this area however it is acknowledged that the area of streetworks is heavily legislated and some of the proposals within the recommendation will be difficult to achieve. Officers will progress as recommended with immediate effect on the expectation that some of the proposals will remain as an exploratory exercise until proved that further work will be both achievable and beneficial to SCC.

**Recommendation 4 – More effective and robust processes around the planning, monitoring and execution of street works, particularly including areas with special**

**conditions such as Conservation Areas.**

Proposals under the recommendation 4 to improve the planning, monitoring and execution of streetworks are also supported. This is of particular importance to Surrey given that a significant proportion of the roads in the County are designated as being in a conservation area and also the scale of the ongoing investment in our own road maintenance programmes, such as the proposed 5 year programme. Officers will develop an action plan for each of the proposals and implement accordingly over the next nine months to coincide with the preparation for the introduction of a permit scheme.

**Mr John Furey  
Cabinet Member for Transport and Environment  
5 February 2013**

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 26 FEBRUARY 2013 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)	Mrs Kay Hammond
*Mrs Mary Angell	*Mrs Linda Kemeny
*Mrs Helyn Clack	*Ms Denise Le Gal
*Mr John Furey	Mr Peter Martin (Vice-Chairman)
*Mr Michael Gosling	*Mr Tony Samuels

\* = Present

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

**21/13 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mrs Hammond and Mr Martin.

**22/13 MINUTES OF PREVIOUS MEETING: 5 FEBRUARY 2013 [Item 2]**

The minutes of the meeting held on 5 February 2013 were confirmed and signed by the Chairman.

**23/13 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of interest.

**24/13 PROCEDURAL MATTERS [Item 4]**

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

Three Member questions were received. The questions and responses were tabled and are attached as Appendix 1 to these minutes.

Mrs Watson asked a supplementary question following the response to her first question. She asked why the County Council had decided not to encourage their contractors to pay the Living Wage. The Leader of the Council responded by stating that it had been discussed in the People, Performance and Development Committee but the Council was not in a position to demand what other companies paid their staff.

**25/13 PUBLIC QUESTIONS [Item 4b]**

Three questions had been received from members of the public. The questions and responses were tabled and are attached as Appendix 2 to these minutes.

Mrs Pelekani, asked a supplementary question, on behalf of Robin Kinniburgh, following the response to his question. She said the second solution given in the response could work but asked whether the authority would definitely consult on this option, what guarantee would families have that this option would be in place for 2015 and what would happen if the authority received negative responses to this proposal.

The Cabinet Member for Children and Learning responded by saying that Reigate Priory was an excellent school and that there had been extensive consultation on the School Admission proposals for September 2014. However, the specific issues raised here had not formed part of the consultation process and it was important to consider 'fairness' as part of the consultation process. She considered that preferences for this schools for September 2014 intake would be monitored closely, with a view to considering permanent expansion and that she was willing to continue to involve parents' groups.

**26/13 PETITIONS [Item 4c]**

No petitions had been received.

**27/13 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

No representations had been received.

**28/13 REPORTS FROM SELECT COMMITTEES - ADULT SOCIAL CARE SELECT COMMITTEE [Item 4e]**

A report from the Adult Social Care Select Committee, concerning Social Care Debt, was tabled and is attached as Appendix 3 to these minutes.

The Cabinet Member for Adult Social Care and Health responded verbally and said that he understood the concerns of the select committee and the need for a response but said that this would be provided after Internal Audit, Finance and the service had completed their investigations and compiled a report on this topic.

**29/13 CONSULTATION ON SURREY'S ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND CO-ORDINATED SCHEMES [Item 5]**

Following the statutory consultation of Surrey's admission arrangements for September 2014, the Cabinet was asked to consider the responses and make recommendations to the County Council on admission arrangements for Community and Voluntary Controlled schools and Surrey's coordinated schemes for September 2014.

The report covered the following areas in relation to school admissions:

- Banstead Community Junior School - Recommendation 1
- Reigate Priory School – Recommendation 2
- Southfield Park Primary – Recommendation 3
- St Ann's Heath Junior School – Recommendation 4

- St Ann's Heath Junior School and Trumps Green Infant School – Recommendation 5
- Tatsfield Primary School – Recommendation 6
- Thames Ditton Junior School – Recommendation 7
- Published Admission Number for Thames Ditton Junior – Recommendation 8
- Published Admission Numbers for other schools – Recommendation 9
- Increase to number of preferences allowed under Surrey's primary coordinated scheme – Recommendation 10
- Coordinated Admissions Schemes – Recommendation 12
- Surrey's Relevant Area – Recommendation 11
- Admission arrangements for other schools – Recommendation 13

The Cabinet Member for Children and Learning confirmed that all local Members had been consulted on the proposals in their divisions and that a summary of responses in relation to the outcome of the consultation had been tabulated in Appendix 4. She also drew attention to the Equalities Impact Assessment (Appendix 5).

Cabinet Members were given an opportunity to comment on the proposals.

The Leader of the Council referred to the challenge of providing 16,000 additional places over the next 10 years and the capital investment provided by the council. He also praised the excellent joint working between School Place Planning and Property Services. Finally, he reminded Members that these recommendations will be recommended to full Council who would consider them at their next meeting on 19 March 2012.

## **RESOLVED TO RECOMMEND TO COUNTY COUNCIL:**

### **Recommendation 1**

A feeder link is introduced for Banstead Community Junior School for children from Banstead Infant School for September 2014, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children attending Banstead Infant School
- d) Siblings not admitted under c) above
- e) Any other children

### **Reasons for Recommendation**

- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents
- It would be in line with the criteria that exist for most other schools which have a feeder link and reciprocal sibling links
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- It is supported by the Governing Body of the school

- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Banstead Infant School would not confer an automatic right to transport to Banstead Junior School

### **Recommendation 2**

The introduction of a feeder link for Reigate Priory for children from Holmesdale and Reigate Parish is deferred until alternative options are considered.

