

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 29 MARCH 2022 AT 2.00 PM  
IN THE COUNCIL CHAMBER, WOODHATCH PLACE, 11 COCKSHOT  
HILL, REIGATE, SURREY ,RH2 8EF.**

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

Members:

- \*Tim Oliver (Chairman)
- \*Natalie Bramhall
- \*Clare Curran
- \*Matt Furniss
- \*Mark Nuti
- \*Denise Turner-Stewart
- \*Sinead Mooney
- \*Marisa Heath
- \*Becky Rush
- Kevin Deanus (attended the meeting remotely)

Deputy Cabinet Members:

- \*Maureen Attewell
- \*Rebecca Paul
- \*Steve Bax
- \*Jordan Beech

Members in attendance:

John O'Reilly, Chairman of the Communities, Environment and Highways Select Committee

**PART ONE  
IN PUBLIC**

**48/22 APOLOGIES FOR ABSENCE [Item 1]**

There were none.

**49/22 MINUTES OF PREVIOUS MEETINGS: 22 FEBRUARY 2022 AND 07 MARCH 2022 [Item 2]**

The Minutes of the Cabinet meeting held on 22 February 2022 and 07 March 2022 were agreed as a correct record of the meeting. There was a slight amendment to the minutes from 22 February 2022. On page five of the minutes, 'disrepair' was replaced with 'not conducive to providing quality care for the future'.

**50/22 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**PROCEDURAL MATTERS [Item 4]**

**51/22 MEMBER'S QUESTIONS [Item 4a]**

There were none.

**52/22 PUBLIC QUESTIONS [Item 4b]**

There were three public questions. The questions and responses were published as a supplement to the agenda. In response to her public question, Sally Blake stated that she had very serious concerns about the Council's duty to protect and improve biodiversity on this exceptionally important nature site, as more land was unnecessarily hard surfaced, more visitors from a distance were encouraged, and recreational trails are laid through the dormouse woods. She asked how the council was going to protect and improve biodiversity at the site. The Cabinet Member for Environment explained that biodiversity was woven into the climate change delivery plan and work was being undertaken to protect the nature the county has. During the pandemic there was more people visiting the countryside which the council has a duty to make accessible. No new hard standing had been laid and only previous hard standing was being maintained. A land management strategy was being developed to increase biodiversity along with farmers, AONB Board and the public. The Cabinet Member agreed to speak with the member of public on a one to one basis to discuss matters further.

John Oliver was unable to attend the meeting but Sally Blake asked a supplementary question on his behalf. The question was would it not be better to avoid the negative effects of increasing the number of visitors and, at the same time, improve residents' mental and physical health, by focusing Council resources on greening our urban environments which could be achieved by doing things like working with boroughs and districts to expand the number and size of urban green spaces and working with boroughs and districts to expand the number and size of urban green spaces. The Cabinet Member for Environment explained that all the actions mentioned were included within the climate change delivery plan. The countryside was a public amenity, but the council was doing more to educate people around it. It was commented that a healthy streets design guide was being developed and would introduce biodiversity and greenery into our streets.

**53/22 PETITIONS [Item 4c]**

There were none.

**54/22 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

**55/22 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL [Item 5]**

A report was introduced by the Chairman of the Communities, Environment and Highways Select Committee on Your Fund Surrey who explained that the scope of Your Fund Surrey had been a fund offering £100m of capital for community projects over 5 years. The Chairman of the Select Committee asked that the Cabinet reaffirm their commitment to this as there was concern that the pace of the project was not being accelerated. The Cabinet Member for Communities stated that success for the project should not be based on the number of applications into the fund but the outcomes being achieved for the community. There were currently 223 applications in the system and the Your Fund Surrey would be promoted actively in spring and summer. The

Cabinet Member commented that he could not control the number of applications coming into the fund but expected numbers to pick up in the next 2-3 years. The Leader explained that the £100m being referred to was being drawn down from borrowing and the council was committed to supporting community projects. There was a role for members to promote the fund in their local communities.

**RESOLVED:**

That the Select Committee report regarding the Your Fund Surrey be noted. The response from the Cabinet was published as a supplement to the agenda.

**56/22 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD/ COMMITTEES IN COMMON DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]**

The Cabinet Member for Communities noted that there had been three decisions taken relating to Your Fund Surrey applications. A brief description was given of each.

There were seven decisions for noting.

