

County Council Meeting – 7 February 2023

REPORT OF THE CABINET

The Cabinet met on 20 December 2022 and 31 January 2023.

In accordance with the Constitution, Members can ask questions of the appropriate Cabinet Member, seek clarification or make a statement on any of these issues without giving notice.

The minutes containing the individual decisions for the meetings above have been included within the original agenda at Item 9. If any Member wishes to raise a question or make a statement on any of the matters in the minutes, notice must be given to Democratic Services by 12 noon on the last working day before the County Council meeting (Monday 6 February 2023).

For members of the public all non-confidential reports are available on the web site (www.surreycc.gov.uk) or on request from Democratic Services.

RECOMMENDATIONS ON POLICY FRAMEWORK DOCUMENTS

A. REFRESH OF THE ORGANISATION STRATEGY 2023-2028 (As set out in the Cabinet report from 31 January 2023)

It was AGREED:

That Cabinet RECOMMENDS that County Council:

1. Adopts the updated version of the Organisation Strategy.

Reasons for decisions:

The Organisation Strategy is updated at least every two years to ensure that Surrey County Council's plan for delivering under the Community Vision for Surrey 2030 remains up-to-date and relevant to the changes in circumstance of the county.

B. THE SURREY SCHOOL ORGANISATION PLAN AND A LIFETIME OF LEARNING STRATEGY 2030 (As set out in the Cabinet report from 31 January 2023)

It was AGREED:

That Cabinet RECOMMENDS that County Council:

1. Endorse the School Organisation Plan 2022-2032 which will meet our statutory duties to ensure that there are sufficient high-quality places for pupils in Surrey and refers it to Council for approval (Annex A)

Reasons for decisions:

In a changing education landscape, it is imperative to bring all education providers in Surrey together to secure a shared vision based on collaboration that meets the

needs of all our learners. The School Organisation Plan is a key document used by schools and education stakeholders in considering medium- and long-term plans. It is necessary to review the plan to ensure that the best and most up to date information is published for use in this process to encourage collaborative and collegiate planning.

**C. ADMISSION ARRANGEMENTS FOR SURREY'S COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2024 AND SURREY'S RELEVANT AREA
(As set out in the Cabinet report from 31 January 2023).**

It was AGREED:

That Cabinet RECOMMENDS that County Council agree:

Recommendation 1

That the catchment for Southfield Park Primary School is extended for 2024 admission to include the Parkview estate as a replacement for 'nearest school', as indicated in Enclosure 1 and Appendix 3 of Enclosure 1.

Reasons for Recommendation

- The removal of 'nearest school' will bring the admission criteria into line with the remaining community and voluntary controlled schools
- It will ensure that the admission arrangements for this school comply with the School Admissions Code
- It will simplify the admission arrangements
- It will enable parents to better understand how their application will be considered
- It will ensure the Parkview estate is still served by the school, which is the area that 'nearest school' was originally introduced to serve
- There are no other changes to the catchment boundary
- It is expected to have minimal impact on the intake to the school
- Where children might be displaced, a place at an alternative local school will be available
- The final distance criterion will still exist which will enable remaining applicants to be prioritised based on the distance they live from the school, ensuring children who live closer to the school are allocated ahead of children who live further away
- It is supported by the Headteacher and Governing Body of the school

Recommendation 2

That the tiebreaker within catchment for Southfield Park Primary School is changed to straight line distance from the school for 2024 admission, as indicated in Enclosure 1.

Reasons for Recommendation

- Based on current application numbers and forecasts, all children living within catchment who want a place are expected to be offered and so this change should not alter the intake
- It will reduce likelihood of error by removing a process that needs to be carried out manually

- It will reduce the resource and expertise needed to maintain the waiting list for this school
- It is supported by the Headteacher and Governing Body of the school

Recommendation 3

That a catchment area is introduced for Stamford Green Primary School for 2024 admission to replace 'nearest school', as set out in Enclosure 1 and Appendix 4 of Enclosure 1.