### **Reasons for Recommendation**

- There were notable concerns regarding the proposals which the Local Authority would wish to explore fully before progressing
- It would allow more time to consider alternative proposals
- It would allow any proposal to be considered in the light of future school place planning considerations in the area

### **Recommendation 3**

The admission criteria for Southfield Park are changed so that, for September 2014, children who have Southfield Park Primary School as their nearest school would receive a higher priority when allocating places **outside** the catchment area, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Siblings
- d) Children living in the defined catchment of the school with priority being given to children living furthest away from the school
- e) Other children for whom the school is their nearest school
- f) Any other children

### **Reasons for Recommendation**

- It would ensure that families living outside the catchment who have Southfield Park as their nearest school are given priority ahead of those who do not
- It would not displace children living on the Horton Park development, for whom the catchment was originally introduced to serve
- A further review of the admission criteria for this school should be carried out once decisions have been made on expansion proposals at other local schools

### **Recommendation 4**

That a feeder link is introduced for St Ann's Heath Junior School for children from Trumps Green Infant School for September 2014, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Siblings
- d) Children attending Trumps Green Infant School
- e) Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
- f) Any other children

### **Reasons for Recommendation**

- It would provide continuity and a clearer transition for parents, children and schools and would reduce anxiety for parents

- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It would reduce the likelihood of families removing their children from the infant school during Year 2 in favour of a primary school
- It is consistent with Surrey's planning principles set out in the School Organisation Plan
- It is supported by the Governing Bodies of both schools
- Eligibility to transport is not linked to the admission criteria of a school and as such attendance at Trumps Green Infant School would not confer an automatic right to transport to St Ann's Heath Junior School

#### **Recommendation 5**

A reciprocal sibling link between St Ann's Heath Junior School and Trumps Green Infant School is introduced for September 2014 so that the schools would be described as being on a shared or adjoining site for applying sibling criteria.

#### **Reasons for Recommendation**

- It would support families with more than one child as families with a sibling at one school would benefit from sibling priority to the other school
- It would provide continuity for parents, children and schools and reduce anxiety for parents
- It would enable families to benefit from a sibling link for Reception even if they had a child who was due to leave the infant school before the younger child was admitted
- It would maximise the opportunity for families to keep children together or at schools within a close proximity
- It is supported by the Governing Bodies of both schools

#### **Recommendation 6**

A catchment area based on the Parish of Tatsfield and a phased tiered sibling priority based on the catchment is introduced for Tatsfield Primary School for September 2014, as follows:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission
- d) Siblings who live within the catchment area
- e) Other children who live within the catchment area
- f) Siblings who live outside the catchment area
- g) Other children who live outside the catchment area

#### **Reasons for Recommendation**

- It provides transitional arrangements for families who do not have Tatsfield Primary School as their nearest school but who already have children at the school
- Whilst the nature of this proposal means that in the future some families might not be able to get younger siblings in to the same school, this will only apply if it is not their nearest school and those families would have been aware of this policy when they applied

- The pressure on places and the proximity of the school to the County border means that on balance a greater disadvantage might be caused to local families than to future siblings if this proposal is not agreed
- It reduces the likelihood of local families having to travel to schools that are further away
- In time it would support families within the local area as they will not be displaced in favour of siblings living further away
- It provides a clear and historic boundary for the catchment area

### **Recommendation 7**

Tiered arrangements are introduced for Thames Ditton Junior School for September 2014 so that siblings, children at the feeder school and other children who have the school as their nearest receive priority ahead of those who do not, as follows:

- a) Looked After and previously looked after children
- b) Exceptional social/medical need
- c) Children with a sibling attending Thames Ditton Junior School at the time of the child's admission for whom the school is the nearest school to their home address
- d) Children attending Thames Ditton Infant School for whom the school is the nearest school to their home address
- e) Other children for whom the school is the nearest school to their home address
- f) Other children with a sibling attending Thames Ditton Junior School at the time of the child's admission for whom the school is not the nearest school to their home address
- g) Other children attending Thames Ditton Infant School for whom the school is not the nearest school to their home address
- h) Any other children

### **Reasons for Recommendation**

- It would help ensure that a school within a reasonable distance could be offered to all children within the area
- Whilst the nature of this proposal means that some families might not be able to get younger siblings in to the same school, this will only apply if it is not their nearest school
- The pressure on places and the proximity of the school to the County border means that on balance a greater disadvantage might be caused to local families than to future siblings if this proposal is not agreed
- It does not disadvantage families who choose a different infant provision or if those who are unable to obtain a place at the infant school
- It reduces the likelihood of local families having to travel to schools that are further away
- It has the support of Thames Ditton Junior School
- There is not currently a reciprocal sibling link between these two schools but this will be reviewed for 2015 and if proposed, will be subject to consultation

### **Recommendation 8**

The PAN for Thames Ditton Junior School is decreased from 120 to 90 for September 2014.

### **Reasons for Recommendation**

- There were no major objections to the changed PAN
- School Commissioning and the school support this change
- The school can't sustain the admission of 120 pupils each year and the increase in 2013 was only intended to be temporary

### **Recommendation 9**

That the Published Admission Numbers (PAN) for all other Community and Voluntary Controlled schools are determined as they are set out in Annex 1 of Appendix 1 which include the following changes:

- i) Banstead Infant to increase its Reception PAN from 80 to 90
- ii) Bell Farm Primary to increase its Reception PAN from 60 to 90
- iii) Bell Farm Primary to decrease its Junior PAN from 120 to 30
- iv) Earlswood Infant to increase its Reception PAN from 90 to 120
- v) Earlswood Junior to increase its Junior PAN from 90 to 120
- vi) Grovelands Primary to decrease its Reception PAN from 90 to 60
- vii) Salfords Primary to increase its Reception PAN from 45 to 60
- viii) Spelthorne Primary to increase its Reception PAN from 60 to 90
- ix) Trumps Green Infant to increase its Reception from 30 to 60
- x) West Ewell Infant to increase its Reception PAN from 90 to 120

### **Reasons for Recommendation**

- Where a decrease in PAN is proposed the decrease has already been agreed through statutory proposals following expansion to a primary school
- The increase in Reception PAN at Bell Farm Primary has already been agreed through statutory proposals following expansion to a primary school
- Where other increases in PAN are proposed the schools are increasing their intake to respond to the need to create more school places and will help meet parental preference
- The School Commissioning team and the schools support these changes
- All other PANs remain as determined for 2013 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences

### **Recommendation 10**

The number of preferences permitted under Surrey's Primary Coordinated Scheme is increased from three to four.

