

STRATEGY AND RESOURCES COMMITTEE

Tuesday 27 November 2018 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Strategy and Resources Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Eber Kington (Chairman)
Councillor Clive Smitheram (Vice-Chairman)
Councillor Tony Axelrod
Councillor Richard Baker
Councillor Kate Chinn

Councillor Hannah Dalton
Councillor Colin Keane
Councillor Omer Kokou-Tchri
Councillor Barry Nash
Councillor Clive Woodbridge

Yours sincerely



Chief Executive

For further information, please contact Fiona Cotter, 01372 732124 or email: fcotter@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public

Please Note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question at the meeting

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. EXTERNAL AUDIT - ANNUAL AUDIT LETTER (Pages 3 - 28)

This report presents the external auditor's Annual Audit Letter for the year ended 31 March 2018 and the latest Progress Report. In accordance with Audit Regulations, both items must be received by this Committee.

4. SAFEGUARDING POLICY (Pages 29 - 84)

This report summarises the Council's safeguarding responsibilities and proposes a combined safeguarding policy for children and adults. The new policy updates current procedures to reflect best practice, clarifies reporting process and highlights differing forms of abuse and indicators as well as summarising other related policies and strategies.

5. FUTURE USE OF THE WELLS SITE (Pages 85 - 128)

This report updates Committee on the outcome of the consultation with local residents (held on 18 October 2018) on the proposed site configuration and proposal for the development of the site.

6. MID-YEAR PLANNED MAINTENANCE REPORT (Pages 129 - 136)

The report notes the progress on 2018/19 planned maintenance programme and requests approval for additional spend on new schemes.

7. POOLE ROAD PAVILION ENHANCEMENTS CAPITAL PROJECT (Pages 137 - 140)

Following a tender exercise, additional funding is required to carry out the Poole Road Pavilion Scheme. The additional funding is sought from S106 funds.

8. MODERNISATION OF THE EPSOM DATACENTRE (Pages 141 - 146)

This report seeks approval of capital budget for the Modernisation of the Epsom Datacentre. The scheme was due to be considered as part of the 2019/20 Capital Programme, but due to extenuating circumstances, the work needs to commence ahead of the capital budget setting timetable, due to be agreed in February 2019. In order to ensure the best value for the Council, the project implementation needs to be accelerated, and will require a capital sum of £220,000.

9. MINUTES OF PREVIOUS MEETING (Pages 147 - 158)

The Committee is asked to confirm as a true record the Minutes of the Ordinary and Special meetings of the Strategy and Resources Committee held on 25 September 2018 (Annex 1 considered exempt from publication for reason set out on the Agenda) and 24 October 2018 (Annex 2) respectively and to authorise the Chairman to sign them.

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External Audit - Annual Audit Letter

Head of Service/Contact:	Lee Duffy, Chief Finance Officer
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1: Annual Audit Letter Annex 2: External Audit Progress Report
Other available papers (not attached):	None

Report summary

This report presents the external auditor's Annual Audit Letter for the year ended 31 March 2018 and the latest Progress Report. In accordance with Audit Regulations, both items must be received by this Committee.

Recommendation (s)

- (1) That Committee receives the Annual Audit Letter (Annexe 1)
- (2) That Committee receives the External Audit Progress Report (Annexe 2)

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The annual audit is an integral part of the controls in place for ensuring that the Council achieves its key priority Managing our Resources.

2 Background

- 2.1 Grant Thornton provides the Council's external audit work. The 2017/18 external audit provided the Council with an unqualified opinion on the accounts. Strategy and Resources Committee received Grant Thornton's Audit Findings Report for 2017/18 at its meeting on 26 July 2018.
- 2.2 The Annual Audit Letter (**Annex 1**) summarises the 2017/18 Audit Findings Report.
- 2.3 The External Audit Progress Report (**Annex 2**) provides an update on the external auditor's progress in the current financial year.

3 Proposals

- 3.1 An officer from Grant Thornton will attend the committee meeting to introduce this item and answer any questions from Members.

4 Financial and Manpower Implications

- 4.1 For 2017/18, Grant Thornton's audit fees were planned at £44,708 (excluding VAT) for the main audit, as set by Public Sector Audit Appointments Limited (PSAA).
- 4.2 The final fee for the 2017/18 main audit is expected to be £3,000 higher at £47,708, subject to the approval of PSAA, due to the new requirement for Grant Thornton to audit group accounts in 2017/18.
- 4.3 For 2018/19, the main audit scale fee will reduce by 23% from £44,708 to £34,425, as set by PSAA. The additional fee for auditing group accounts is also expected to reduce from £3,000 to £2,250 for 2018/19, subject to the approval of PSAA.
- 4.4 Audit fees have been factored into the Council's budget setting process.
- 4.5 **Chief Finance Officer's comments:** *The annual audit letter is part of the overall external audit process for the Council. The Council received an unqualified opinion from the external auditor for 2017/18.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The Local Audit and Accountability Act 2014 sets out the framework for audit of local authorities. Grant Thornton's work is undertaken in the context of the Statement of Responsibilities of Auditors and Audit Bodies issued by the Comptroller and Auditor General.
- 5.2 **Monitoring Officer's comments:** *The work of external audit is a key part of the controls in place to ensure that the Council is doing the right thing in the right way at the right time.*

6 Sustainability Policy and Community Safety Implications; Partnerships

- 6.1 None for the purposes of this report

7 Risk Assessment

- 7.1 The audit of the Council's financial statements comprise a key element of the Council's governance arrangements.

8 Conclusion and Recommendations

- 8.1 That Committee receives the Annual Audit Letter (**Annex 1**)
- 8.2 That Committee receives the External Audit Progress Report (**Annex 2**)

Ward(s) affected: (All Wards);

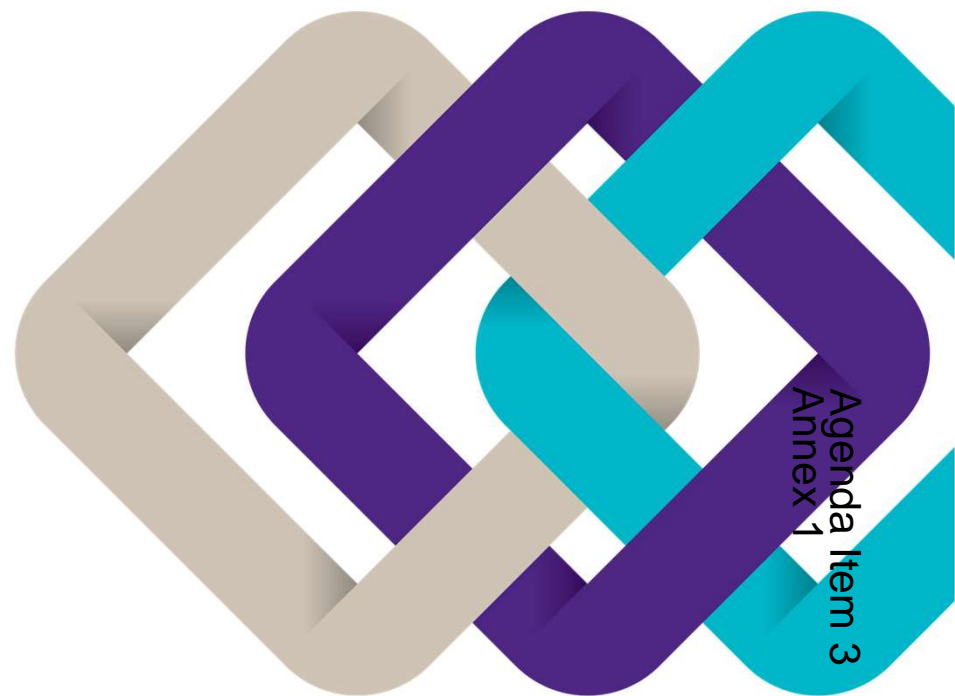
Annual Audit Letter

Year ending 31 March 2018

Epsom and Ewell Borough Council

30 August 2018

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Agenda Item 3
Annex 1

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Executive Summary

Purpose

Our Annual Audit Letter (Letter) summarises the key findings arising from the work that we have carried out at Epsom and Ewell Borough Council (the Council) and its subsidiary (the group) for the year ended 31 March 2018.

This Letter is intended to provide a commentary on the results of our work to the group and external stakeholders, and to highlight issues that we wish to draw to the attention of the public. In preparing this Letter, we have followed the National Audit Office (NAO)'s Code of Audit Practice and Auditor Guidance Note (AGN) 07 – 'Auditor Reporting'. We reported the detailed findings from our audit work to the Council's Strategy and Resources Committee as those charged with governance in our Audit Findings Report on 26 July 2018.

Our work

Materiality	We determined materiality for the audit of the group's financial statements to be £1,081,000, which is 2% of the group's gross revenue expenditure.
Financial Statements opinion	We gave an unqualified opinion on the group's financial statements on 30 July 2018.
Whole of Government Accounts (WGA)	We completed work on the Council's consolidation return following guidance issued by the NAO.
Use of statutory powers	We did not identify any matters which required us to exercise our additional statutory powers.

Respective responsibilities

We have carried out our audit in accordance with the NAO's Code of Audit Practice, which reflects the requirements of the Local Audit and Accountability Act 2014 (the Act). Our key responsibilities are to:

- give an opinion on the Council and group's financial statements (section two)
- assess the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources (the value for money conclusion) (section three).

In our audit of the Council and group's financial statements, we comply with International Standards on Auditing (UK) (ISAs) and other guidance issued by the NAO.

Executive Summary

Value for Money arrangements	We were satisfied that the Council put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources. We reflected this in our audit report to the Council on 30 July 2018.
Certification of Grants	We also carry out work to certify the Council's Housing Benefit subsidy claim on behalf of the Department for Work and Pensions. Our work on this claim is not yet complete and will be finalised by 30 November 2018. We will report the results of this work to the Strategy and Resources Committee in our Annual Certification Letter.
Certificate	We certify that we have completed the audit of the accounts of Epsom and Ewell Borough Council in accordance with the requirements of the Code of Audit Practice.

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Working with the Council

During the year we have delivered a number of successful outcomes with you:

- An efficient audit – we delivered an efficient audit with you in June and July, delivering the accounts 10 days before the deadline, releasing your finance team for other work.
- Improved financial processes – we worked with you to streamline your processes
- Sharing our insight – we provided regular audit committee updates covering best practice. We also shared our thought leadership reports
- Providing training – we provided your teams with training on financial accounts and reporting

We would like to record our appreciation for the assistance and co-operation provided to us during our audit by the Council's staff.