Reasons for Recommendation

- The removal of 'nearest school' will bring the admission criteria into line with the remaining community and voluntary controlled schools
- It will ensure that the admission arrangements for this school comply with the School Admissions Code
- It will simplify the admission arrangements
- It will enable parents to better understand how their application will be considered
- It will ensure most children who would ordinarily be offered the school are not displaced in favour of children who have another school that is nearer, especially those living on the Noble Park and Wells estates
- It is expected to have minimal impact on the intake to the school
- Where children might be displaced, a place at an alternative local school will be available
- The final distance criterion will still exist which will enable remaining applicants to be prioritised based on the distance they live from the school, ensuring children who live outside catchment but closer to the school are allocated ahead of children who live further away
- It is supported by the Headteacher and Governing Body of the school

Recommendation 4

That the Published Admission Number (PAN) for Reception at Beauclerc Infant School is reduced from 40 to 30 for 2024 admission, as set out in Appendix 1 of Enclosure 1.

Reasons for Recommendation

- It is supported by the Headteacher and Governing Body of the school, having been requested by them
- It is supported by Surrey's Education Place Planning team
- There will still be sufficient places for local children if the PAN is decreased
- It will help the school maintain financial viability as they will be able to operate with just one class
- It will have no impact on children who are currently on roll at the school

Recommendation 5

That the Published Admission Number (PAN) for Reception at Farncombe Infant School is reduced from 50 to 30 for 2024 admission, as set out in Appendix 1 of Enclosure 1.

Reasons for Recommendation

- It is supported by the Headteacher and Governing Body of the school, having been requested by them

- It is supported by Surrey's Education Place Planning team
- There will still be sufficient places for local children if the PAN is decreased
- It will help the school maintain financial viability as they will be able to operate with just one class
- It will have no impact on children who are currently on roll at the school

Recommendation 6

That the change to the Published Admission Number (PAN) and admission criteria for Year 3 at St Ann's Heath Junior School is not progressed, so that the admission arrangements for this school remain as determined for 2023, as set out in Enclosure 1 and Appendix 1 and 2 of Enclosure 1.

Reasons for Recommendation

- This change was subject to it being agreed for Meadowcroft Infant School to become an all through primary school by the end of December 2022. As this decision is not now expected to be made until February 2023, it is not yet possible to change the arrangements for St Ann's Heath Junior School
- If it is agreed to expand Meadowcroft Infant School into a primary school in February 2023, the local authority will consider submitting an in year variation to vary the admission arrangements for 2024 in line with the consultation

Recommendation 7

That the Published Admission Numbers (PANs) for September 2024 for all other community and voluntary controlled schools (except Beauclerc and Farncombe infant schools which are covered by Recommendations 4 and 5) are determined as they are set out in Appendix 1 of Enclosure 1.

Reasons for Recommendation

- Most other PANs remain as they were determined for 2023 which enables parents to have some historical benchmark by which to make informed decisions about their school preferences for 2024 admission
- The PAN for Ash Manor has been increased from 240 to 270 as part of a school expansion
- The Education Place Planning team supports the PANs

Recommendation 8

That the aspects of Surrey's admission arrangements for community and voluntary controlled schools for September 2024 for which no change has been consulted on, are agreed as set out in Enclosure 1 and its appendices.

Reasons for Recommendation

- The admission arrangements are working well
- The arrangements enable the majority of pupils to attend a local school and in doing so reduce travel and support Surrey's sustainability policies
- The changes highlighted in bold in Section 12, Section 15 and Section 21 of Enclosure 1 have been made to add clarity to the arrangements and reflect existing practice

Recommendation 9

That Surrey's Relevant Area is agreed as set out in Enclosure 4.

Reasons for Recommendation

- The local authority is required by law to define the Relevant Area for admissions
- The Relevant Area must be consulted upon and agreed every two years even if no changes are proposed
- Setting a Relevant Area ensures that any schools who might be affected by changes to the admission arrangements for other local schools will be made aware of those changes
- No change has been made to Surrey's Relevant Area since it was last determined in February 2021

D. 2023/24 FINAL BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY TO 2027/28

[Item 5 on this agenda]

It was AGREED:

That Cabinet makes the following recommendations to Council on 7 February 2023.