### **Reasons for Recommendation**

- There is likely to be demand for four preferences as in the 2012 admission round 8,157 parents (62.8% of applicants) named three preferences
- It would be likely to increase the number of parental preferences met and to decrease the number of children who could not be offered a preference school
- It may reduce the number of parents who wish to change or add new preferences after the offer date
- Given the pressure on school places it would help to alleviate the anxiety of parents where local schools are oversubscribed and they are uncertain which schools they might be offered
- Parents would not be obliged to name four preferences but it would give those parents who choose to the opportunity to do so

- It should support less popular undersubscribed schools as parents would not have to give up one of their more preferred schools
- As most applications are submitted online it will not have a significant administrative impact
- It helps to reduce potential for disadvantage for Surrey parents where neighbouring Local Authorities allow their parents to name more than three preferences

#### **Recommendation 11**

That the Coordinated Admission Schemes for 2014/15 are agreed as set out in Annex 4 to Appendix 1.

#### **Reasons for Recommendation**

- The coordinated schemes for 2014 are similar to 2013
- The coordinated schemes will enable the County Council to meet its statutory duties regarding school admissions
- The coordinated schemes are working well

#### **Recommendation 12**

Surrey's Relevant Area is agreed as set out in Appendix 2.

#### **Reasons for Recommendation**

- The Local Authority is required by law to define the Relevant Area for admissions
- The Relevant Area must be agreed every two years although no changes have been proposed
- It ensures that any schools who might be affected by changes to the admission arrangements for other local schools will be made aware of the changes

#### **Recommendation 13**

That the remaining aspects of Surrey's admission arrangements for Community and Voluntary Controlled schools for September 2014, for which no consultation was required, are agreed.

#### **Reasons for Recommendation**

- This will ensure stability and consistency for the majority of Surrey's parents, pupils and schools
- The arrangements enable parents to have some historical benchmark by which to make informed decisions about their school preferences
- The existing arrangements are working reasonably well
- The arrangements enable the majority of pupils to attend their nearest schools and in doing so reduces travel and supports Surrey's sustainability policies

#### **Reasons for decisions:**

The September 2014 admissions arrangements will be agreed by the full County Council at its meeting on 19 March 2013.

**30/13 SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME FROM SEPTEMBER 2013 [Item 6]**

There was significant demand for new schools places within Surrey and for improvement of existing accommodation, which were largely addressed through the County's five year 2012-17 Medium Term Financial Plan.

Weydon Academy, Farnham and De Stafford School, Caterham have been identified within the programme as requiring expansion through the provision of permanent adaptations and additions to their existing facilities.

The Cabinet considered the individual business cases for expansion and creation of additional places at these schools to meet the above demand at an estimated cost of approximately £15m and noted that the financial aspects would be discussed during Part 2 (item 13A and 13B) of the meeting.

The Leader of the Council noted that if there was a requirement to expand a school which had become an Academy, the statutory duty for the expansion was the responsibility of the Local Authority.

The Cabinet Member for Assets and Regeneration Programmes commended the joint working between the School Commissioning Team and Property Services on these projects.

It was also confirmed that there was strong support from both schools for their respective projects.

#### **RESOLVED:**

That the expansion and adaptation of the following schools, as detailed in the submitted report, be agreed in principle noting that the approval of the detailed financial information for each school would be considered in Part 2 of the meeting (agenda item 13):

- (vi) Weydon Academy: Increase pupil admission numbers (PAN) by 56 places to 308
- (vii) De Stafford: New Kitchen and Dining Block Facilities.

#### **Reasons for Decisions**

The schemes deliver a value for money expansion and improvements to the schools and their infrastructures, which supports the Authority's statutory obligation to provide additional school places and appropriate facilities for local children in Surrey. The individual projects and building works are in accordance with the planned timetables required for delivery of the new accommodation at each school.

### **31/13 IMPLEMENTATION OF THE PUBLIC VALUE REVIEW OF COMMUNITY PARTNERSHIP - CONSTITUTIONAL CHANGES [Item 7]**

In November 2012 the Cabinet considered the Public Value Review (PVR) of Community Partnership which reviewed the role of Surrey County Council's Local Committees and the Community Partnership Team with the aim of delivering improved outcomes and value for money for the residents of Surrey.

The recommendations built on the Localism agenda and the aim to provide a greater role for local Members as Community Leaders. The Leader has expressed his belief that, over the next cycle, there was a strong case to increase accountability and scrutiny at Local Committees and that further responsibilities should be passed to Local Committees.

The Cabinet Member for Community Services and the 2012 Games said that, following engagement with Local Committee Members and Chairmen, the Leader and the Portfolio Holder; and on completion of a Rapid Improvement Event to review financial processes, the report set out the constitutional changes that were required to implement the PVR recommendations in relation to Member Allocations and the conduct of Local Committee meetings.

She commended the recommendations to Cabinet, and brought to their attention recommendations (3) – (8) which would need the agreement of full Council at their next meeting on 19 March 2013.

Cabinet Members recognised the work undertaken so far, thanked officers for the timely report and considered that the proposals would make local councils more accountable and it was the way forward.

**RESOLVED:**

- (1) That Members' Allocations be moved from the remit of local committees to individual Members, enabling Members to agree the spend within their own division or to pool their allocation with other Members for specific projects. Decisions on approval of the funds are delegated to Officers in consultation with the relevant individual Members or the relevant local committee Chairman where it is not possible to obtain the individual Member's views.
- (2) That Local Committee Capital Allocations be pooled at Committee level and decisions on approval of funds be delegated to officers in consultation with all County Members on the relevant Local Committee.