Audit of the Accounts

Our audit approach

Materiality

In our audit of the group's financial statements, we use the concept of materiality to determine the nature, timing and extent of our work, and in evaluating the results of our work. We define materiality as the size of the misstatement in the financial statements that would lead a reasonably knowledgeable person to change or influence their economic decisions.

We determined materiality for the audit of the group accounts to be £1,081,000, which is 2% of the group's gross revenue expenditure (£1,027,000 for the Council's accounts). We used this benchmark as, in our view, users of the group and Council's financial statements are most interested in where the group and Council has spent its revenue in the year.

We set a lower threshold of £54,000 for the group (£51,000 for the Council's accounts), above which we reported errors to the Strategy and Resources Committee in our Audit Findings Report.

The scope of our audit

Our audit involves obtaining sufficient evidence about the amounts and disclosures in the financial statements to give reasonable assurance that they are free from material misstatement, whether caused by fraud or error. This includes assessing whether:

- the accounting policies were appropriate, have been consistently applied and adequately disclosed;
- the significant accounting estimates made by management were reasonable; and
- the overall presentation of the financial statements gave a true and fair view.

We also read the remainder of the Statement of Accounts including the narrative report and annual governance statement to check they are consistent with our understanding of the group and with the financial statements included in the Statement of Accounts on which we gave our opinion.

We carry out our audit in accordance with ISAs (UK) and the NAO Code of Audit Practice. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Our audit approach is based on a thorough understanding of the group's business and is risk based.

We identified key risks and set out overleaf the work we performed in response to these risks and the results of this work.

Audit of the Accounts

Significant Audit Risks

These were the significant risks which had the greatest impact on our overall strategy and where we focused more of our work.

Risks identified in our audit plan	How we responded to the risk	Findings and conclusions
<p>Management override of controls</p> <p>Under ISA (UK) 240 there is a non-rebuttable presumed risk that the risk of management over-ride of controls is present in all entities. . Council faces external scrutiny of its spending, and this could potentially place management under undue pressure in terms of how they report performance.</p> <p>Management over-ride of controls is a risk requiring special audit consideration.</p>	<p>Auditor commentary</p> <p>We:</p> <ul style="list-style-type: none"> gained an understanding of the accounting estimates, judgements applied and decisions made by management and consider their reasonableness; obtained a full listing of journal entries, identify and test unusual journal entries for appropriateness; evaluate the rationale for any changes in accounting policies or significant unusual transactions. 	<p>Our audit work di not identify any issue in respect of management override of controls</p>
<p>Valuation of property, plant and equipment</p> <p>The Council revalues its land and buildings on a rolling basis over a five year period to ensure that carrying value is not materially different from fair value. This represents a significant estimate by management in the financial statements.</p> <p>We identified the valuation of land and buildings revaluations and impairments as a risk requiring special audit consideration.</p>	<p>Auditor commentary</p> <p>We:</p> <ul style="list-style-type: none"> reviewed management's processes and assumptions for the calculation of the estimate, the instructions issued to valuation experts and the scope of their work; considered the competence, expertise and objectivity of management's experts used; discussed with the valuer the basis on which the valuation is carried out and challenged the key assumptions; reviewed and challenged the information used by the valuer to ensure it is robust and consistent with our understanding; tested revaluations made during the year to ensure they were input correctly into the Council's asset register; evaluated assumptions made by management for those assets not revalued during the year and how management has satisfied themselves that these were not materially different to current value. 	<p>The Code of Practice for accounting allows flexibility for councils to adopt a rolling basis for the revaluation of assets over a five year period. The Council assured itself that the adoption of this approach had not result in assets current value being materially different from the carrying value recorded in the accounts via its valuer undertaking a desk top review.</p> <p>Our audit work did not identify any significant issue in respect of valuation of property, plant and equipment.</p>

Audit of the Accounts

Significant Audit Risks - continued

Risks identified in our audit plan	How we responded to the risk	Findings and conclusions
<p>Valuation of pension fund net liability</p> <p>The Council's pension fund asset and liability as reflected in its balance sheet represent a significant estimate in the financial statements.</p> <p>We identified the valuation of the pension fund net liability as a risk requiring special audit consideration.</p>	<p>Auditor commentary</p> <p>We:</p> <ul style="list-style-type: none">identified the controls put in place by management to ensure that the pension fund liability is not materially misstated. We have assessed whether these controls were implemented as expected and whether they were sufficient to mitigate the risk of material misstatement;evaluated the competence, expertise and objectivity of the actuary who carried out your pension fund valuation. We gained an understanding of the basis on which the valuation was carried out;undertook procedures to confirm the reasonableness of the actuarial assumptions made;checked the consistency of the pension fund asset and liability and disclosures in notes to the financial statements with the actuarial report from your actuary.	<p>Our audit work did not identify any issue in respect of valuation of pension fund net liability.</p>

Audit of the Accounts

Audit opinion

We gave an unqualified opinion on the group's financial statements on 30 July 2018, in advance of the national deadline.

Preparation of the accounts

The group presented us with draft accounts in accordance with the national deadline, and provided a good set of working papers to support them. The finance team responded promptly and efficiently to our queries during the course of the audit.

Key messages from the audit of the accounts

We reported the key messages from our audit to the Council's Strategy and Resources Committee on 26 July 2018.

The group draft financial statements for the year ended 31 March 2018 recorded 'Total Comprehensive Income and Expenditure' of £571k for the group and our work had not resulted in a change to the reported position.

Annual Governance Statement and Narrative Report

We are required to review the Council's Annual Governance Statement and Narrative Report. The Council published them on its website in the Statement of Accounts 2017/18 in line with the national deadlines.

Both documents were prepared in line with the CIPFA Code and relevant supporting guidance. We confirmed that both documents were consistent with the financial statements prepared by the Council and with our knowledge of the Council.

Certificate of closure of the audit

We are also required to certify that we have completed the audit of the accounts of Epsom and Ewell Borough Council in accordance with the requirements of the Code of Audit Practice. We certified the completion of the audit along with the opinion on 30 July 2018.

Value for Money conclusion

Background

We carried out our review in accordance with the NAO Code of Audit Practice, following the guidance issued by the NAO in November 2017 which specified the criterion for auditors to evaluate:

In all significant respects, the audited body takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people.

Key findings

Our first step in carrying out our work was to perform a risk assessment and identify the key risks where we concentrated our work.

The key risk we identified and the work we performed is set out overleaf.

As part of our Audit Findings report agreed with the Council in July 2018, we agreed one recommendation to address our findings.

Overall Value for Money conclusion

We were satisfied that in all significant respects the Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018.

Value for Money conclusion

Key Value for Money Risk

Risks identified in our audit plan	How we responded to the risk	Findings and conclusions
<p>As part of the Council's four year Corporate Plan and Medium Term Financial Strategy, for the first time made material property investment acquisitions via a wholly owned property trading company. The Council made a loan to, and invested in the Company to enable the purchase of the investment properties. The Council funded the investment in the wholly owned Company through a combination of loans and cash balances.</p> <p>Planned response</p> <p>We updated our understanding of the Council's governance and financing arrangements to ensure proper informed decisions making and deployed resources achieve planned outcomes for taxpayers and local people.</p>	<ul style="list-style-type: none"> On-going funding reductions from central government has led to councils exploring alternative sources of funding. In common with an increasing number of councils, Epsom and Ewell Borough Council undertook a series of investment property (IP) acquisitions within and out of Borough for rental income. The acquisitions were funded through Prudential borrowing approvals of up to £80m to finance the acquisition of commercial properties in 2016/17 and further borrowing of up to £300 million was approved in 2017/18. During 2017/18, the Council made one IP acquisition within Borough for £5.1 million and two out of Borough acquisition for a total of £60 million. As disclosed in Note 12 of the Statement of accounts, the Council's rental income for IP acquisitions increased from £1.3 million in 2016/17 to £2.5 million by the end of 2017/18 and the group IP income for the same period stood at £4 million (refer group Investment Properties note). The Council established a wholly owned company namely Epsom and Ewell Property Investment Company (EEPIC) Limited to acquire the out of Borough purchases. The Council owns 100% of EEPIC and has ultimate control as set out in the Shareholder Agreement. The agreement sets out the performance levels required for the Company and the remit within which the Company will operate. As part of the Council's decision making process, the Committee reviewed external legal and tax advice. As a result, the Council structured it's investment in EEPIC through a commercial loan of £36.2 million to, and invested £24.1 million long term in the Company. EEPIC was then able to make the two out of Borough acquisition for a total of £60 million during 2017/18. Details of these arrangements were fully disclosed in the Narrative Report and in the Statement of Accounts. The Council approved the governance arrangements in September 2017, through the creation by the Strategy and Resources Committee of a shareholder sub-committee, to which will be delegated the Council's functions as sole shareholder of the Company. We noted at the time of writing (June 2018), the shareholder sub-committee had yet to meet. We recommended the Strategy and Resources Committee assess if the present governance arrangements for EEPIC provided the level of assurance required. 	<p>The financial climate continues to be an exceptionally challenging one for the Council. In common with many Councils, delivering an improved revenue stream will clearly need to remain as a key priority for the Council over the short to medium term.</p> <p>Regular reporting and monitoring of governance arrangements over investment decisions and the management of EEPIC should also be a key priority for Strategy and Resources Committee.</p> <p>We concluded that the Council has proper arrangements to ensure proper informed decisions making and deployed resources achieve planned outcomes for taxpayers and local people.</p>

A. Reports issued and fees

We confirm below our final fees charged for the audit and details of non-audit services provided in the year are set out below.

Reports issued

Report	Date issued
Audit Plan	19 March 2018
Audit Findings Report	16 July 2018
Auditor's opinion on accounts	30 July 2018
Auditor's value for money conclusion	30 July 2018
Annual Audit Letter	20 August 2018
Housing Benefit Grant Certification and report	November 2018 (planned)

Fees

	Planned £	Actual fees £	2016/17 fees £
Statutory group audit	44,708	*47,708	44,708
Housing Benefit Grant Certification	8,976	**TBC	9,773
Total fees	53,684	47,708	54,581

* The planned fees for the year were in line with the scale fee set by Public Sector Audit Appointments Ltd (PSAA). Fee variation is as a result of auditing the group accounts. Fee variations are subject to approval by Public Sector Audit Appointments Ltd.

** 2017/18 Housing Benefit grant certification work is in progress.

Fees for non-audit services

Service	Fees £
Audit related services	
- Certification of Housing Benefits Scheme (planned)	8,976
Non-Audit related services	
- None	

Non-audit services

- For the purposes of our audit we have made enquiries of all Grant Thornton UK LLP teams providing services to the group. The table above summarises all non-audit services which were identified.
- We have considered whether non-audit services might be perceived as a threat to our independence as the group's auditor and have ensured that appropriate safeguards were put in place.