**57/22 CABINET MEMBER OF THE MONTH [Item 7]**

The Cabinet Member of the Month report was introduced by Becky Rush, Deputy Leader and Cabinet Member for Finance and Resources. The following key points were made:

- Financial resilience is absolutely key to the long term delivery of the council's priorities and the Community vision for Surrey in 2030 that no one is left behind. Since 2018, the council has delivered a finance improvement plan. That has seen us move from a perilous financial position to one that gives us confidence to meet the mounting challenges facing local government. We've built a stronger financial base from which to deliver improved services, undertake ambitious investment and restore depleted reserves to a sustainable level.
- The council was on track to deliver a balanced budget for the third consecutive year and in February we set a balanced budget to deliver our services for 2022-2023. In the first paragraph of the report it should read 2022-2023 and not 2023-2024.
- We have an ambitious capital programme with a budget of £1.9 billion over 5 years. This was critical for responding to service demand and for future proofing our services.
- From the rollout of hardware to enable our 7000 staff to work online at the beginning of the pandemic to its use as business as usual way of working, the IT team have been at the heart of our organisation, making sure we have the hardware connectivity and necessary cyber protections to enable our workforce to carry out their roles wherever they are.
- We have seen a range of digital solutions emerge across the Council, from chat bots to support customer services, school appeals processes and latterly the booking and management of death registrations to a pilot in Mole Valley which used technology to help

elderly residents stay independent and safe in their homes. We must continue to put IT and digital solutions at the heart of our evolution and truly embed them in our services.

- Recruitment of talented staff and their retention is hugely important for the Council, a HR program for the Council called Workforce of the Future, which is all about making Surrey County Council the best place to work, which covers pay in part, but importantly, all the other aspects of work and a career that would make the Council an employee of choice in the county. This is all about the tangible and intangible benefits, promotion, pathways, training and support.
- The finance and resources team were thanked for their support, commitment and professionalism in enabling the Council to deliver on its strategic objectives and work towards the 2030 vision that no one is left behind.

**RESOLVED:**

That the Cabinet Member of the Month report be noted.

**58/22 OUR RADICAL AGENDA FOR EQUALITY, DIVERSITY AND INCLUSION IN SURREY AND SURREY COUNTY COUNCIL - ONE YEAR ON [Item 8]**

The report was introduced by the Cabinet Member for Adults and Health who explained that in February 2021 Cabinet agreed the new commitment to equality, diversity and inclusion, as well as an action plan for strengthening our approach to this. In just over a year the council has taken steps to build a solid foundation to becoming a fairer, more compassionate, and inclusive council. However, there was still a lot more to do to ensure that the changes are embedded in everything that we do, both internally and with our external partners and residents. This paper sets out the progress made so far and proposes a refreshed action plan. Our employee focus work over the past 12 months had helped us put in place foundations we need to support the cultural and process changes to ensure that we are an organisation that takes equality diversity and inclusion seriously. This work includes supporting the development of our Employee Reference Groups which play a key role in not only representing the interests of different communities of staff, but they also work collaboratively with the council to agree our priorities and our action plan and hold us to account in our delivery of meaningful change, which has the biggest impact on the experience of employees of the council. The refreshed action plan for 2022-2023 built on these foundations by continuing to support the development of our Employment Reference Group and providing training that addresses the issues of most concern to the council and to our staff. The Surrey Gypsy traveller communities forum was a key partner in this work, ensuring that our work was informed and shaped by the experiences and perspectives of this community.

The Deputy Cabinet Member for levelling-up welcomed the renewed commitment to equality, diversity and inclusion, which builds upon the progress already made in this area. The Deputy Cabinet Member mentioned that Surrey was the first County Council to make free period products available across Surrey in partnership with the charity Binti. The council also achieved White Ribbon accreditation in November 2020 and at the time we had already embarked on an ambitious domestic abuse transformation programme. We are now working with Surrey Police and partners on Surrey's first multi-agency violence against women and girls strategy. For the future a

new leadership programme for the council workforce that will develop and support staff with protected characteristics to enter leadership roles was being introduced. This will develop and deliver a pipeline of talent, resulting in a more diverse and representative senior leadership team in the future. The planned introduction of pay gap reporting for ethnicity and disability will also play an important role to in highlighting any underlying issues. The council was also planning to put in place domestic abuse refuge provision for groups not currently well served in Surrey.

**RESOLVED:**

1. That Cabinet notes the progress that has been made over the past year towards the Council's ambitions to tackle inequality and ensure that no-one is left behind.
2. That Cabinet endorses the refreshed Surrey County Council Equality, Diversity and Inclusion Action Plan 2022-23.

