

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON 20 DECEMBER 2022 AT 2.00 PM  
IN THE COUNCIL CHAMBER, SURREY COUNTY COUNCIL,  
WOODHATCH PLACE, 11 COCKSHOT HILL, REIGATE, SURREY, RH2  
8EF.**

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

Members: \*= Present

\*Tim Oliver (Chairman)  
\*Natalie Bramhall  
\*Clare Curran  
\*Matt Furniss  
\*David Lewis  
\*Mark Nuti  
\*Denise Turner-Stewart  
Sinead Mooney  
\*Marisa Heath  
\*Kevin Deanus

Deputy Cabinet Members:

\*Maureen Attewell  
\*Rebecca Paul  
\*Paul Deach  
\*Jordan Beech

Members in attendance:

John O'Reilly, Chairman of Communities, Environment and Highways Select Committee  
Nick Darby, Chairman of Resources and Performance Select Committee  
Will Forster, Liberal Democrats Group Leader and Local Member for Woking South

**PART ONE  
IN PUBLIC**

**191/22 APOLOGIES FOR ABSENCE [Item 1]**

An apology was received from Sinead Mooney.

**192/22 MINUTES OF PREVIOUS MEETING: 29 NOVEMBER 2022 [Item 2]**

These were agreed as a correct record of the meeting.

**193/22 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**PROCEDURAL MATTERS [Item 4]**

**194/22 MEMBERS' QUESTIONS [Item 4a]**

There were three member questions. The questions and responses were published as a supplement to the agenda.

**195/22 PUBLIC QUESTIONS [Item 4b]**

There were none.

**196/22 PETITIONS [Item 4c]**

There were none.

**197/22 REPRESENTATIONS RECEIVED ON REPORTS TO BE CONSIDERED IN PRIVATE [Item 4d]**

There were none.

**198/22 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 (in relation to item 8 on the agenda - Development and Introduction of Your Fund Surrey - Small Community Projects Fund) and he thanked the Cabinet Member for Community and Community Safety for her response to it. In addition, he requested that an annual report be provided for all councillors detailing all the projects under Your Fund Surrey.

The Cabinet Member for Community and Community Safety thanked the Communities, Environment and Highways Select Committee for the interest and time spent in looking at Your Fund Surrey and thought the suggestion for an annual report was a good one. She also praised the Community Link Officers for the good work undertaken in the community and said that support for the new fund would be kept under review.

**RESOLVED:**

That the report be noted.

**199/22 LEADER / DEPUTY LEADER / CABINET MEMBER/ STRATEGIC INVESTMENT BOARD DECISIONS TAKEN SINCE THE LAST CABINET MEETING [Item 6]****RESOLVED:**

That the decisions taken since the last Cabinet meeting be noted.

**200/22 CABINET MEMBER OF THE MONTH [Item 7]**

The report was introduced by the Cabinet Member for Education and Learning. The following key points were made:

- That the council had no responsibility for schools which were all independent of the council. The Cabinet Member responsibility regarding schools was one of being a champion.

- The Surrey Education Strategy which includes the School Organisation Plan and Sustainability Strategy was progressing well and would be presented to the next Cabinet meeting.
- There had been a focus on Special Education Needs and Disability (SEND) over the last few months and visits to schools had been inspiring and uplifting, highlighting the skills of staff. There were 800 new school places, so pupils did not need to go out of the area.
- There was also a focus on inclusion whereby mainstream support would be provided rather than going to specialist schools.
- A review on home to school transport was underway and a re-organisation of the service which would put it on a more stable footing.

**RESOLVED:**

That the Cabinet Member of the Month update be noted.

**201/22 DEVELOPMENT AND INTRODUCTION OF YOUR FUND SURREY - SMALL COMMUNITY PROJECTS FUND [Item 8]**

The report was introduced by the Deputy Leader and Cabinet Member for Community and Community Safety who explained that there was £50k per member of the Council and that from February 2023 there was to be a simplified, faster process for smaller projects. She also thanked the previously responsible Cabinet Member for the foundation work he had done.

The Deputy Cabinet Member for Environment requested that details of all approved project be published for all councillors in order to garner inspiration and ideas. The Leader urged all 81 councillors to actively seek suitable projects within their communities.