The above non-audit services were consistent with the group's policy on the allotment of non-audit work to your auditor.

Audit Progress Report and Sector Update

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Introduction



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This paper provides the Strategy & Resources Committee with a report on progress in delivering our responsibilities as your external auditors.

The paper also includes a summary of emerging national issues and developments that may be relevant to you as a local authority.

Members of the Strategy & Resources Committee can find further useful material on our website, where we have a section dedicated to our work in the public sector. Here you can download copies of our publications: www.grant-thornton.co.uk ..

If you would like further information on any items in this briefing, or would like to register with Grant Thornton to receive regular email updates on issues that are of interest to you, please contact either your Engagement Lead or Engagement Manager.

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Progress at November 2018

2017/18 Audit

We have completed our audit of the Council's 2017/18 financial statements. Our audit opinion, including our value for money conclusion was issued on the 26th July 2018.

We issued:

- An unqualified opinion on the Council's financial statements; and
- An unqualified value for money conclusion on the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources.

We have issued all our deliverables for 2017/18 and have concluded our work on the 2017/18 financial year. Our Annual Audit Letter, summarising the outcomes of our audit is included as a separate agenda item.

2018/19 Audit

We have begun our planning processes for the 2018/19 financial year audit.

Our early substantive testing will begin early next year and we will discuss the timing of these visits with management. In the meantime we are progressing with:

- continuing to hold regular discussions with management to inform our risk assessment for the 2018/19 financial statements and value for money audits;
- reviewing minutes and papers from key meetings; and
- reviewing the Council's control environment
- updating our understanding of financial systems
- reviewing Internal Audit reports on core financial systems
- completing early work on emerging accounting issues

We expect to issue our audit plan summarising our approach to the key risks on the audit in January. We will report any findings from the interim audit to you in our Progress Report at the April Strategy & Resources Committee.

We have commenced our initial risk assessment to determine our approach in relation to our Value for Money work in assessing arrangements the Council has in place for securing economy, efficiency and effectiveness in its use of resources.

Other areas

Certification of claims and returns

We are required to certify the Council's annual Housing Benefit Subsidy claim in accordance with procedures agreed with the Department for Work and Pensions. This certification work is substantially complete for the 2017/18 claim and will be concluded by the end of November 2018.

The results of the certification work will be reported to you in our certification letter at the next committee.

Meetings

We continue to meet with key members of the Finance team as part of our liaison meetings and continue to be in discussions with finance staff regarding emerging developments and to ensure the audit process is smooth and effective. Our most recent meeting was 31st October 2018.

Events

We provide a range of workshops, along with network events for members and publications to support the Council. Our next event is our annual accountants workshop being held in the new year.

Further details of the publications that may be of interest to the Council are set out in our Sector Update section of this report.

Audit Deliverables

2017/18 Deliverables	Planned Date	Status
Annual Certification Letter This letter reports any matters arising from our certification work carried out under the PSAA contract.	November 2018	Complete
2018/19 Deliverables	Planned Date	Status
Fee Letter Confirming audit fee for 2018/19.	April 2018	Complete
Accounts Audit Plan We are required to issue a detailed accounts audit plan to the Audit Committee setting out our proposed approach in order to give an opinion on the Council's 2018-19 financial statements.	January 2019	Not yet due
Interim Audit Findings We will report to you the findings from our interim audit and our initial value for money risk assessment within our Progress Report.	April 2019	Not yet due
Audit Findings Report The Audit Findings Report will be reported to the July Audit Committee.	July 2019	Not yet due
Auditors Report This is the opinion on your financial statement, annual governance statement and value for money conclusion.	July 2019	Not yet due
Annual Audit Letter This letter communicates the key issues arising from our work.	August 2019	Not yet due
Annual Certification Letter This letter reports any matters arising from our certification work carried out under the PSAA contract.	December 2019	Not yet due

Sector Update

Local government finances are at a tipping point. Councils are tackling a continuing drive to achieve greater efficiency in the delivery of public services, whilst facing the challenges to address rising demand, ongoing budget pressures and social inequality.

Our sector update provides you with an up to date summary of emerging national issues and developments to support you. We cover areas which may have an impact on your organisation, the wider NHS and the public sector as a whole. Links are provided to the detailed report/briefing to allow you to delve further and find out more.

Our public sector team at Grant Thornton also undertake research on service and technical issues. We will bring you the latest research publications in this update. We also include areas of potential interest to start conversations within the organisation and with audit committee members, as well as any accounting and regulatory updates.

- **Grant Thornton Publications**
- **Insights from local government sector specialists**
- **Reports of interest**
- **Accounting and regulatory updates**

More information can be found on our dedicated public sector and local government sections on the Grant Thornton website

CIPFA consultation – Financial Resilience Index

The Chartered Institute of Public Finance and Accountancy (CIPFA) has consulted on its plans to provide an authoritative measure of local authority financial resilience via a new index. The index, based on publically available information, will provide an assessment of the relative financial health of each English council.

CIPFA has designed the index to provide reassurance to councils who are financially stable and prompt challenge where it may be needed. To understand the sector's views, CIPFA invited all interested parties to respond to questions it has put forward in the consultation by the 24 August.

The decision to develop an index is driven by CIPFA's desire to support the local government sector as it faces a continued financial challenge. The index will not be a predictive model but a diagnostic tool – designed to identify those councils displaying consistent and comparable features that will highlight good practice, but crucially, also point to areas which are associated with financial failure. The information for each council will show their relative position to other councils of the same type. Use of the index will support councils in identifying areas of weakness and enable them to take action to reduce the risk of financial failure. The index will also provide a transparent and independent analysis based on a sound evidence base.

The proposed approach draws on CIPFA's evidence of the factors associated with financial stress, including:

- running down reserves
- failure to plan and deliver savings in service provision
- shortening medium-term financial planning horizons.
- gaps in saving plans
- departments having unplanned overspends and/or undelivered savings.

Conversations with senior practitioners and sector experts have elicited a number of additional potential factors, including:

- the dependency on external central financing
- the proportion of non-discretionary spending – e.g. social care and capital financing - as a proportion of total expenditure
- an adverse (inadequate) judgement by Ofsted on Children's services
- changes in accounting policies (including a change by the council of their minimum revenue provision)
- poor returns on investments
- low level of confidence in financial management.

The consultation document proposes scoring six key indicators:

1. The level of total reserves excluding schools and public health as a proportion of net revenue expenditure.
2. The percentage change in reserves, excluding schools and public health, over the past three years.
3. The ratio of government grants to net revenue expenditure.
4. Proportion of net revenue expenditure accounted for by children's social care, adult social care and debt interest payments.
5. Ofsted overall rating for children's social care.
6. Auditor's VFM judgement.



Institute of Fiscal Studies: Impact of 'Fair Funding Review'

The IFS has published a paper that focuses on the issues arising in assessing the spending needs of different councils. The government's 'Fair Funding Review' is aimed at designing a new system for allocating funding between councils. It will update and improve methods for estimating councils' differing abilities to raise revenues and their differing spending needs. The government is looking for the new system to be simple and transparent, but at the same time robust and evidence based.

Accounting for councils' spending needs

The IFS note that the Review is seeking a less subjective and more transparent approach which is focused on the relationship between spending and needs indicators. However, like any funding system, there will be limitations, for example, any attempt to assess needs will be affected by the MHCLG's funding policies adopted in the year of data used to estimate the spending needs formula. A key consideration will be the inherently subjective nature of 'spending needs' and 'needs indicators', and how this will be dealt with under any new funding approach. Whilst no assessment of spending needs can be truly objective, the IFS state it can and should be evidence based.

The IFS also note that transparency will be critical, particularly in relation to the impact that different choices will have for different councils, such as the year of data used and the needs indicators selected. These differentiating factors and their consequences will need to be understood and debated.

Accounting for councils' revenues

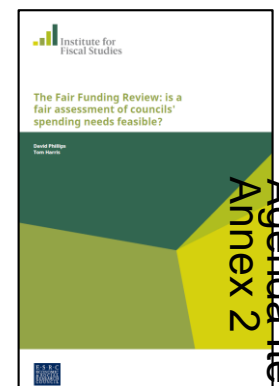
The biggest source of locally-raised revenue for councils is and will continue to be council tax. However, there is significant variation between councils in the amount of council tax raised per person. The IFS identify that a key decision for the Fair Funding Review is the extent to which tax bases or actual revenues should be used for determining funding levels going forward.

Councils also raise significant sums of money from levying fees and charges, although this varies dramatically across the country. The IFS note that it is difficult to take account of these differences in a new funding system as there is no well-defined measure of revenue raising capacity from sales, fees and charges, unlike council tax where the tax base can be used.

The overall system: redistribution, incentives and transparency

The IFS also identify that an important policy decision for the new system is the extent to which it prioritises redistribution between councils, compared to financial incentives for councils to improve their own socio-economic lot. A system that fully and immediately equalises for differences in assessed spending needs and revenue-raising capacity will help ensure different councils can provide similar standards of public services. However, it would provide little financial incentive for councils to tackle the drivers of spending needs and boost local economics and tax bases.

Further detail on the impact of the fair funding review can be found in the full report <https://www.ifs.org.uk/uploads/publications/comms/R148.pdf>.



National Audit Office – The health and social care interface

The NAO has published its latest ‘think piece on the barriers that prevent health and social care services working together effectively, examples of joint working in a ‘whole system’ sense and the move towards services centred on the needs of the individual. The report aims to inform the ongoing debate about the future of health and social care in England. It anticipates the upcoming green paper on the future funding of adult social care, and the planned 2019 Spending Review, which will set out the funding needs of both local government and the NHS.

The report discusses 16 challenges to improved joint working. It also highlights some of the work being carried out nationally and locally to overcome these challenges and the progress that has been made. The NAO draw out the risks presented by inherent differences between the health and social care systems and how national and local bodies are managing these.

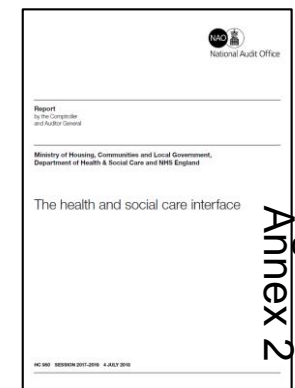
Financial challenges – include financial pressures, future funding uncertainties, focus on short-term funding issues in the acute sector, the accountability of individual organisations to balance the books, and differing eligibility criteria for access to health and social care services.