**Reasons for Decisions:**

The EDI action plan is key to delivering the equality objectives in the Organisation Strategy 2021-26 and plays a pivotal role in supporting the council's wider aim to tackle inequality to ensure no-one is left behind. Moving to a fairer, more compassionate and inclusive culture will inform how we develop policy, take decisions and serve all stakeholders so everyone who lives, works and studies in Surrey is supported to thrive.

The updated action plan aims to build on the progress made through the action plan for 2021-22. The focus of the updated plan has been refined to support residents and our workforce with protected characteristics, and those who experience other inequalities (such as socio-economic inequality), to have more opportunities to have improved outcomes.

**59/22 ADOPTION OF MOVING TRAFFIC ENFORCEMENT POWERS [Item 9]**

The report was introduced by the Cabinet Member for Transport and Infrastructure who explained that the Department for Transport (DfT) would be allowing councils in England and Wales to apply for new powers to carry out Moving Traffic Enforcement (MTE). This meant traffic enforcement cameras could be used to enforce a variety of highway restrictions on Surrey roads to help improve safety and reduce congestion. They could also be a key tool in the development of our new transport strategies (LTP4) aimed at improving infrastructure for buses, cycles and pedestrians. The government sees these new powers as a key tool in reducing congestion and improving air quality whilst promoting attractiveness of active travel. This is by keeping vehicles out of cycle lanes and other parts of the road where vehicles are prohibited. In addition, by enabling authorities to use such powers to keep junctions clear, the policy also aims to improve punctuality of not only journey times for car users, but also bus services contributing to making sustainable travel more of an attractive choice and increasing compliance through targeted enforcement at problem locations. Two locations had been shortlisted, both these locations have over 3000 breaches a week in yellow boxes and an application will be made to the DfT in May. There would be a six week public consultation on the installation of cameras. The DfT has stipulated that warning notices must be

sent for a period of six months from the installation of the camera when motorists commit an offence for the first time.

The report was welcomed by the Cabinet and it was commented that the new powers would help tackle congestion issues in the county and would make roads safer.

**RESOLVED:**

1. That Cabinet makes an application to the DfT for powers to enforce moving traffic contraventions in accordance with Part 6 of the Traffic Management Act 2004;
2. That Cabinet delegates the management of operational policy regarding camera site selection and operation to the Director for Highways and Transport in consultation with the Cabinet Member for Transport and Infrastructure and the divisional member;
3. That Cabinet delegates the authority to approve future camera enforcement sites to the Director for Highways and Transport in consultation with the Cabinet Member for Transport and Infrastructure and the divisional member ensuring there is a cost neutral financial case, or if not other identified funding.
4. That Cabinet approves the setting of PCNs to be issued with MTE at the higher level (£70) for moving traffic contraventions.
5. That Cabinet agrees to receive annual reports on the effectiveness of MTE by the Cabinet Member for Transport and Infrastructure.
6. That Cabinet delegates authority to make decisions about the use of any surplus income to the Director for Highways and Transport in consultation with the Cabinet Member for Transport and Infrastructure.
7. That Cabinet agrees to begin a procurement process to appoint a supplier for 'Civil Enforcement services' with the outcome being reported back to the Cabinet for approval prior to award.

**Reasons for Decisions:**

The recommendations above will enable the council to help achieve some of its Community Vision 2030 objectives, including that:

- Residents live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities; and
- Journeys across the county are easier, more predictable and safer.

Specifically, traffic enforcement cameras provide an option to make travel and transportation schemes more effective and could be a key tool in helping

deliver transportation and environmental objectives to reduce congestion and improve facilities for buses, cycles and pedestrians, particularly vulnerable road users.

## **60/22 RE-PROCUREMENT OF FACILITIES MANAGEMENT SERVICES [Item 10]**

The Cabinet Member for Property and Waste explained that the report was asking that Cabinet approves the request to competitively procure four separate contracts, in accordance with the Council's Procurement and Contracting Standing Orders. The report highlights the social value commitments that the council will be seeking from prospective tenders and how these will be evaluated by the council against the councils social value objectives, support for the council's 2030 carbon reduction targets and the inclusion of Surrey based companies or small medium enterprises in this subsequent subcontracting strategy. The Cabinet Member for Environment asked that environment officers are consulted on the contract to ensure ethical sources are included such as cruelty free.