**AND THE FOLLOWING RECOMMENDATIONS RESOLVED TO RECOMMEND TO COUNTY COUNCIL:**

- (3) That the guidance for the allocation of Members Allocations and Local Committee Capital Allocations be strengthened and the language simplified with the introduction of an updated Financial Framework for these allocations as attached in Annex A of the submitted report.
- (4) That Local Chairmen be given greater discretion in relation to public participation at formal Local Committee meetings to make these meetings more engaging for residents. (The relevant amendments to Standing Orders are included in Annex B of the submitted report).
- (5) That Local Committee Vice-Chairmen be given a greater role in Committee business and that consideration be given to Vice-Chairmen

taking on a specific role as Highways Spokesperson for their Local Committee.

- (6) That one consistent set of protocols governing public participation in Local Committees be introduced to make processes clearer for residents and more efficient to administer. (The relevant amendments to Standing Orders are included in Annex B of the submitted report).
- (7) That Local Committees allow equal voting rights for District and Borough Members unless restricted by law. (The relevant amendments are included in Annex B of the submitted report).
- (8) That each Local Committees decides on whether it wishes to employ the rule of District or Borough Member substitutes or not. (The relevant amendments are included in Annex B of the submitted report).

### **Reasons for Decisions**

1. The Community Partnership PVR presented to Cabinet in November 2012 reviewed the role of Surrey County Council's Local Committees and the Community Partnership Team "to improve outcomes for residents by strengthening local democracy and placing much greater emphasis on partnership working." (David Hodge, Leader of SCC).
2. The recommendations are designed to embrace the spirit of Localism and empower local councillors to make a real difference in their local community. This report outlines the decisions that are required to implement the recommendations of the PVR in relation to:
  - Supporting Members in their role as community leaders and champions
  - Preparing Local Committees for a greater scrutiny and accountability role
  - Simplifying the financial and administrative processes for Members' Allocations to increase efficiency and to speed up decision making
  - Making formal Local Committee Meetings more engaging for residents
  - Changing the participation rules of Local Committees to aid partnership working
3. These require a number of changes to the current Constitution of the County Council, for which Full Council approval is required, specifically, standing orders, financial regulations and the Scheme of Delegation.

### **32/13 BUDGET MONITORING FORECAST 2012/13 (PERIOD ENDING JANUARY 2013) [Item 8]**

The Cabinet received an update on the year-end revenue and capital budget monitoring projections as at the end of January 2013.

The Leader of the Council highlighted the following points:

**Revenue** – a multi-year approach had been taken to managing the council's finances and in setting the budget for next year where £11m of this year's budget would be used to support 2013/14. In keeping with this approach, he did not want officers to be spending budget just to ensure that it was spent by the artificial deadline of 31 March.

He also said that Managers had identified £5.5m of projects and schemes that would not complete before the year-end cut off and these would be reviewed as a part of the final accounts report to Cabinet.

He considered that the success of the Olympic cycle races staged in Surrey last summer was due to the detailed planning that went into this event, but even with all that planning, the event may have not all gone to plan which was why £1m had been set aside to cover any additional expenditure. As this was not used, it was proposed to use this over the next few months as a response to the damage this severe winter has caused to Surrey's roads.

This managed approach to our finances had led to a forecast where all but £2.3m of this year's revenue budget would be used, which was 99.9% and was a tremendous achievement when there were so many pressures on services.

**Capital** – The council's capital programme not only improved and maintained the Council's service delivery, but provided a welcome boost to the local economy in these times. It is therefore important that the aims of the capital budget were achieved, and where some schemes are delayed, others were brought forward. This had happened and to the end of January, the Council had spent £140m and were well on track to spend the remaining £10m in the final two months of the year. The Woking town centre project was cited as an example of supporting the local economy and working with our partners.

Other Cabinet Members made the following points:

- The huge savings made in the previous two years, particularly in Adult Social Care and Children's Services.
- Some concern that future savings targets may not be achieved as demand continues to increase, thereby putting pressures on service budgets.
- Investment was critical to look at new ways of working.
- School Improvement Plans needed to be in place for those schools not 'good' or 'outstanding'.
- The excellent partnership working last summer during the Olympics.
- All members were urged to spend their Member Allocations before the end of the financial year and before the commencement of purdah. This deadline also applied to the Community Pride Fund.
- Endorsement of the Environment and Infrastructure Directorate – in particular investment in the roads for the Olympic Cycle race and managing the bus contracts and the concessionary bus pass scheme.
- The carbon reduction targets had been achieved.
- Management of the Treasury Management Strategy had improved significantly.

**RESOLVED:**

1. That the projected revenue budget underspend; (Annex 1 – Section A of the report submitted) and the Capital programme direction (Section B of the report submitted) be noted.
2. That government grant changes be reflected in directorate budgets (Section C of the report submitted).

### **Reason for Decisions**

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

### **33/13 SUPPORT FOR ECONOMIC GROWTH [Item 9]**

In the absence of the Deputy Leader, the Cabinet Member for Change and Efficiency introduced the report. She said that the report identified economic growth as a key priority for the county council, both to secure an increase in the size and value of the economy and to generate employment.

The report was not a list of all the activity for the support of economic growth within the county and did not seek to provide an answer for every economically related issue. This report should be seen as a statement of intent rather than as an economic strategy or action plan. Applying the One Team ethos, it recognised the key leadership role of the county council working with district and borough councils, businesses and other public sector partners across Surrey to push forward economic growth.

She highlighted the specific initiatives that the council had already undertaken: (i) targeting 60% of council spend with local SMEs, (ii) support for apprenticeships, (iii) high speed Broadband, (iv) major programme of road schemes, (iv) more meaningful engagement with businesses, (iv) support for Surrey Connects, (v) working with Enterprise M3 and Coast to Capital LEPs.

The Cabinet Member for Transport and Environment said that this report provided examples of the kind of activity that the council supported and would give residents and businesses a clear sense of its ambitions for further growth. The Council hoped to work with Government Agencies to share premises and make better use of public sector land and property.

Cabinet considered that the report demonstrated the leadership role of the County Council and hoped that both by securing a collective agreement with partners in Surrey about the way forward and through discussions with Government about additional investment, the effectiveness of the Council's activities could be greatly increased.