Culture and structure – include organisational boundaries impacting on service management and regulation, poor understanding between the NHS and local government of their respective decision-making frameworks, complex governance arrangements hindering decision-making, problems with local leadership holding back improvements or de-stabilising joint working, a lack of co-terminus geographic areas over which health and local government services are planned and delivered, problems with sharing data across health and social care, and difficulties developing person-centred care.

Strategic issues – include differences in national influence and status contributing to social care not being as well represented as the NHS, strategic misalignment of organisations across local systems inhibiting joint local planning, and central government’s unrealistic expectations of the pace at which the required change in working practices can progress..

This ‘think piece’ draws on the NAO’s past work and draws on recent research and reviews by other organisations, most notably the Care Quality Commission’s review of health and social care systems in 20 local authority areas, which it carried out between August 2017 and May 2018. The NAO note that there is a lot of good work being done nationally and locally to overcome the barriers to joint working, but often this is not happening at the scale and pace needed.

The report is available to download from the NAO’s website at:
<https://www.nao.org.uk/report/the-health-and-social-care-interface/>



Annex 2
Agenda Item 3

The Vibrant Economy Index

a new way to measure success

Our Vibrant Economy Index uses data to provide a robust, independent framework to help everyone understand the challenges and opportunities in their local areas. We want to start a debate about what type of economy we want to build in the UK and spark collaboration between citizens, businesses and place-shapers to make their places thrive.

Places are complex and have an intrinsic impact on the people and businesses within them. Economic growth doesn't influence all of the elements that are important to people's lives – so we shouldn't use GDP to measure success. We set out to create another measure for understanding what makes a place successful.

In total, we look at 324 English local authority areas, taking into account not only economic prosperity but health and happiness, inclusion and equality, environmental resilience, community and dynamism and opportunity. Highlights of the index include:

- Traditional measures of success – gross value added (GVA), average workplace earning and employment do not correlate in any significant way with the other baskets. This is particularly apparent in cities, which despite significant economic strengths are often characterised by substantial deprivation and low aspiration, high numbers of long-term unemployment and high numbers of benefit claimants
- The importance of the relationships between different places and the subsequent role of infrastructure in connecting places and facilitating choice. The reality is that patterns of travel for work, study and leisure don't reflect administrative boundaries. Patterns emerge where prosperous and dynamic areas are surrounded by more inclusive and healthy and happy places, as people choose where they live and travel to work in prosperous areas.
- The challenges facing leaders across the public, private and third sector in how to support those places that perform less well. No one organisation can address this on their own. Collaboration is key.

Visit our website (www.grantthornton.co.uk) to explore the interactive map, read case studies and opinion pieces, and download our report **Vibrant Economy Index: Building a better economy**.

Vibrant Economy app

To support local collaboration, we have also developed a Vibrant Economy app. It's been designed to help broaden understanding of the elements of a vibrant economy and encourage the sharing of new ideas for – and existing stories of – local vibrancy.

We've developed the app to help people and organisations:

- see how their place performs against the index and the views of others through an interactive quiz
- post ideas and share examples of local activities that make places more vibrant
- access insights from Grant Thornton on a vibrant economy.

We're inviting councils to share it with their employees and the wider community to download. We can provide supporting collateral for internal communications on launch and anonymised reporting of your employees' views to contribute to your thinking and response.

- To download the app visit your app store and search 'Vibrant Economy'
- Fill in your details to sign up, and wait for the verification email (check your spam folder if you don't see it)
 - Explore the app and take the quiz
 - Go to the Vibrant Ideas section to share your picture and story or idea



Links

Grant Thornton website links

<https://www.grantthornton.co.uk/>

<http://www.grantthornton.co.uk/industries/publicsector>

National Audit Office link

<https://www.nao.org.uk/report/the-health-and-social-care-interface/>

Institute for Fiscal Studies

<https://www.ifs.org.uk/uploads/publications/comms/R148.pdf>



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Safeguarding Policy

Head of Service/Contact:	Rod Brown, Head of Housing & Community
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1: Draft Safeguarding policy for children and adults
Other available papers (not attached):	None

Report summary

This report summarises the Council's safeguarding responsibilities and proposes a combined safeguarding policy for children and adults. The new policy updates current procedures to reflect best practice, clarifies reporting process and highlights differing forms of abuse and indicators as well as summarising other related policies and strategies.

Recommendation (s)

To agree the adoption of the Safeguarding Policy for Children and Adults as set out in Annex 1 to this report.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 This policy would contribute to the borough's priority Supporting our Community and aid the delivery of the objectives of the East Surrey Community Safety Partnership.

2 Background

- 2.1 A life that is free from harm, abuse, and neglect is a basic right of every person. The objective of safeguarding is to prevent and reduce the risk of harm to adults and children from abuse or other types of exploitation and impairment of development, while supporting individuals to maintain control over their lives and enabling them to make informed decisions without coercion.

- 2.2 Although safeguarding is recognised as a key responsibility of local authorities, safeguarding is still everybody's business, and as neighbours, citizens, and community members we need to be alert to neglect and abuse, and be committed to reporting our concerns.
- 2.3 The council's existing safeguarding policy does not reflect current legislative requirements and is in need of updating. Surrey County Council is the statutory authority for safeguarding and have set out the adopted and recommended format for such policies which the proposed policy will meet.

3 Proposals

- 3.1 The proposed Safeguarding Policy for Children and Adults sets out how the Council will meet its obligations to safeguard children and adults. It applies to staff, agency workers, volunteers and contractors employed by the Council. It is also applicable to Members in their role as Ward Councillors or undertaking official duties on behalf of the Council. The policy complements and supports the agreed multi-agency procedures set down by the Surrey Safeguarding Children Board and Surrey Safeguarding Adults Board.
- 3.2 The policy is governed by a set of key principles and themes, designed to ensure that people who are at risk experience the process in such a way that it is sensitive to individual circumstances, is person-centred and is outcome-focused. It is vital for successful safeguarding that the procedures in this policy are understood and applied consistently at an individual, managerial, and organisational level.
- 3.3 The policy follows the safeguarding guidelines promoted and adopted by the statutory body for safeguarding - Surrey County Council. The policy contributes to adopting a consistent approach to safeguarding by all boroughs and districts.
- 3.4 The policy identifies a wide range of common types of abuse or neglect that Councillors, staff, agency workers, volunteers and contractors employed by the Council should be aware of. Details of other related policies and strategies are included.
- 3.5 The essential elements of the policy are awareness of the Council's responsibilities for safeguarding and how to make a referral should a concern be raised. There will be a programme of awareness raising and appropriate training for all staff on how to make a referral if there is a concern.

4 Financial and Manpower Implications

- 4.1 This policy does not have any direct financial implications for the Council

- 4.2 The Council recently approved the appointment of a Community Safety and Enforcement Officer who will serve as the primary contact with other agencies regarding safeguarding.
- 4.3 The Head of Housing and Community is identified as the Responsible Officer for safeguarding issues and will chair a Corporate Safeguarding Group who will meet routinely to review patterns in referrals and identify adaptations to current practice.
- 4.4 The Corporate Safeguarding Group will report periodically to senior officers to ensure adequate monitoring and governance is maintained.
- 4.5 **Chief Finance Officer's comments:** *None for the purposes of this report.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 All organisations that work or come into contact with children or vulnerable adults need to have safeguarding policies and procedures in place. The Council has a duty of care that includes safeguarding for children and people in a vulnerable situation. It is important to ensure both members and officers across the organisation are aware of how complaints and concerns about adults at risk are properly identified and acted upon. This is in addition to the range of statutory responsibilities for local authorities to have effective safeguarding arrangements as identified in the Children's Act 1989 and 2004 and more recently in the Care Act 2014, in place. By having a policy document which sets our responsibilities and how we will discharge them, ensures some of the most vulnerable within our communities are protected.
- 5.2 **Monitoring Officer's comments:** *none arising from the contents of this report.*

6 Sustainability Policy and Community Safety Implications

- 6.1 The adoption of this policy will ensure the Council has an approach to safeguarding of children and adults which reflects good practice and reflects guidance from Surrey County Council.
- 6.2 The adoption and practice from following this policy will ensure the Council is effectively supporting the work of the east Surrey Community Safety partnership, of which this Council is a statutory member.

7 Partnerships

- 7.1 This policy will help strengthen how the Council works effectively with Surrey County Council in managing safeguarding within the borough.
- 7.2 The Council is an active member of the East Surrey Community Safety Partnership, which include many partners who work in the safeguarding arena.

8 Risk Assessment

- 8.1 It is a statutory requirement to have effective arrangements in place to respond to safeguarding concerns. If an up to date policy was not agreed, the Council could encounter reputational risks in not being able to demonstrate effective arrangements were in place.
- 8.2 In the event of harm occurring, not having effective safeguarding arrangements in place could expose the council to financial and legal risks also.

9 Conclusion and Recommendations

- 9.1 It is a statutory responsibility for local authorities to have effective safeguarding arrangements identified and this policy fulfils this requirement.
- 9.2 The recommendation is that the attached draft safeguarding policy for children and adults is adopted.