Cabinet recommends that Council:

1. Approves the net revenue budget requirement be set at **£1,101.5 million** (net cost of services after service specific government grants) for 2023/24 (Annex B), subject to confirmation of the Final Local Government Financial Settlement.
2. Approves the total Council Tax Funding Requirement be set at **£866.0 million** for 2023/24. This is based on a council tax increase of 2.99%, made up of an increase in the level of core council tax of 0.99% and an increase of 2% in the precept proposed by Central Government to cover the growing cost of Adult Social Care (Annex E).
3. Notes that for the purpose of section 52ZB of the Local Government Finance Act 1992, the Council formally determines that the increase in core council tax is not such as to trigger a referendum (i.e. not greater than 3%).
4. Sets the Surrey County Council precept for Band D Council Tax at £1,675.08, which represents a 2.99% uplift. This is a rise of £0.94 a week from the 2022/23 precept of £1,626.39. This includes £217.94 for the Adult Social Care precept, which has increased by £32.46. A full list of bands is as follows:

**Council tax by valuation band
2023/24**

| Valuation band | Core precept | ASC precept | Overall precept |
|----------------|--------------|-------------|-----------------|
| A | £971.43 | £145.29 | £1,116.72 |
| B | £1,133.33 | £169.51 | £1,302.84 |
| C | £1,295.24 | £193.72 | £1,488.96 |
| D | £1,457.14 | £217.94 | £1,675.08 |
| E | £1,780.95 | £266.37 | £2,047.32 |
| F | £2,104.76 | £314.80 | £2,419.56 |
| G | £2,428.57 | £363.23 | £2,791.80 |
| H | £2,914.28 | £435.88 | £3,350.16 |

5. Notes that underlying General Fund Balances are projected to remain at £48 million as of 1 April 2023.
6. Approves the Total Schools Budget of £599.3 million to meet the Council's statutory requirement on schools funding (as set out in Section 9 of the 2023/24 Final Budget and Medium-Term Financial Strategy to 2027/28).
7. Approves the overall indicative Budget Envelopes for Directorates and individual services for the 2023/24 budget (Annex B).
8. Approves the total £1,950.4 million proposed five-year Capital Programme (comprising £1,202.4 m of budget and £748.0m pipeline) and approves the £308.7 million Capital Budget in 2023/24 (Annex C).
9. Approves the Capital and Investment Strategy (Annex F - Sections 1 to 3), which provides an overview of how risks associated with capital expenditure, financing and treasury will be managed as well as how they contribute towards the delivery of services.
10. Approves the policy for making a prudent level of revenue provision for the repayment of debt (the Minimum Revenue Provision (MRP) Policy) (Annex G).
11. Agrees the Council's refreshed Transformation and Cross Cutting Efficiency Programme (as set out in section 3 of 2023/24 Final Budget Report and Medium-Term Financial Strategy to 2027/28)
12. Note that the investment in Transformation required to deliver improved outcomes and financial benefits is built into the proposed Medium-Term Financial Strategy (as set out in section 3 of 2023/24 Final Budget Report and Medium-Term Financial Strategy to 2027/28).
13. Cabinet notes that the Audit & Governance Committee has approved Treasury Management Strategy and Prudential Indicators (Annex F – Section 4) which set a framework for the Council's treasury function to manage risks, source borrowing and invest surplus cash on 24 January 2023.

Reasons for Decisions:

Council will meet on 7 February 2023 to agree a budget and to set the Council Tax Precept for 2023/24. Cabinet is required to recommend a budget to Council for consideration at this meeting. The budget directs available resources to support the achievement of the Council's ambitions and priorities in the 2030 Vision and the Refreshed Organisation Strategy.

The budget will also support the delivery of the continuing transformational changes that are required to ensure that the Council can improve priority outcomes for residents, while managing growing demand for services and ensuring future financial sustainability.