Members thanked the Economy Team Manager, Environment and Infrastructure and the Senior Policy Manager, Chief Executives for an excellent report.

**RESOLVED:**

1. That the approach to support economic growth, including further exploration of the specific delivery mechanisms detailed, as outlined in paragraphs 12 and 13 of the submitted report be endorsed.
2. That it be agreed to work towards the development of potential deals with Government, in partnership with district and borough councils that wish to take part, with a view to securing greater financial and other powers and freedoms and investment in the county to support growth.

### **Reason for Decisions**

The approach will assist the council in achieving the One County, One Team Corporate Strategy 2012-17 (as endorsed by Cabinet on 31 January 2012 and by full Council on 7 February 2012), which includes a specific priority to make Surrey's economy strong and competitive. It would support the council in its efforts to secure investment in Surrey, which would, in turn, help maintain the quality of life in the county.

Delivery of the proposed mechanisms will bring benefits to Surrey residents and businesses in terms of improved employment opportunities and funding both for economic infrastructure and public services. It should also enhance the county council's reputation with the business community.

### **34/13 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK [Item 10]**

The Cabinet Member for Community Services and the 2012 Games introduced the report and informed Members that the Library Service had worked closely with Procurement colleagues to secure the contracts for the provision and selection of library stock. She highlighted the consultation process that had taken place and also referred to the Equalities Impact Assessment (EIA) which had been attached to the report together with an update on the actions taken since the EIA had been completed. Finally, she said that the County Council had not closed any libraries and had in addition, also opened a micro-library, with plans for more micro-libraries.

The Cabinet Member for Change and Efficiency explained the reasons for going out to tender and said that the details of the contract were set out in the item 12, the confidential annex to this report. She also confirmed that the performance of the contract would be monitored by performance indicators but that the management of the contract would be with the Library Service.

### **RESOLVED:**

1. That the background information set out in the submitted report be noted.
2. That the award of contracts be agreed following consideration of the procurement process set out in the Part 2 Annex (agenda item 12).

### **Reasons for Decisions**

The existing contracts will expire on 31 March 2013. A full tender process, in compliance with the requirement of EU Procurement Regulations and Procurement Standing Orders has been completed, and the recommendations arising out of the above process provide best value for money for the Council following a thorough evaluation process.

### **35/13 MEMBER AND OFFICER DIRECTOR INDEMNITIES [Item 10a]**

The Leader of the Council introduced this report, which was considered under Special Urgency Arrangements with the reason for urgency being stated as the need for clarity in current discussions regarding the joint venture with Woking Borough Council, and to assist consideration of other potential innovative arrangements. He said that it was about new ways of working, with the details in relation to indemnities for Members and officers set out in the Appendix to the report.

The Chairman of the Council Overview and Scrutiny Committee had agreed that this report could be taken as an urgent item.

#### **RESOLVED:**

That indemnities be provided to Members and officers, as set out in the Appendix to the submitted report and that the Chief Finance Officer be authorised to place any additional insurance cover needed to protect the Council from any claims made under the indemnities.

#### **Reasons for Decisions**

It is essential for effective governance that Members and officers have protection from personal liability in the course of their duties and are not deterred from participating in new business and service delivery vehicles.

### **36/13 EXCLUSION OF THE PUBLIC [Item 11]**

#### **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.

### **37/13 PROVISION OF THE SELECTION AND SUPPLY OF LIBRARY STOCK [Item 12]**

Attention was drawn to the suppliers and the evaluation of their tenders.

**RESOLVED:**

1. That a Contract be awarded to the supplier as set out in the recommendation of the submitted report, for the provision of adult stock, DVD, Blu ray and music on CD to commence on 1 April 2013.
2. That a Contract be awarded to the supplier as set out in the recommendation of the submitted report, for the provision of children's stock to commence on 1 April 2013.

**Reason for Decisions**

The existing contracts will expire on 31 March 2013. 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.

**38/13 SCHOOLS EXPANSION AND MAINTENANCE PROGRAMME FROM SEPTEMBER 2013 [Item 13]**

**39/13 WEYDON ACADEMY SCHOOL, FARNHAM - TWO FORM ENTRY EXPANSION TO MEET BASIC NEED [Item 13a]**

This report set out the detailed business case for the project discussed under item 6.

The Cabinet considered the provision of a permanent two form entry increase at Weydon Academy (Secondary) to meet basic need requirements in the Farnham area, which would be a major development in Farnham. Local Members had been informed and delighted with the project.

**RESOLVED:**

1. That the business case for the project to expand Weydon Academy, up to a maximum 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 Change and Efficiency and the Cabinet Member for Assets and Regeneration Programmes, in consultation with the Leader of the Council be approved.

**Reason 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 Farnham area.

**40/13 DE STAFFORD SECONDARY SCHOOL, CATERHAM - NEW DINING HALL AND KITCHEN BLOCK [Item 13b]**

The Cabinet Member for Assets and Regeneration Programmes introduced the business case for approval of a new dining hall and kitchen block at De Stafford School, Caterham and confirmed that it should be completed by the end of the year.

The Leader of the Council confirmed his strong support for this investment.

**RESOLVED:**

1. That the business case for the project to replace the current kitchen and dining facilities with a new block, together with associated external works at De Stafford School Caterham at a maximum 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 Change and Efficiency and the Cabinet Member for Assets and Regeneration Programmes, in consultation with the Leader of the Council be approved.

**Reasons for Decisions**

The proposal delivers and supports the Authority's statutory obligation to provide safe and fit for purpose accommodation and facilities for its pupils and to meet the needs of the population in the Caterham area.

**41/13 PROPERTY TRANSACTIONS [Item 14]**

**(a) SURREY ARTS RELOCATION [Item 14a]**

The Cabinet Member for Assets and Regeneration Programmes commended the co-operation between services which had enabled this initiative of locating all Surrey Arts Support Services and the public facing wardrobe and instrument store/shop in one location, proposed as part of the Public Value Review of Cultural Services, to come to fruition.