Ward(s) affected: (All Wards);



Safeguarding Policy for Children and Adults

November 2018

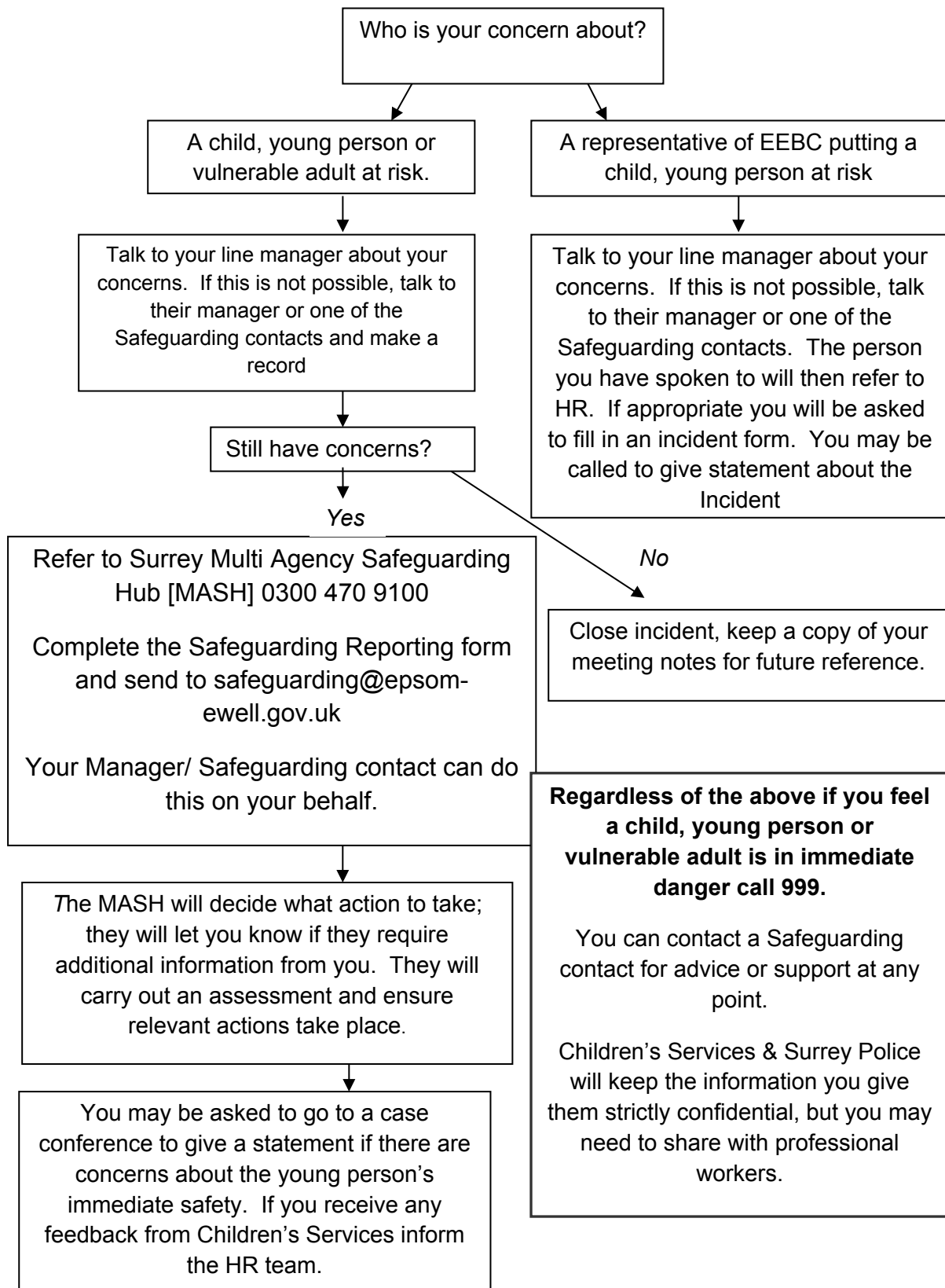
Safeguarding Contacts

Name	Job title	Extension Number
Rod Brown	Head of Housing & Community	2546
Currently vacant	Community Safety & Projects Officer	2133
Annette Snell	Housing Services Manager	2530
Rachel Jackson	Licensing, Grants and Home Improvement Agency Manager	2449
Sam Beak	Leisure Development Manager	2460
Claire Beesly	Assistant Solicitor Legal Services	2142
Linda Rendell	Venues and Facilities Manager	2804
Katayoun Thurlow	Venues and Facilities Manager	01372 720563
Linda Scott	Community Services Manager	2418

To discuss any issues surrounding the Safeguarding policy please contact one of the Safeguarding contacts or email:

safeguarding@epsom-ewell.gov.uk

Reporting Concerns relating to Children, Young People and Vulnerable Adults



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Foreword

The objective of safeguarding is to prevent and reduce the risk of harm to adults and children from abuse or other types of exploitation and impairment of development, while supporting individuals to maintain control over their lives and enabling them to make informed decisions without coercion. Although safeguarding is recognised as a key responsibility of local authorities, safeguarding is still everybody's business, and as neighbours, citizens, and community members we need to be alert to neglect and abuse, and be committed to reporting our concerns.

This policy sets out how the Council will meet its obligations to safeguard children and adults at risk. It applies to staff, agency workers, volunteers and contractors employed by the Council. It is also applicable to Councillors undertaking official duties on behalf of the Council. The policy complements and supports the agreed multi-agency procedures set down by the Surrey Safeguarding Children Board and Surrey Safeguarding Adults Board. (*See Appendix 1: Safeguarding Boards*) The policy is governed by a set of key principles and themes, designed to ensure that people who are at risk experience the process in such a way that it is sensitive to individual circumstances, is person-centred and is outcome-focused. It is vital for successful safeguarding that the procedures in this policy are understood and applied consistently at an individual, managerial, and organisational level.

The aims of safeguarding are to:

- Prevent harm and reduce the risk of abuse or neglect
- Stop abuse or neglect wherever possible
- Prevent impairment of development and enable individuals to have the best outcomes
- Safeguard individuals in such a way that supports them in making choices and having control over how they want to live
- Promote an approach that concentrates on improving life for the individual
- Raising public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide accessible information and support to help people understand what constitutes abuse and neglect, and how to respond
- Address what has caused the abuse or neglect

Safeguarding of children and adults at risk are governed by separate Government legislation and separate Surrey County Council safeguarding boards. Therefore the policy will consider the safeguarding of children and adults at risk independently, before addressing where there is overlap between the two safeguarding areas.

How to make a referral relating to children or adults

You have a Safeguarding concern

This could be a suspicion, an allegation, an observation or a disclosure of abuse or risk of abuse

Is there an immediate risk of harm?

Yes

Call **Emergency Services on 999** and following the call to Emergency Services, report the concern to one of the designated safeguarding contacts (See next page)

If you are a member of staff, then also complete an internal reporting form which is on the intranet and send to safeguarding@epsom-ewell.gov.uk

If you are an elected member, call **Emergency Services on 999** and report the concern to one of the designated safeguarding officers (See next page)

No

If you are a member of staff, talk to your Line Manager and if it is decided there is a concern (The Safeguarding contacts can be contacted for advice if needed), report it on the Safeguarding Incident Form and make the referral to the **Surrey Multi Agency Safeguarding Hub (MASH)** on **0300 470 9100** or a social worker if known to social services.

If you are an elected member, report the concern to one of the designated safeguarding officers (See next page)

If further information or action is required from you, the MASH will contact you.

You may not find out the outcome of the alert you raised as information is only provided on a need to know basis.

For further information on the Surrey Multi Agency Safeguarding Hub (MASH), see Appendix 2.

Safeguarding Contacts

Name	Job title	Extension Number
Rod Brown	Head of Housing & Community	2546
Currently vacant	Community Safety & Projects Officer	2133
Annette Snell	Housing Services Manager	2530
Rachel Jackson	Licensing, Grants and Home Improvement Agency Manager	2449
Sam Beak	Leisure Development Manager	2460
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Linda Rendell	Venues and Facilities Manager	2804
Katayoun Thurlow	Venues and Facilities Manager	01372 720563
Linda Scott	Community Services Manager	2418

Raising Alerts

To ensure timely response to Safeguarding concerns, alerts should be made by telephone to **Surrey Multi Agency Safeguarding Hub (MASH)**:

The team of multi-agency staff are based at Guildford Police Station, working hours 9am to 5pm Monday to Friday.

Monday to Friday 9am to 5pm **MASH phone number: 0300 470 9100**

MASH Email: mash@surreycc.gov.uk

MASH Secure email: mash@surreycc.gcsx.gov.uk

MASH team

Surrey Police

PO Box 101

Guildford

GU1 9PE

Other useful contacts

The Caldicott Guardian for Surrey Adult Social Care

Toni Carney – Email: toni.carney@surreycc.gov.uk

A Caldicott Guardian is a senior person responsible for protecting the confidentiality of people's health and care information and making sure it is used properly. All NHS organisations and local authorities which provide social services must have a Caldicott Guardian.

[UK Caldicott Guardian Council](#)

Child Sexual Exploitation, Modern Slavery and Prevent referrals should be made to Surrey Police on **101** unless it is an emergency in which case call **999**

Crimestoppers 0800 555 111:

Adult Social Care – Emergency Duty Team 01483 517898

General, non-safeguarding queries or existing open cases for Children

Surrey County Council's Children's Services

Telephone: **0300 123 1610**

Safeguarding children

Introduction

Epsom and Ewell Borough Council has a legal duty to work together with other statutory and voluntary agencies to safeguard and promote the welfare of children. For the purposes of this document children are considered as between 0 -18 years of age.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Children need to be loved and valued and be supported by a network of reliable and affectionate relationships. If children are denied this, they are at an increased risk of an impoverished childhood, and at an increased risk of disadvantage and social exclusion in adulthood. Abuse and neglect pose particular problems.

When safeguarding children, *Working Together to Safeguard Children* (See Appendix 4: *Legal Framework*) requires that the focus should be to promote children's wellbeing and welfare through supporting families. It recommends that safeguarding must address the needs of a child as much as the risk to a child in order to give children and families positive outcomes.

The Epsom and Ewell Borough Council Safeguarding Policy for Children and Adults has been developed in accordance with Surrey County Council guidance regarding:

- the safeguarding training programme
- recruitment procedures that will safeguard children and promote welfare – for example: Disclosure and Barring checks for specified employees and thorough selection procedures
- details of the designated safeguarding officers
- the procedures that staff must follow if they believe a child or young person may be at risk

- The use of the Early Help Assessment (*See Appendix 7: The Early Help Pathway*) If there is a concern about children, but the child is not at risk of significant harm, this needs to be dealt with via the Early Help Assessment process. Most enquiries about children's welfare are to do with concerns regarding children with additional needs. These needs may require a multi-agency response. The Early Help Assessment will help to clarify the child's specific needs and in collaboration with parents, ensure appropriate actions including the identification of a lead professional to continue to assist the family if necessary. (*See Appendix 7 for more details*).

It is a statutory duty under the Children Act 2004 (*See Appendix 3: Legal Framework*) for each local authority to have a Safeguarding Board. Government guidance: *Working Together to Safeguard Children* (*see above*) added further duties. The Surrey Safeguarding Children Board is led by Surrey County Council. All Borough Councils are partner agencies of the Board along with other statutory and voluntary agencies. For details of the Surrey Safeguarding Children Board, see Appendix 1.

Key principles

Effective safeguarding arrangements in every local area must be underpinned by two key principles:

- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation must play its full part
- A child-centred approach: for services to be effective they must be based on a clear understanding of the needs and views of children

Safeguarding is everyone's responsibility

'Safeguarding is everyone's responsibility' is the founding principle of safeguarding children. It asserts that everybody has a role to play in protecting children from harm and keeping them safe. If a person comes into contact with a child whom he or she has concerns about, he or she must take action to safeguard the child. It is unlikely that a single individual's insight into a child's situation will form a complete picture and by raising concerns, however small, and sharing information, it will allow for more informed decision making and decisive action to be taken.