At its meeting on 20 December 2022 Cabinet considered:

E. DEVELOPMENT AND INTRODUCTION OF YOUR FUND SURREY - SMALL COMMUNITY PROJECTS FUND

This report proposed an amendment to Your Fund Surrey following review and feedback from applicants, divisional members and members of the Communities, Environment and Highways Select Committee. The recommendation was the introduction of a new funding stream from the existing £100m Your Fund Surrey capital fund for smaller community projects under £50,000.

It was AGREED:

1. That the introduction of a new subsidiary fund, 'Your Fund Surrey – Small Community Projects' be approved.
2. That the process, criteria and framework for Your Fund Surrey – Small Community Projects be agreed.
3. That Your Fund Surrey (YFS) be renamed as Your Fund Surrey – Large Community Projects to enable residents to differentiate between the funds.

Reasons for decisions:

The proposed improvements to the Fund build on the learning of running YFS over the past two years. Since the Fund was launched, the financial climate has changed which has shifted the focus of the fund away from the initial “think big” branding. The objectives of allocating a portion of YFS funding for smaller-scale projects are to:

- Support smaller capital projects which might otherwise not have met the YFS criteria due to size or lack of wider community benefits
- Make the process quicker, easier and more accessible for smaller community organisations
- Ensure every Division benefits from YFS funding
- Utilise the local knowledge of Divisional members to identify the needs within their communities and direct their support

F. AGILE OFFICE ESTATE - NORTH-WEST AND SOUTH-WEST CORPORATE OFFICE WORKSPACE

Cabinet was asked to approve the north-west and south-west elements of the Agile Office Estate strategy which would complete a programme plan for the county-wide rationalisation and modernisation of Surrey County Council's office centric workspace.

It was AGREED:

1. That further consolidation into existing corporate estate, maximising the use of Hubs and ensuring minimal spokes and optimisation of wider locality assets be agreed.
2. That the business case recommendations for the provision of Agile workspace in the north-west and south-west of Surrey, to vacate Quadrant Court, Woking and the St Francis Centre office facilities in Guildford and release the sites to generate best returns for the Council, subject to ensuring service continuity and delivering best value be approved. The full business case is commercially sensitive at this time and is set out in the Part 2 report.
3. That a proposal will be submitted to Cabinet in due course for the optimum approach to deliver corporate office space in the north-west and south-west of Surrey be noted.

Reasons for decisions:

Approving the recommendations in this report will build on the Agile Office Estate strategy and all associated benefits to:

- Continue to progress delivery of the Agile Office Estate programme through definition of the north-west and south-west elements.
- Optimise the existing corporate office estate, increasing colocation of services and further reducing the overall estate footprint, to deliver greater efficiencies.

G. ARRANGEMENTS FOR CIVIL PARKING AND MOVING TRAFFIC ENFORCEMENT IN SURREY FROM 2023/24

Cabinet was asked to approve the award of a contract for parking and moving traffic enforcement and associated administration services commencing April 2023 following the completion of the procurement process.

It was AGREED:

1. That the award of a contract that covers the whole county for parking and moving traffic enforcement services commencing in April 2023 following the expiration of the current agency agreements for Civil Parking Enforcement (CPE) be approved.
2. That the appointment of the preferred supplier following a competitive tender which was undertaken through a mini-competition process as named in Part 2 of the report and award the Call-Off Contract to that supplier in consultation with the Cabinet Member be approved.
3. That any one-off costs for service transfer and ongoing contributions to the Guildford Park & Ride and Woking Town Centre Maintenance Agreements are drawn from any operational financial surplus and the remainder is factored into the Council's medium term financial strategy be approved.
4. That the management of operational parking and moving traffic enforcement policy be delegated to the Director for Highways and Transport in consultation with the Cabinet Member for Highways and Community Resilience.

Reasons for decisions:

An effective and cost-effective parking and moving traffic enforcement service will enable the Council to help achieve 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.

In addition, as part of the Council's organisational strategy, Surrey County Council wants to work in partnership with residents, businesses, partners and communities to collectively meet challenges and grasp opportunities. The effective enforcement of highway restrictions helps in making travel and transportation schemes more effective and could be a key tool in helping deliver the Council's strategic objectives to reduce congestion and to improve facilities for buses, cycles and pedestrians, particularly vulnerable road users.