Westfield School has a requirement to expand by one form of entry (7 classrooms) as part of the Basic Needs Programme due to growing population numbers and the relocation of Surrey Arts would allow this to happen.

**RESOLVED:**

That the relocation of Surrey Arts to business space in Guildford, including acquiring the long leasehold interest(999 years) in the premises (which is equivalent to a Freehold purchase) and a contract to fit out the space to meet the service requirements at a total cost, as set out in the submitted report, be approved.

**Reasons for Decision**

To allow Surrey County Council (SCC) to fulfil its statutory duty to provide school places and to mitigate the risks to SCC from serious loss of business

continuity which will impact on reputation, income and service delivery for Surrey Arts.

**42/13 PUBLICITY FOR PART 2 ITEMS [Item 15]**

**RESOLVED:**

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

[Meeting closed at 3.30pm]

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**Chairman**

**Member Questions**

**Question (1) from Mrs Hazel Watson (Dorking Hills)**

Surrey County Council should not only be an ethical employer, but should also ensure that its contractors employ the highest standards of staff. This applies particularly to those working in social care such as care workers providing personal care for vulnerable older people in their own homes.

Recent research by the Social Care Workforce Research Unit, Kings College London, estimates that 10% of social care workers are not only paid below the Living Wage but below the Minimum Wage, which is currently £6.19 per hour. The study found that pay rates were lowest where people are being cared for in their own homes, particularly where the care is being provided by private companies.

Will the Leader commit to ensuring that no county council employee will be paid less than the UK Living Wage, which is currently £7.45 per hour, and that those performing work on behalf of the council should likewise ensure that none of their employees are paid less than the living wage and that future contracts will reflect this?

**Reply:**

The Council agreed at the People, Performance & Development Committee on 25 February 2013 that the Living Wage (Outer London) would be adopted for 2013/14 for our directly employed staff and that we would review this in future years.

**David Hodge**  
**Leader of the Council**  
**26 February 2013**

**Question (2) from Mrs Hazel Watson (Dorking Hills)**

Paragraph 14 of item 9 of the Cabinet Agenda on "Support for Economic Growth" suggests using the Council's land or property holdings as an equity investment in joint venture arrangements with private sector partners to bring forward developments. Has the Leader of the Council considered the potential risks to the Council's land and property holdings of pursuing such a policy?

**Reply:**

The Cabinet paper makes clear that specific proposals, including proposals for the use of the Council's land and property holdings, would require approval by Cabinet based on a full evaluation of the business case and consideration of the risks involved alongside the Council's fiduciary duties.

**David Hodge**  
**Leader of the Council**  
**26 February 2013**

### Question (3) from Dr Zully Grant-Duff (Merstham and Reigate Hill)

As at January 2012 there were 16,200 pupils in Reigate and Banstead schools, making it the largest amongst all boroughs and districts in the county in terms of pupils' numbers. The Redhill/Reigate conurbation, at the centre of the borough, has continued to show a significant upward trend in birth rates since 2001. Today's Cabinet Agenda Item 5 Recommendation 2 refers to the consultation on the "Introduction of a tiered feeder link to Reigate Priory School from Holmesdale Community Infant School and Reigate Parish Infant schools". For children residing in Reigate Hill, where Holmesdale Community Infant School is located, their nearest junior school is Reigate Priory School with no choice within a comparable distance. Even though the proposal was supported by 77.6% of respondents, the recommendation is to **defer the introduction of a link** until "alternative options are considered". Such deferment would leave Reigate Hill children facing uncertainty and disadvantage.

Please explain:

- Why wasn't more time allowed to consult on the alternative options?
- What is the status of existing plans to expand Reigate Priory School and their delivery by 2014?
- What planning of schools places in the Reigate area, particularly junior school provision, is being undertaken?
- Finally, what is the expected provision for 2014-15 and 2015-16?

**Reply:**

The Local Authority has a statutory duty to consult on any changes it wishes to make for at least 8 weeks between 1 November and 1 March and then to determine the admission arrangements for all Community and Voluntary Controlled schools by 15 April. The decision making process in Surrey is for recommendations to be made by Cabinet to full County Council. As such, given the timetable for Cabinet and full Council meetings, the 26 February 2013 is the last date that the arrangements can be considered by Cabinet and which then allow full Council to take a decision by 15 April 2013.

Whilst the Local Authority may make a decision to vary the admission arrangements from those that it consulted on, it would need to consider the reasonableness of any variation and whether it would be likely to cause any further concerns that consultees had not hitherto had an opportunity to comment on. In this case, whilst the Local Authority recognised that there might be other solutions, it did not feel in a position to recommend an alternative without further consideration and due consultation. In any case, the other solutions which might be considered would not amount to a variation of the proposal but would be considered to be a new proposal entirely.

Currently Reigate Priory Junior School has a published admission number (PAN) of 150 (5 classes) and a notional capacity of 600 children. At present the year 4 in the school has 180 pupils and the total number of children at the school is 630. These children, admitted above PAN on a temporary basis, have been accommodated in existing space at the school. Without additional building or moderation Reigate Priory School could not admit more than 630 children in total in any year.

The significant proportion of pupils in Reigate Priory School are drawn from Reigate Parish Infant School and Holmesdale Infant School with PANs of 60 (2 classes) and 90 (3 classes) respectively. Demand for places in this area has increased. As a direct result of this additional classes have been provided at Holmesdale Infant School in September 2010 and September 2012. This increase in the number of children in the infant schools will translate in to a need to provide additional 30 spaces (1 class) at Reigate Priory in September 2013 and September 2015 when the school will need to provide space for 660 pupils (30 spaces above the existing number of pupils at the school). It is the Council's intention that all children for whom Reigate Priory is the nearest school will be eligible for a place in these years although this cannot be guaranteed.

The Council is supporting Reigate Priory School in development of its school site to provide 1 additional classroom and ancillary space for September 2013. This involves building and refurbishment at the existing school site for which planning permission has been obtained and work is scheduled to be complete before September 2013 to enable the school to admit 180 pupils in that year.