A Child Centred Approach

Effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of vulnerable children.

Children have clearly expressed what they want from the safeguarding process:

Vigilance

To have adults notice when things are troubling them

Understanding and action

To understand what is happening; to be heard and understood; and to have that understanding acted upon.

Stability

To be able to develop an on-going stable relationship of trust with those helping them

Respect

To be treated with the expectation that they are competent rather than not

Information and engagement

To be informed about and involved in procedures, decisions, concerns and plans.

Explanation

To be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response

Support

To be provided with support in their own right as well as a member of their family

Advocacy

To be provided with advocacy to assist them in putting forward their views.

Good Practice when working with children

When working with children it is important to follow the good practice outlined below:

- Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.
- Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.
- It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or

where not to do so may place a child at risk. If circumstances permit, the parent/carer or line manager should be informed before the lift is provided.

- The event must always be recorded and reported to a senior manager and parents/carers.
- Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.
- Always report any accidents/incidents or situations where a child becomes distressed or angry to a senior colleague.

What to do if a child or third party makes an allegation

If a child or third party makes an allegation or discloses information which raises concern about significant harm, the initial response should be to listen carefully to what the child or third party says so as to:

- clarify the concerns
- offer reassurance about how the child will be kept safe and
- explain that what they say cannot be kept in confidence and will be passed to Children's Services and/or the police

If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of sexual abuse. An interpreter should be used if necessary.

If the child can understand the significance and consequences of making a referral to Children's Services, he or she should be asked his or her view by the referring professional. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.

Professionals should generally seek to discuss any concerns with the family and where possible, seek their agreement to making referrals to Children's Services, but there will be some circumstances where professionals should not seek consent if it could:

- place a child at increased risk of significant harm
- place an adult at risk of serious harm

- prejudice the prevention or detection of a serious crime
- lead to unjustified delay in making enquiries about allegations of Significant Harm

Professionals should record in writing, on the referral form, whether they have discussed the referral with the family. They should also record the reasons if they decide not to inform the family of these matters.

The procedure below is designed to help professionals to understand what to do if they have concerns about a child who has additional needs and what to do if a child has been or is likely to be significantly harmed.

When to refer

It is important that employees make a referral if it is believed or suspected that:

- A child is suffering or likely to suffer significant harm (*see Appendix 5: Safeguarding children from abuse*) or
- A child's health or development may be impaired without the provision of services or
- With the agreement of the person with parental responsibility, a child would be likely to benefit from family support services

There are a number of categories of abuse that could be defined as significant harm and they are set out in Appendix 5.

Allegations against staff, carers and volunteers

An investigation is required if there is an allegation or concern that any person who works with children, in connection with his or her employment or voluntary activity, has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Although some behaviours may not constitute a criminal offence, consideration will need to be given as to whether they may indicate unsuitability to work with children. These include concerns relating to inappropriate relationships between members of staff and children such as:

- having a sexual relationship with a child under 18 in a position of trust in respect of that child, even if consensual
- 'grooming' i.e. meeting a child under 16 with intent to commit a relevant offence
- other 'grooming' behaviour giving rise to concerns of a broader child protection nature - for example: inappropriate text/email messages or images, gifts, socialising etc.
- possession of indecent photographs/pseudo-photographs of children

Any allegations or concerns about a member of staff, councillor or volunteer should be immediately referred to the Head of Housing and Community who should act in accordance with the Surrey Safeguarding Policy. If the allegation concerns a councillor, then the Monitoring Officer should also be informed. If the alleged behaviour harmed a child, is a possible criminal offence or the behaviour indicates that they are unsuitable to work with children, the **Local Authority Designated Officer (LADO)** at Surrey County Council must also be informed within one working day of the allegation. If allegations are made directly to the police and if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

The Local Authority Designated Officer is responsible for advising on and monitoring such allegations and can be contacted on 01372 833321. For further details, see Appendix 9.

The actual process for making a referral is set out under *How to make a referral relating to children or adults at risk* (page 5)

Safeguarding Adults at Risk

Introduction

Epsom and Ewell Borough Council has a legal duty to work together with other statutory and voluntary agencies to safeguard and promote the welfare of adults at risk and treat them with dignity and respect. At the same time the Council will protect its staff and elected members from the risk of unfounded allegations. We will seek to ensure that any adult at risk receiving services from the Council can access council services in safety without fear of abuse.

This policy is designed to work in conjunction with Surrey Multi-Agency Adult Protection Procedures which is available on Surrey County Council's website:

[Surrey County Council](#)

The Council will seek to implement its policy on the protection of adults at risk by:

- ensuring that all staff who have regular, direct and unsupervised contact with adults at risk are carefully selected. They must provide two written references. Staff and appropriate elected members should complete a Disclosure and Barring check. Staff and appropriate elected members will receive basic training, accredited where necessary. All elected members must understand the adult protection process
- ensuring that all Council contractors who have regular, direct and unsupervised contact with adult at risks have effective policies and procedures in place
- ensuring that organisations that apply for grant aid for programmes that include adults at risk (funding or premises) have effective policies and procedures in place
- giving all the parties involved and the general public information about what they can expect from the council in relation to protecting and safeguarding adults at risk
- ensuring that there is a clear complaint procedure in place that can be used if there are any concerns
- sharing information about concerns with appropriate agencies and involving adults at risk and their carers as appropriate

Who is an adult at risk?

The term adult at risk refers to anyone aged 18 and over who:

- is or may be in need of Community Care Services by reason of mental or other disability, age or illness; and
- is or may be unable to take care of himself or herself, and/or:
- is unable to protect themselves against significant harm or exploitation

Whether or not a person is vulnerable in these cases will depend upon surrounding circumstances, environment and each case must be judged on its own merits

Key principles

The Care Act 2014 (*See Appendix 4: legal Framework*) introduced six principles of safeguarding which are listed below.

Empowerment

Presumption of person-led decision making and informed consent

Prevention

Take action before harm occurs

Proportionality

Take the least intrusive response appropriate to the risk presented

Protection

Provide support and representation for those in the greatest need

Partnership

Local solutions through services working with their communities

Accountability

Ensure there is accountability and transparency in safeguarding practices

In view of the above, the following principles have been adopted by all agencies and professionals working together to protect adults at risk.

- All adults at risk have a right to be protected and their decisions respected even if that decision involves risk.
- The prime concern at all stages will be the interests and safety of the adult at risk.
- The aim will be to give a professional service to support and minimise the distress of any adult at risk.

- Everyone will be treated sensitively at all stages of the investigation.
- The importance of professionals working in partnership with the adult at risk and others involved will be recognised throughout the process.
- All services will be provided in a manner that respects the rights, dignity, privacy and beliefs of all the individuals concerned and does not discriminate on the basis of race, culture, religion, language, gender, disability, age or sexual orientation.
- Adults who have been abused need the same care and sensitivity whoever the alleged abuser.
- The responsibility to refer the adult at risk rests with the person who has the concern.
- All agencies receiving confidential information in the context of an adult at risk investigation will make decisions about sharing this information in appropriate circumstances.
- Procedures provide a framework to ensure that agencies work together for the protection of the adult at risk. They are not a substitute for professional judgement and sensitivity
- Adults at risk have the right to have an independent advocate if they wish, at any stage in the process.

Making Safeguarding Personal

Making Safeguarding Personal (MSP) is a shift in culture and practice in response to what we now know about the effectiveness of safeguarding from the perspective of the person being safeguarded.

MSP promotes conversations about how we might respond in safeguarding situations in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety, and seeing people as experts in their own lives and working alongside them. It is a shift from a process supported by conversations to a series of conversations supported by a process.

The key focus is on developing a real understanding of what adults at risk wish to achieve and agreeing, negotiating and recording their desired outcomes, working out with them (and their representatives or advocates if they lack capacity) how best those outcomes might be realised and then seeing, at the end, the extent to which desired outcomes have been realised.

The Wellbeing Principle

The Care Act 2014 introduces a duty to promote wellbeing when carrying out any care and support functions in respect of a person. This is sometimes referred to as *The Wellbeing Principle* because wellbeing is put at the heart of care and support.

The wellbeing principle applies in all cases where care and support is being carried out, or decisions are made, or safeguarding is exercised. When safeguarding adults it applies equally to adults with care and support needs and their carers.

Promoting wellbeing means actively seeking improvements at every stage in relation to the individual, and where applicable their carer. It is a shift from providing services to the concept of meeting needs. In promoting wellbeing it should be assumed that individuals are best placed to judge their own wellbeing. Their individual views, beliefs, feelings and wishes are paramount and individuals should be empowered to participate as fully as possible.

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons or organisation. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent.

Any act of abuse, repeated or singular, is a violation of the adult at risk's human and civil rights

Context

Abuse of adults at risk can occur in any setting or any situation and can be a complex area. Abuse may occur in:

Domestic settings: including the adult at risk's own home, or another person's home

Institutional settings: including day care, residential care, nursing homes and hospitals

Public settings: including in the street, any public area or social or work environment

Abuse of adults at risk occurs in all cultures, all religions and at all levels of society.

The abuser may be anyone, including a member of the family, friend, neighbour, partner, carer, stranger, care worker, manager, volunteer, another service user or any other person who comes into contact with the adult at risk.

Good Practice when working with Adults at Risk

To help prevent abuse occurring and false allegations arising, the following basic guidelines will help safeguard both the adult at risk and members of staff.

You must:

- treat all service users with dignity and respect
- provide an example of good conduct you wish others to follow
- Challenge unacceptable behaviour - e.g. bullying, and report all allegations/suspicions of abuse
- Be identifiable and wear a name badge at all times

You must not:

- have unwarranted contact with an adult at risk
- make any comments, which may have a sexual connotation.

There may be exceptional circumstances where it is necessary to restrain the adult at risk to prevent him or her from damaging himself or herself or others. Only the minimum reasonable force necessary may be used. All incidents of physical restraint must be recorded on an incident form and be submitted to a nominated officer and the Health and Safety Officer

When to be concerned about possible abuse

It is not the role of Epsom and Ewell Borough Council to decide if an adult at risk is being abused or not, but it is our job to pass on any concerns. *Appendix 6: Adults at Risk: forms of abuse and indicators of abuse* provides a list of types of abuse and examples of behaviours associated with each type of abuse. This list is not exhaustive, and there may be other indicators.

Responding to a person who discloses a concern of abuse

- In an emergency ring 999.
- Do ensure the safety of the individual and others if in immediate danger, and contact the relevant emergency service.
- Do not be judgemental or jump to conclusions.
- Do listen carefully.