**RESOLVED:**

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 decision:**

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

#### **202/22 DIRECT PAYMENTS STRATEGY 2023-2028 [Item 9]**

The report was introduced by the Cabinet Member for Adults and Health who explained that consultation was taking place on this strategy and the final paper would be presented to cabinet during 2023. The strategy aimed to provide more choice for residents and was not being enforced. Thanks was given to staff for their hard work.

#### **RESOLVED:**

That the production and publication of a Surrey Direct Payments Strategy covering the period 2023 to 2028 be supported.

#### **Reasons for decision:**

Direct Payments provide individuals with greater choice and control over their care and support arrangements than can be the case where services are directly commissioned by the Council. This Strategy presents Surrey County Council's ambition to increase resident take up of the system enabling them more autonomy and ownership of their lives. It sets out how we will seek to provide a stable, unified way of approaching direct payments which will resolve current issues and streamline the process, making it easier and more appealing to a wider resident base. Ultimately, we want to see our uptake rate increase to at least 40% by April 2028.

#### **203/22 AGILE OFFICE ESTATE - NORTH-WEST AND SOUTH-WEST CORPORATE OFFICE WORKSPACE [Item 10]**

The report was introduced by the Cabinet Member for Property and Waste who described the need for agile, flexible and sustainable workspaces for the council and its partners. She explained the new hubs and centres being made available and that costings were in the Part 2 report. Members welcomed the provision of working spaces that were fit for purpose.

#### **RESOLVED:**

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 decision:**

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.

## **204/22 CHOBHAM AND LINGFIELD FIRE STATIONS - REDEVELOPMENT SCHEMES [Item 11]**

The report was introduced by the Deputy Leader and Cabinet Member for Community and Community Safety and explained the upgrading of stations to provide stations fit for purpose following a review. The planning process would start in March 2023. Projects at Reigate, Epsom and Dorking would follow.

The Leader thanked the Chief Fire Officer who was present for the support given to Ukraine.

### **RESOLVED:**

1. That the allocation of capital funding from the pipeline to redevelop the existing fire stations in Chobham and Lingfield, and design and construct two new fire stations on the existing building footprints be approved. The capital funding required to redevelop the two buildings is commercially sensitive at this time and is set out in the Part 2 report.
2. That procurement of appropriate design and construction partners to deliver the design, build and fit out of the two new buildings in accordance with the Council's Procurement and Contract Standing Orders be approved.
3. That, regarding the procurement of design and construction partners, the Executive Director for Resources and the Director of Land and Property are authorised to award such contracts in consultation with the Cabinet Member for Communities and Community Safety, up to +5% of the budgetary tolerance level was noted.

### **Reasons for decision:**

It is essential to redevelop both Chobham and Lingfield Fire Stations in order to:

- Address and mitigate constraints the current buildings present to the SFRS service and personnel based in these fire stations.
- House the new, larger fire appliances used by SFRS.
- Improve the health and safety provision and welfare facilities for SFRS staff.

## **205/22 ARRANGEMENTS FOR CIVIL PARKING AND MOVING TRAFFIC ENFORCEMENT IN SURREY FROM 2023/24 [Item 12]**

The report was introduced by the Cabinet Member for Highways and Community Resilience and explained the contract for the management of parking enforcement across the county from April 2023. Consultation had

taken place with district and borough councils. Recruitment and retention could be difficult, so he was happy that there was a commitment to working with Surrey charities to assist the long term unemployed. Costs were expected to be met by income.

The Cabinet Member for Transport and Infrastructure spoke in favour of this report and explained the investment and support into public transport and the social value gained from this contract was excellent.

**RESOLVED:**

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 decision:**

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.

**206/22 ANNUAL PROCUREMENT FORWARD PLAN FY2023/24 [Item 13]**

The report was introduced by the Cabinet Member for Finance and Resources who explained the need to produce this plan as well as the agreement process. Items that needed to come back to Cabinet were identified.