At its meeting on 31 January 2023 Cabinet considered:

H. SURREY COUNTY COUNCIL PEOPLE STRATEGY 2023-2028

Cabinet was asked to approve the new People Strategy 2023-2028. The strategy outlined how the council would develop its workforce and be better equipped to address recruitment and retention issues: seeking to ensure that all staff have access to career pathways and development opportunities, to keep the right staff with the right skills to continue delivering outstanding services to residents.

It was AGREED:

1. That Cabinet endorses the direction of travel for the Surrey County Council People Strategy 2023-2028.

Reasons for decisions:

The council's workforce is crucial to delivering the Organisation Strategy for the benefit of Surrey residents and to ensure no one is left behind. Approximately 36% of the council's budget is spent on staffing so it is vital this money is spent wisely on a workforce that performs to its full potential and is inclusive of the communities the council represents. The People Strategy sets out the outcomes needed to deliver this and ensure that outstanding services can continue to be delivered to residents, particularly those who are most vulnerable, in the context of significant financial challenges. It is recommended that the Cabinet endorses the draft People Strategy, in the context of setting the 2023/24 budget and agreeing the Medium Term Financial Strategy. Further work will then be undertaken to finalise the People Strategy and develop a delivery plan setting out the specific actions needed to deliver the four people outcomes and how we will measure our progress.

I. SURREY INCLUSION AND ADDITIONAL NEEDS STRATEGY

Cabinet was asked to endorse the Inclusion and Additional Needs Strategy which set out the commitment of the Surrey Additional Needs and Disability Partnership to work together to enable all children with additional needs and disabilities in Surrey to thrive and achieve their full potential.

It was AGREED:

1. That Cabinet endorses the Inclusion and Additional Needs Strategy 2023-26 and in doing so approves the following ambition statement for children with additional needs and disabilities:

“Our aspiration is to enable Surrey children and young people aged 0-25 with additional needs and / or disabilities to lead the best possible life. This strategy sets out our ambition that all Surrey children and young people with additional needs and/or disabilities and their families:

- are heard and are involved in the decisions that affect them*
- achieve positive outcomes, including the opportunity to lead healthy lives*
- develop positive relationships*
- learn and achieve their educational potential, and*
- become increasingly independent where possible and flourish within their community.*

To achieve this, we will work in partnership with families and colleagues across education, health, social care and the third sector to:

- improve experiences and outcomes for children, young people and their families and ensure that no-one is left behind*
- be a champion for children and young people with additional needs and/or disabilities*
- ensure children and young people are rooted in Surrey and educated locally, wherever possible*
- learn from our feedback and continue our improvement journey”.*

Reasons for Decisions:

It is a requirement of the Children and Families Act 2014 and associated SEND Code of Practice to “ensure that all children and young people are able to access the right support and provision to meet their needs”.

The Inclusion and Additional Needs Strategy 2023-26 replaces the Surrey ‘SEND’ Partnership Strategy 2019-2022 and underpins the additional needs and disabilities transformation programme. The strategy sets out the commitment of the partnership to work together to enable all children with additional needs and disabilities in Surrey to thrive and achieve their full potential.

J. QUARTERLY REPORT ON DECISIONS TAKEN UNDER SPECIAL URGENCY ARRANGEMENTS: 3 December 2022 – 3 February 2023

The Cabinet is required under the Constitution to report to Council on a quarterly basis the details of decisions taken by the Cabinet and Cabinet Members under the special urgency arrangements set out in Standing Order 57 of the Constitution. This occurs where a decision is required on a matter that is not contained within the Leader's Forward Plan (Notice of Decisions), nor available 5 clear days before the meeting. Where a decision on such matters could not reasonably be delayed, the agreement of the Chairman of the appropriate Select Committee, or in his/her absence the Chairman of the Council, must be sought to enable the decision to be made.

The Cabinet RECOMMENDS that the County Council notes that there have been NO urgent decisions in the last two months.

**Tim Oliver, Leader of the Council
3 February 2023**

This page is intentionally left blank