- Do provide support and information to meet the individual's specific communication needs.
- Do use open questions.
- Do tell them that the individual did a good or right thing in telling you.
- Do tell the individual you are treating the information seriously.
- Do tell them it was not their fault.
- Do ask them what they need to keep themselves safe.
- Do not make promises you cannot keep.
- Do not promise to keep secrets.
- Do seek consent to share the information with your lead for safeguarding; however, lack of consent should not prevent you from reporting your concerns.
- Do explain that you have a duty to tell your lead for safeguarding.
- Do not confront the person alleged to have caused the harm as this could place you at risk, or provide an opportunity to destroy evidence, or intimidate the person alleged to have been harmed or any witnesses.
- Do explain that you will try to take steps to protect them from further abuse or neglect.
- Do support and reassure the person.
- Do preserve any forensic or other evidence.

Action after the concern of abuse has been recognised:

To be taken as soon as possible or within 4 hours

- Report concerns to one of the Council's Safeguarding contacts (for details, see page 6).
- Record your concerns and how they came to light, any information given by the person, information about any witnesses, the individual's wishes, actions taken, who was present at the time, dates and times of incident(s).

- Record details of the person alleged to have caused harm.
- Do record any concerns about the person's capacity to make any decisions and the reasons for the concerns.
- Do record whether the person is aware that the concerns have been reported.
- Do record their perspective.
- Do record any previous concerns about the person.
- Do not breach confidentiality for example by telling friends or other work colleagues.
- Do use Whistleblowing Procedures if you feel that you will not be believed, taken seriously or believe that your manager or lead for safeguarding may be causing the risks of abuse to the adult or child.

The actual process for making a referral is set out under *How to make a referral relating to children or adults at risk* (page 5)

The Council's roles and responsibilities in safeguarding children and adults at risk

The policy has considered children and adults at risk independently as they are the subject of different legislation. However, there are areas where safeguarding children and adults at risk overlap, and these are set out below:

The Council as an Organisation

The Council is committed at senior officer and member level to safeguarding children and adults at risk. The Council recognises its responsibilities under the Care Act 2014, The Children Act 2004, and Working Together to Safeguard Children 2015. Safeguarding is a Council priority and this is clearly demonstrated by:

- representation at the Surrey Safeguarding Adults Board and the completion of standard returns for this board
- representation at the Surrey Safeguarding Children Board and the completion of Section 11 returns for this board
- appointment of a Lead Epsom and Ewell Borough Council Member for Safeguarding Children and Adults at Risk
- appointment of Safeguarding Officers across the Council, to be formally approved by the Chief Operating Officer
- sign up to protocols and policies

The Council as an Employer

In its role as an employer the Council incorporates safeguarding measures in its recruitment procedure and provides mandatory safeguarding training for all employees.

Recruitment Procedures

Epsom and Ewell Borough Council is committed to safer recruitment. Where it is necessary, new members of staff are required to undergo a Disclosure and Barring Service (DBS) check to obtain a Basic Disclosure Scotland certificate. Basic disclosures verify identity and show details of all convictions considered to be unspent under the Rehabilitation of Offenders Act 1974 or state that there are no such convictions. New employees who are taking up a position which involves working closely with children or adults at risk (in a voluntary or paid capacity) will be required to acquire an Enhanced DBS Disclosure. Enhanced DBS Disclosures provide additional detail about unspent and spent convictions, cautions, reprimands, final warnings plus any additional information held by the police.

Training

All employees will be required to undertake safeguarding training and become familiar with the Safeguarding Policy as part of their induction. Training will be provided at three levels:

Citizen level: This training is designed for all members of staff to give them an awareness of what safeguarding is, forms of abuse, and how to report any concerns they may have.

Advanced level: This training is aimed at those employees who have a role that involves direct contact with children and adults at risk.

Safeguarding Officer level: The leads for safeguarding, Safeguarding Officers, will undertake additional training as organised and recommended by the Surrey Safeguarding Adults Board and Surrey Safeguarding Children Board to ensure their knowledge is up to date and is reflected in the council's policies and procedures.

The Council as a Licensing Authority

The Council is a licensing authority for services such as taxi drivers, public events, alcohol and entertainment, charity collections, gambling, animal licensing, boot fairs, Sunday and street trading and other licences such as fireworks.

The Council needs to ensure that all relevant checks are carried out prior to issuing licences and if a safeguarding concern is raised at any time during the process, the Council's safeguarding policy and procedure must be followed, including the notification of other government or national bodies.

Contracts

Safeguarding is referenced in the general conditions of contact for suppliers. If a supplier breaches the contract, the legal team will follow its processes in addition to following the Council's Safeguarding Policy for Children and Adults at Risk.

Record keeping

Good record-keeping is an essential part of the accountability of organisations to those who use their services. Maintaining proper records is vital to individuals' care and safety. If records are inaccurate, future decisions may be wrong and harm may be caused to the individual. Where an allegation of abuse is made, all agencies have a responsibility to keep clear and accurate records. It is fundamental to ensure that evidence is protected and to show what action has been taken, what decisions have been made and why.

A guide to making a record

As soon as possible on the same day, a written record should be made of what has been seen, been said and any other concerns. It is important to make sure anyone else who saw or heard anything relating to the concern also makes a written report.

Epsom and Ewell Borough Council has designed a **Safeguarding Report Form**. It is to be used as soon as possible after the incident or disclosure to capture the safeguarding information including any actions taken. The form can be used for concerns about an adult or child.

When the form has been completed it must be sent to safeguarding@epsom-ewell.gov.uk.

The report will be kept on file securely with the centrally held Safeguarding Monitoring Register as a means of reference. It will also aid in the relaying of information to the Multi Agency Safeguarding Hub (MASH), and other organisations such as the police if and when required.

The form can be found at: [Insert link]

Also see Appendix – Safeguarding report Form.

More information about recording keeping can be found at:

<http://www.surreycc.gov.uk/social-care-and-health/safeguarding-boards/surrey-safeguarding-adults-board/surrey-safeguarding-adults-board-information-for-professionals/protocols-forms-and-guidance>

Information sharing

Information sharing is vital to safeguarding and promoting the welfare of children and adults at risk. A key factor in many cases where children and adults have been harmed has been the failure to record information, to share it, to understand the significance of the information shared and to take appropriate action. Often it is only when information from a number of sources has been shared that it becomes clear that a child or adult at risk might be suffering harm.

Professionals who have contact with children, families and adults at risk should always share any concerns with the MASH where they have reasonable cause to suspect significant harm. For more information on the MASH, see Appendix 3.

All information sharing should be in line with the agreed set of principles about sharing personal or confidential information in the Surrey Multi-Agency Information Sharing Protocol (MAISP). Further information can be found at:

<http://www.surreycc.gov.uk/social-care-and-health/safeguarding-boards/surrey-safeguarding-adults-board/surrey-safeguarding-adults-board-information-for-professionals/protocols-forms-and-guidance>

Appendix 1

Safeguarding Boards

In Surrey, the statutory Safeguarding Children's Board and Safeguarding Adults Boards are responsible for providing local agencies with guidance and holding agencies to account for their actions.

Representation on Safeguarding Boards

The Children Act 2004 and Care Act 2014 together with associated statutory guidance sets out which organisations are required to sit on both boards and comprises all relevant statutory and key voluntary agencies.

The 11 Surrey Borough and District Councils have a single representative nominated by the Surrey Chief Executives Group to represent them on each board. Other borough and district council officers may attend the boards or the various sub groups that deal with the operational arrangements and ensure effective practice throughout the County.

Performance and Quality Assurance

Organisations on the boards are responsible for ensuring that they provide any data that is required by the boards for their respective Performance and Quality Assurance Frameworks. Likewise, they are expected to complete any returns and comply with any audit requirements.

Surrey Safeguarding Children Board (SSCB)

The overall role of the SSCB is to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together by developing interagency policies and procedures for safeguarding and promoting the welfare of children, including:

- the action to be taken where there are concerns about a child's safety or welfare
- training of those working with children and/or families or in services affecting the safety and welfare of children
- investigation of allegations concerning persons working with children

It is very important that local safeguarding arrangements are strongly led and promoted at a local level, specifically by:

- a strong lead from local authority members, and the commitment of chief officers in all agencies, in particular the Director of Children's Services and Lead Member for Children's Services at Surrey County Council; and

- effective local coordination and challenge by the Local Safeguarding Children's Boards

Borough and District Councils have a crucial role to play in the safeguarding of children in their areas. The Surrey Safeguarding Board Procedures Manual specifically refers to the duty of housing authorities to share information that is relevant to safeguarding. They should promote the welfare of children and the duties of leisure services departments and leisure contractors to ensure that their leisure facilities safeguard children. All casual and temporary members of staff must be aware of safeguarding children issues and know how to report concerns.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Each Surrey Borough and District Council completes Section 11 forms to be returned to the Surrey Safeguarding Children Board by the Lead Safeguarding Officer.

The Surrey Safeguarding Children Board has five core objectives to enable it to deliver its responsibilities as set out in *Working Together 2015*. These are:

- to optimise the effectiveness of arrangements to safeguard and protect children and young people
- to ensure clear governance arrangements are in place for safeguarding children and young people
- to oversee Serious Case Reviews (SCRs), Partnership Reviews and Child Death (CDOP) processes and ensure learning and actions are implemented as a result
- to ensure a safe workforce and that single-agency and multi-agency training is effective and disseminate good practice
- to raise awareness of the roles and responsibilities of agency and community roles and responsibilities in relation to safeguarding children and young people

In addition, the Board:

- coordinates what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area
- ensures the effectiveness of what is done by each such person or body for those purposes

The functions that support these objectives are to:

- develop policies and procedures
- communicate and raise awareness
- monitor and evaluate the effectiveness of partners individually and collectively
- participate in the planning of services
- undertake reviews of all child deaths and serious case reviews and disseminate the learning
- commissioning and delivery of multi-agency training
- evaluate of single agency and multi-agency training

Additional Priorities

In addition to the delivery of core business the SSCB has identified four targeted priorities on which to focus:

- To monitor and challenge the effectiveness of Early Help and to ensure that the voice of children and young people is heard
- To ensure professionals and the current child protection processes effectively protect those children identified as in need of protection and who are looked after
- To ensure children and young people at risk of Child Sexual Exploitation (CSE) are protected
- To monitor and challenge the effectiveness and impact of the Domestic Abuse Services in reducing the incidences of Domestic Abuse and protecting children and young people from harm

Surrey Safeguarding Adults Board (SSAB)

The Surrey Safeguarding Adults Board (SSAB) helps and protects adults in Surrey who have care and support needs and who are experiencing, or are at risk of, abuse or neglect.