Significant planning work has been undertaken in the Reigate and Redhill area. Additional temporary classes over the last two years have additionally been provided at Wray Common Primary School, Furze field Primary School and St John's Primary School. Furthermore long term expansions of provision have been negotiated at Earlswood infant and junior departments and Salfords Primary School. Allied to this the Council is also supporting the establishment of a new 60 PAN (2 class) primary school in the Redhill/Merstham area that is due to admit pupils from September 2013. The Council has also supported significant capital investment at Sandcross Primary School that has brought infant and junior provision on to one site in purpose built accommodation.

Junior provision in Reigate is being increased in relation to increases in the reception age. Any temporary or permanent increase at a primary school will be managed through the school until secondary transfer. In addition any increase in an infant school will be met with a composite increase in a relevant junior setting such as increases at Reigate Priory School and Earlswood junior department.

It is anticipated that an additional 30 places will be required at Holmesdale Infant School in September 2013 and beyond. This will create demand for additional space within Reigate Priory School from September 2016 when the school population would rise to 690 and then in 2018 when it could rise to 720. This would require further agreement between the Council and school plus building or changes to some of the existing use of Reigate Priory School. A number of options are available to the Council to develop and the Council will be exploring these with stakeholders to ensure that relevant provision is provided in a timely manner. It is not envisaged that Reigate Priory School could expand beyond 720 pupils.

**Linda Kemeny**  
**Cabinet Member for Children and Learning**  
**26 February 2013**

**Public Questions**

**Question (1) from Rachael Munroe**

Paragraph 30 of the Report by Mrs Kemeny to Cabinet on the Consultation on Surrey's Admission Arrangements for September 2014 for Community and Voluntary Controlled Schools and Co-ordinated Schemes states:- "That this was considered to be a reasonable approach because, had they not been given a place at Reigate Parish on grounds of their Faith, the Local authority would still be looking to place them at Reigate Priory as their nearest junior School".

With reference to the example set out below and having regard to the overriding objective of the School Admissions Code and the Equality Act 2010, can Mrs Kemeny please explain why she considers it to be reasonable to indirectly discriminate on religious grounds against a non-Christian child for admission to a non-faith school when it is evident that the Local Authority's justification for doing so i.e. "that the Local Authority will still be looking to place them (a child) at Reigate Priory as their nearest Junior School" will in practice never actually be realised due to a very small number of places left for children in the 5th tier as acknowledged in Paragraph 27 of the Report?

Example - Assume two children live exactly the same distance from both Reigate Parish (525m) and Reigate Priory School (712m). Under the allocation of places data for 2012 an actively participating and regularly worshipping Christian child would have achieved a Faith based place at Reigate Parish School, the other child a non-Christian child would not have obtained an open place at Reigate Parish School and an alternative provision would have to have been found. Assume those children are then applying for Reigate Priory School, using the proposed admissions criteria the Christian child is ranked in the 4th tier and would get a place at Reigate Priory School and the other child the non-Christian child is ranked in the 5th tier. The furthest distance a place would be allocated using the 2012 data would be 530m, the non Christian child would therefore not get a place at Reigate Priory School, despite living exactly the same distance as the Christian child from Reigate Priory School.

**Reply:**

The existing admission arrangements for Reigate Priory already provide for children from Reigate Parish to be admitted to the school:

- In 2011, 48 children (80% of Year 2 cohort) were admitted to Reigate Priory from Reigate Parish. Of these 1 child had priority as a looked after child, 25 were siblings and 22 were eligible for a place on distance.
- In 2012, 48 children (80% of Year 2 cohort) were admitted to Reigate Priory from Reigate Parish. Of these 16 were siblings and 32 were eligible for a place on distance.

Numbers transferring from Reigate Parish to Reigate Priory therefore appear to be quite consistent at around 80% of the Reigate Parish cohort.

In comparison, in 2011, 74 children (82% of Year 2 cohort) were admitted to Reigate Priory from Holmesdale and in 2012, 83 children (92% of Year 2 cohort) were admitted.

In considering the introduction of feeder schools, the Local Authority had to ensure that the selection of feeder schools was transparent and was made on reasonable grounds. As a high percentage of children at Holmesdale and Reigate Parish already transfer to Reigate Priory, it seemed most reasonable to select both schools as feeder schools. However, in recognition of the fact that Reigate Parish admits half of its intake according to a measure of faith, it also seemed reasonable to tier the feeder priority to ensure that children for whom Reigate Priory was the nearest school (including those not at a feeder school) were given priority ahead of those for whom it was not.

Had the proposed admission arrangements been in place in 2011 and 2012, the number of additional children who would have been admitted to Reigate Priory from Reigate Parish who would not otherwise have been admitted would have been 4 in each intake.

The Local Authority must always balance the needs of all children in an area and it believes that this proposal was a proportionate means of achieving a legitimate aim in accordance with the Equality Act 2010, for the following reasons:

- It would have helped to provide a junior school place for children living to the north of Reigate, whose next nearest school is further away than for some children who live closer to Reigate Priory, and who would subsequently have to travel some distance to another school if they were not offered Reigate Priory
- The impact on the intake to Reigate Priory if Reigate Parish was a feeder school was anticipated to be low
- Only 50% of the intake to Reigate Parish is admitted according to faith and the majority of these children would still have Reigate Priory as their nearest school. Regardless of whether or not these children attended Reigate Parish the Local Authority would still seek to place them at Reigate Priory as their nearest school and oversubscription criteria would determine which children would be offered a place if there were not enough places for all. Such oversubscription criteria does not have to give priority to those who live nearest the school
- Failure to include Reigate Parish as a feeder school but to proceed with Holmesdale might have led to a disadvantage being caused to children who had been admitted to Reigate Parish, on faith or otherwise

That said, in recognition of the fact that only a small number of children would be likely to be offered a place under criterion 5 and the fact that this impact was not fully explored as part of the consultation, the recommendation to Cabinet is that this proposal is deferred until next year which will allow time for other solutions to be explored.