### **RESOLVED:**

1. That Cabinet approves the request to competitively procure the following services under separate contracts, in accordance with the Council's Procurement and Contracting Standing Orders, as follows:
  - i. A Soft Facilities Management contract (including all cleaning, security, waste and recycling, confidential waste removal, window cleaning, pest control, water cooler services, salting/gritting, removals, grounds maintenance and arboriculture services, provision of cleaning consumables, and other services).
  - ii. A Hard Facilities Management contract (including all planned and reactive maintenance of mechanical, electrical, plant, equipment (M&E) and fabric, project management and other services).
  - iii. A framework of suppliers for delivery of the Forward Maintenance Plan (minor capital works).
  - iv. A one-off Life Cycle Assessment and Condition Survey of all the major M&E and fabric across the estate.
2. That Cabinet notes that, following approval of the procurement strategy by the Procurement Department, the Executive Director of Resources, Director of Procurement and the Director of Land and Property are authorised to award the contracts to suppliers, within the +/-5% budgetary tolerance level.
3. That Cabinet notes that the procurement strategy will require prospective suppliers to include Social Value commitments in their responses; provisions for contributing to the Council's 2030 Carbon Reduction targets; and inclusion of Surrey-based companies in the selection process, subject to achievement of best value.

### **Reasons for Decisions:**

The proposals will:

- i. Enable the delivery of Soft FM and Hard FM; the delivery of the Forward Maintenance Plan; and an assessment of the life cycle and

- condition of all major M&E and fabric across the Council's property estate.
- ii. Deliver on the needs of Service Directorates and its services users through improved customer experience.
  - iii. Deliver on the Climate Change agenda and supports Agile Transformation.
  - iv. Support the local economy, thereby benefiting the residents of Surrey.

#### **61/22 2021/22 MONTH 10 (JANUARY) FINANCIAL REPORT [Item 11]**

The report was introduced by the Deputy Leader and Cabinet Member for Finance and Resources who explained that at M10, the Council was forecasting a full year £0.6m forecast surplus against the revenue budget, an improvement of £4.6m from M9. Despite the forecast of a balanced outturn, it is still the expectation that Directorates continue to make efforts to manage spends within their budget envelopes, particularly where actions will impact on the deliverability of the 2022/23 budget. For Capital spend, the M10 position shows a forecast spend of £169.1m against a budget of £170.6m, £1.5m less than the budget. The Cabinet Member explained each of the recommendations in the report. The Cabinet Member for Adults and Health explained that the council had received £2.8m of revenue expenditure from the Changing Futures programme which would need to be spent by March 2024. The programme was being co-ordinated by the Health and Wellbeing Team in the councils Public Health service.

#### **RESOLVED:**

1. That Cabinet notes the Council's forecast revenue and capital budget positions.
2. That Cabinet approves the Empty Homes funding request from Guildford Borough Council of £696,298, as outlined in paragraphs 15-19.
3. That Cabinet approves £2.8m of revenue expenditure on the Changing Futures programme in Public Health which is fully grant funded by the Department of Levelling Up, Housing and Communities (DLUHC), and the Lottery Fund as outlined in paragraphs 20-26 of this report.
4. That Cabinet approves the transfer of the revenue surplus of Busbridge Infant School to the successor sponsored academy as outlined in paragraphs 27-28 of this report.
5. That Cabinet approves the transfer of the closing surpluses of the two closed schools named in para 29 to the newly opened St Jude's CE Infant School, in order that the funds might continue to benefit the children and locality to which they were originally allocated.

**Reasons for Decisions:**

This report is to comply with the agreed policy of providing a monthly budget monitoring report to Cabinet for approval of any necessary actions.

**62/22 EXCLUSION OF THE PUBLIC [Item 12]**

**RESOLVED:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**63/22 RE-PROCUREMENT OF FACILITIES MANAGEMENT SERVICES [Item 13]**

The Cabinet Member for Property and Waste introduced the Part 2 report which contained information which was exempt from Access to Information requirements by virtue of Paragraph 3: information relating to the financial or business affairs of any particular person (including the authority holding that information).

**RESOLVED:**

See Minute 60/22.

**Reasons for Decisions:**

See Minute 60/22.

**64/22 PUBLICITY FOR PART 2 ITEMS [Item 14]**

It was agreed that non-exempt information may be made available to the press and public, where appropriate.

Meeting closed at 15:23

---

**Chairman**

This page is intentionally left blank