**RESOLVED:**

1. That procurement for the projects listed in Annex 1 of the submitted report – “Annual Procurement Forward Plan for FY2023 24” in accordance with the Council’s Procurement and Contract Standing Orders be approved.
2. That where the first ranked tender for any projects listed in Annex 1 of the submitted report was within the +5% budgetary tolerance level, the relevant Executive Director, Director or Head of Service (as appropriate) be authorised to award such contracts.
3. That the procurement activity that will be returned to Cabinet prior to going out to market (see Annex 1 of the submitted report) be agreed.
4. That projects to be presented to Cabinet or the Strategic Investment Board for approval of the business case (see Annex 1 of the submitted report) be agreed.

**Reasons for decision:**

- To comply with the Procurement and Contract Standing Orders agreed by Council in May 2019 and further revised in October 2022.
- To provide Cabinet with strategic oversight of planned procurement projects for FY2023/24.
- To ensure Cabinet oversight is focussed on the most significant procurements.
- To avoid the need to submit multiple individual requests for Approval to Procure as well as individual contract award approvals for work taking place in FY2023/24.

**207/22 MONTHLY BUDGET MONITORING- 2022/23 MONTH 07 [Item 14]**

The report was introduced by the Cabinet Member for Finance and Resources who set the context for the difficult financial situation and included the following in his highlights:

- Directorates were working strongly within their budget envelopes and additional efficiencies would be identified.
- He was confident that the financial gap would close over the year and reported that the Home to School transport gap had closed by £2m from last month.
- Adult Social Care was overspent by £5m which would be offset by further savings of £6m
- Capital budget was £210m with a further £70 to draw down.

The Chairman for Performance and Resources Select Committee sought assurances that Cabinet were fully up to date on the IT project and were happy that value for money would be got for the £8m. The Cabinet Member for Finance and Resources responded that lessons had been learned and that whilst nothing was risk free, he was assured that the project would deliver. The Leader added that he had regular briefings with the Director for Finance and that whilst the project was behind it was important for it to be completed. The Leader did not expect to see any further request for funding until the next financial year.

**RESOLVED:**

1. That the Council's forecast revenue and capital budget positions for the year and the commitment to develop Directorate budget recovery plans be noted.
2. That the introduction of a new fee to charge Adult Social Care providers for work that the Council needs to undertake to enable the payment of VAT for care services under a Self-Billing arrangement, compliant with HMRC regulations be approved.
3. That Legal Services be authorised to execute and seal any future Deeds of Novation or any other legal documentation, as appropriate, in respect of Adult Social Care Providers.
4. That authority be delegated to the Director of Education and Lifelong Learning in consultation with the Executive Director of Children, Families and Lifelong Learning, the Executive Director of Resources and the Cabinet Member for Education and Learning to determine the mechanism for funding schools and the use of the proposed contingency from the DfE Homes for Ukraine Education and Childcare grant.
5. That the use of earmarked reserves of £1.1m and an increase in the capital budget of £7m, representing the additional costs associated with the moving of the go live date for the Council's new finance, HR, payroll and procurement systems be approved.

**Reasons for decision:**

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

**208/22 EXCLUSION OF THE PUBLIC [Item 15]**

**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.

**209/22 AGILE OFFICE ESTATE - NORTH-WEST AND SOUTH-WEST CORPORATE OFFICE WORKSPACE [Item 16]**

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 Exempt Minute [E-30-22]

**Reasons for Decisions:**

See Minute 203/22



**210/22 CHOBHAM AND LINGFIELD FIRE STATIONS - REDEVELOPMENT SCHEMES [Item 17]**

The Deputy Leader and Cabinet Member for Community and Community Safety 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 Exempt Minute [E-31-22]

**Reasons for Decisions:**

See Exempt Minute [E-31-22] and Minute 204/22

**211/22 ARRANGEMENTS FOR CIVIL PARKING AND MOVING TRAFFIC ENFORCEMENT IN SURREY FROM 2023/24 [Item 18]**

The Cabinet Member for Highways and Community Resilience 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 Exempt Minute [E-32-22]

**Reasons for Decisions:**

See Minute 205/22

**212/22 ANNUAL PROCUREMENT FORWARD PLAN FY2023/24 [Item 19]**

The Cabinet Member for Finance and Resources 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 Exempt Minute [E-33-22]

**Reasons for Decisions:**

See Minute 206/22

**213/22 PUBLICITY FOR PART 2 ITEMS [Item 20]**

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

Meeting closed at 3.22 pm

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**Chairman**