**Linda Kemeny**

**Cabinet Member for Children and Learning**  
**26 February 2013**

**Question (2) from Stephen Taylor**

Paragraph 26 of the report of Mrs Kemeny to Cabinet on the Consultation on Surrey's Admission Arrangements for September 2014 for Community and Voluntary Controlled Schools and Co-ordinated Schemes states:- "Children living to the north of Reigate live much further away from their next nearest school' and they subsequently end up having to travel some distance to another school".

Can Mrs Kemeny please quantify exactly what constitutes 'much further away' and 'some distance' – please confirm the furthest distance a child at Reigate Parish and Holmesdale has been expected to travel to its next nearest school and whether such children qualified for free school transport to the schools they were offered? Please confirm this in relation to both Holmesdale and Reigate Parish School

**Reply:**

Based on applications for Reigate Priory in the 2012 admission round, the child who lived the furthest distance from that school but who still had it as their nearest school and who attended Holmesdale, lived 1.742 km from Reigate Priory. That child was allocated a place at Sandcross Primary School at 3.067 km from their home address, which was their next nearest school.

In contrast, the child who attended Holmesdale and who lived closest to Reigate Priory lived 0.199 km from the school and that child's next nearest school was Sandcross at a distance of 1.499 km.

In the 2012 admission round for Reigate Priory, the child who lived the furthest distance from that school but who had it as their nearest school and who attended Reigate Parish, lived 1.409 km from Reigate Priory. That child was allocated a place at Sandcross Primary School at 1.723 km from their home address, which was their next nearest school. Due to the location of Reigate Parish, there is less difference children who attend this school and who have Reigate Priory as their nearest junior school

In contrast, the child who attended Reigate Parish and who lived closest to Reigate Priory lived 0.498 km from the school and that child's next nearest school was Sandcross at a distance of 1.376 km.

The distance to the next nearest school will be different for each child. In 2012 the next nearest school for children at Holmesdale who were not offered a place at Reigate Priory but who had that as their nearest school ranged from 2.5 km to 3 km. The range for those children at Reigate Parish was from 1.7 to 1.8 km.

Entitlement to free home to school transport is assessed according to statutory criteria which, for a child of seven, requires that transport should be provided to the nearest qualifying school if it is over two miles from the home address, measured by the shortest, safest walking route. This distance increases to three miles once a child becomes eight years old. The nearest qualifying school is a school with a vacancy at the point that an application is made. If a parent does not apply to their nearest school and if they would

have been offered it had they applied, free transport will not be provided to a school which is further away. As each child is assessed individually for home to school transport it is not possible to generalise and to indicate whether or not all children who are not offered a place at Reigate Priory are offered free transport to their next nearest school.

**Linda Kemeny**  
**Cabinet Member for Children and Learning**  
**26 February 2013**

<b>Question (3) from Robin Kinniburgh</b>
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The Cabinet is being asked to delay a decision about at feeder link between The Priory school and Holmesdale and The Parish school in Reigate on the basis of wishing to consider alternative options, yet the alternatives are not specified. What are the alternative options to be considered and why does this necessitate a year long delay?

**Reply:**

The Local Authority has a statutory duty to consult on any changes it wishes to make for at least 8 weeks between 1 November and 1 March and then to determine the admission arrangements for all Community and Voluntary Controlled schools by 15 April. The decision making process in Surrey is for recommendations to be made by Cabinet to full County Council. As such, given the timetable for Cabinet and full Council meetings, the 26 February 2013 is the last date that the arrangements can be considered by Cabinet and which then allow full Council to take a decision by 15 April 2013.

Whilst the Local Authority may make a decision to vary the admission arrangements from those that it consulted on, it would need to consider the reasonableness of any variation and whether it would be likely to cause any further concerns that consultees had not hitherto had an opportunity to comment on. In this case, whilst the Local Authority recognised that there might be other solutions, it did not feel in a position to recommend an alternative without further consideration and due consultation. In any case, the other solutions which might be considered would not amount to a variation of the proposal but would be considered to be a new proposal entirely.

Alternative solutions that might be considered for Reigate Priory are:

- the introduction of tiered sibling arrangements which give priority to siblings for whom the school is not their nearest only after all other children for whom it is the nearest school can be offered a place
- the introduction of priority based on the distance to a child's next nearest school, with priority being given to those whose next nearest school is furthest away

As with all changes these would have advantages and disadvantages, but the Local Authority would wish to consider all solutions to identify the most appropriate proposal for the area in the light of the historic pattern of admissions but also taking in to account other school place planning developments in the area which might themselves change the pattern of admissions.

Linda Kemeny  
Cabinet Member for Children and Learning  
26 February 2013

**APPENDIX 3**

**ADULT SOCIAL CARE SELECT COMMITTEE**

**Item under consideration: SOCIAL CARE DEBT**

**Date Considered: 14 February 2013**

At the meeting on 14 February 2013, the Committee considered a report on the level of social care debt and actions being taken to reduce it. The Council has a historic issue of large debt and the Committee has been monitoring this for some time.

Despite much work by the Service to reduce the debt – at its lowest at £3.9m in September 2011 – the Committee is very concerned that it has begun to rise again and continues to pose a problem. According to the report presented at Committee the unsecured debt (that which is not secured against property) has risen over the last year by £590k and secured debt has risen by £1.3m.

The Committee heard from officers that they were looking at the debt in a different way: on an account level. They reported that there were only 997 accounts associated with £10m in debt. By looking at the debt on an account level, the Service is finding that it can track accounts going forward and this may lead to an improved rate of debt collection.

The Committee remains very concerned about the level of debt but is optimistic about the new way in which it is being looked at. The Committee asked officers if additional resource would be beneficial in reviewing the debt and officers agreed that it would, so long as the resource were expert level to contribute to the review of debt as outlined above. Simply putting in place a person to attempt to collect debt would not be as beneficial as someone with the relevant and necessary expertise as advised by the current team.

**Therefore the Select Committee recommends to the Cabinet:**

**The Committee recognises the continuing difficulties and the need to look at the debt in a new way; therefore it recommends to the Cabinet that additional resources be put in place for a fixed amount of time to aid the team and that this resource must be of reasonable expertise in order to produce improvements.**

**Sally Marks**  
**Chairman, Adult Social Care Select Committee**

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