Representatives from carers' groups, disability groups and older people's groups are members of the board.

The Board ensures the voices of adults at risk, their families and their carers are heard and guarantees there are effective processes in place to prevent and respond

to abuse and neglect. The board also raises awareness of the importance of safeguarding through publicity campaigns and has a multi-agency training programme in place to give staff the right skills to safeguard adults.

The SSAB has three core duties:

- to publish a strategic plan that sets out how it will meet its main objective and what the members will do to achieve this
- to publish an annual report detailing what the SSAB has done during the year to achieve its main objective and implement its strategic plan
- to conduct any safeguarding adults reviews in accordance with the Care Act 2014

The functions that support its objectives and duties are to:

- develop a framework of multi-agency policies , protocols and procedures
- require member agencies to provide assurance on their safeguarding activities
- quality assure the safeguarding of member agencies
- implement a multi-agency Competency Framework and training programme
- undertaking Safeguarding Adults Reviews and learning lessons from them
- learn lessons from other reviews including Domestic Homicide Reviews
- undertake activities to raise awareness of safeguarding and to support the prevention of abuse and neglect

Appendix 2

Surrey Multi Agency Safeguarding Hub (MASH)

What is the MASH?

The Surrey Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses.

The Surrey MASH achieves this by co-locating agencies. It brings together Surrey County Council social care workers for children and adults, early help services, health workers and police as well as other partners across Surrey. Its aim is to identify need, risk and harm accurately and to facilitate the most appropriate and timely intervention.

The MASH partners

The Surrey MASH comprises representatives from Adult Social Care, Children's Social Care, Health and Surrey Police. There is also a virtual team of partners who support the MASH via information sharing.

This includes Education Workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Surrey Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-ordination Hubs.

Because of closer partnership working, there is clearer accountability and less duplication.

How does the MASH work?

The MASH will consider all matters that come to its attention and decide on the best level of support or most appropriate service. If there is not enough information to make this decision, the MASH will ask other agencies for information such as police, health and schools, in order to make that decision and establish the right course of action. By offering advice from social workers from both adult and children services, the MASH can take a whole family centred approach: adults look after children/young people and vice versa; concerns/risks often affect both adults and children. For example, an adult at risk who is experiencing abuse could also be a parent and the abuse they are experiencing could impact on their child. A MASH which covers both adults and children can look at the risks for both adult and child and come up with a holistic plan that supports the family.

When should the MASH be contacted?

The Surrey MASH should be contacted if you would like to report a concern about the safety of a child, young person or an adult. The MASH is for new contacts not existing open cases. If it is an existing case, contact the appropriate social worker or locality team.

Situations where you would call a different number instead of the MASH

If you have already been in touch with adult social care or children's social care services, please contact your allocated social worker or family support worker directly.

Data Sharing in the MASH

Any data or information in the MASH is shared using a secure IT system. Only information that is 'lawfully' relevant to each case will be shared. The data will be used to inform the decision on the most appropriate service by gaining a better understanding of risk and need. All other information that is not relevant, necessary or proportionate to the need or risk of that individual case will not be shared and will not be accessible to any third parties.

For further information about the MASH:

<https://www.surreycc.gov.uk/social-care-and-health/contacting-social-care/contact-childrens-services/about-the-multi-agency-safeguarding-hub>



Appendix 3

Safeguarding Reporting Form

Epsom and Ewell Borough Council Safeguarding Reporting Form

1. Referral taken by	
Job Title:	Telephone:
Date of referral:	Time:

Referrer details	
Name	Job title
Place of work - address incl postal code	
Telephone	Email

2. Person details	
Last name	First Name
Date of Birth	Male/Female
Ethnicity (see code)*	Religion
Adult /Child	
Address	

3. Household details					
Last Name	First Name	Date of Birth	Male/Female	Ethnicity	Relationship to person
If known or appropriate please state principal carer and/or those with parental responsibility if appropriate and address if different:					

Telephone number:	Mobile number:
Please state if person referred has a disability or special needs?	

4. Other professionals involved (to include GP and school details) where known			
Name	Job Title	Address	Telephone

5. Please state, if person is a child, whether the Early Help HUB has been contacted and any advice given

6. Has an Early Help Assessment (EHS) been completed.			
Yes	No	Don't know	Please attach if yes.

7. Reason for referral
What are your safeguarding concerns for this person?
What are these concerns based on? (What information have you gathered)
What services have already been offered by EEBC and/ or other agencies and what were the outcomes?

8. Please state who at EEBC you have discussed the case with?

9. Please state if you have made a referral to any of the following agencies:			
Children's Services	Yes/ No	Adult Social Care	Yes/ No
Community Mental Health	Yes/ No	Police	Yes/ No
Chapter 1 (Domestic Abuse Outreach)	Yes/ No		
Other (please specify)			

Have you emailed your completed Safeguarding Referral Form to:

safeguarding@epsom-ewell.gov.uk ?

Appendix 4

Legal Framework

This Safeguarding policy is underpinned by a range of legislation including, but not limited to:

The Children Acts 1989 and 2004

The *Children Act 1989* and *Children Act 2004* along with the statutory guidance, *Working Together to Safeguard Children 2015* provide the current framework for safeguarding children.

This legislation places an overarching responsibility on Surrey County Council, as the lead authority for children, for safeguarding and promoting the welfare of all children in their area, but makes clear that other agencies also have a role to play.

Section 11 of the Children Act 2004 places a statutory duty on various agencies, including districts and borough councils, to make arrangements to ensure that their functions are discharged taking account of the need to safeguard and promote the welfare of children. This includes any services or function they contract out.

This Act led to the establishment of the Surrey Safeguarding Children's Board and required Surrey County Council to secure the co-operation of partners in setting up arrangements to improve the well-being of children in Surrey.

Working Together to Safeguard Children

This replaced the Area Child Protection Committee and sets out how organisations and individuals should work together to achieve this using the key principles:

Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part.

The approach must be child-centred: in order to be effective, there needs to be a clear understanding of the needs of the child.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

The Care Act 2014

The Care Act 2014 sets out the legal framework for how local authorities and other statutory agencies, including district and borough councils, should protect adults with care and support needs who are at risk of abuse or neglect. It consolidates existing law and puts similar arrangements in place to those safeguarding children.

The Act required Surrey County Council, as the lead authority for vulnerable adults, to establish a Safeguarding Adults Board to bring together the key local partners to

focus on safeguarding strategy and practice. The Act also places a duty on Surrey County Council to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect conducting Safeguarding Adults Reviews (SARs) where there is a cause for concern about a particular case, to learn lessons for the future.

All these initiatives are designed to ensure greater multi-agency collaboration as a means of transforming adult social care.

This guidance is updated from time to time; therefore the most up to date guidance will apply in relation to the operation of this policy.

Appendix 5

Safeguarding children from abuse

Physical abuse

This is a form of significant harm which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following are often regarded as indications of concern;

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Reluctance to give information or mention previous injuries.

If you notice that a child or young person has injuries such as bruising, bite marks, burns and scalds, or scars and are concerned about the cause, it should be reported using the procedures set out in ***How to make a referral relating to children or adults at risk (page 5)***

Emotional Abuse

Emotional abuse is a form of significant harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate or valued. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another, serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Staff must also be aware and report concerns relating to domestic abuse The definition of domestic abuse was changed by Government in September 2012 and is now defined as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality. This can encompass, but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Sexual Abuse

Sexual abuse is a form of significant harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Staff must also be aware of **Child Sexual Exploitation** as an emerging, high priority concern. CSE is defined as:

...involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Sexual exploitation can have a serious long term impact upon every aspect of a child or young person's life, health and education. It also damages the lives of families and carers and can lead to families breaking up.

It is a multi-agency responsibility of partner agencies to identify those children and young people at risk of exploitation, to protect them and safeguard them from further risk of harm and to prevent children from becoming victims of this form of abuse.

County Lines

County Lines refers to urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or *deal lines*. This criminal activity often involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money.

New guidance has been developed by the Home Office to support frontline staff – particularly those who work with children, young people and potentially vulnerable adults – in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies.

Any practitioner working with a vulnerable person who they think may be at risk of county lines exploitation should follow their local safeguarding guidance and share this information with local authority social care services.

If you believe a person is in immediate risk of harm, you should contact the police.

The guidance is available here:

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Neglect

Neglect is a form of significant harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If physical, emotional, sexual or neglect significant harm is suspected, or you have any other concerns regarding significant harm, it is important to report them immediately using the referral method outlined below. A piece of information, no matter how small, could mean that a child at risk is identified. Several small pieces of information from different agencies have in the past identified horrific cases of abuse that would not have been identified by one single agency.

Appendix 6

Adults at Risk: forms of abuse and indicators of abuse

Physical abuse

Physical abuse includes assault, hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.

Possible indicators

- Unexplained or inappropriately explained injuries

- Exhibiting untypical self-harm
- Unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia
- Unexplained bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing. Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body
- Unexplained burns on unlikely areas of the body (e.g. soles of the feet, palms of the hands, back), immersion burns (from scalding in hot water/liquid), rope burns, burns from an electrical appliance
- Unexplained or inappropriately explained fractures at various stages of healing to any part of the body
- Medical problems that go unattended
- Sudden and unexplained urinary and/or faecal incontinence. Evidence of over/under-medication
- Flinches at physical contact
- Appears frightened or subdued in the presence of particular people
- Asks not to be hurt
- May repeat what the person causing harm has said (e.g. 'Shut up or I'll hit you')
- Reluctance to undress or uncover parts of the body
- Wears clothes that cover all parts of their body or specific parts of their body
- An adult with capacity not being allowed to go out of a care home when they ask to
- An adult without capacity not being allowed to be discharged at the request of an unpaid carer/family member

Note: The NHS defines capacity as *the ability to use and understand information to make a decision, and communicate any decision made. A person lacks capacity if their mind is impaired or disturbed in some way and this means the person is unable to make a decision at that time.*

<http://www.nhs.uk/Conditions/Consent-to-treatment/Pages/Capacity.aspx>

Domestic abuse

Domestic abuse includes psychological, physical, sexual, financial, emotional abuse, and so called 'honour' based violence.

In 2013, the Home Office announced changes to the definition of domestic abuse:

- Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partner or family member regardless of gender or sexuality
- Includes: psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence, Female Genital Mutilation, forced marriage
- Age range extended down to 16

Many people think that domestic abuse relates to intimate partners, but it is clear that other family members are included and that much safeguarding work that occurs at home is, in fact is connected with domestic abuse. This confirms that domestic abuse approaches can be considered safeguarding responses in appropriate cases.

Family members are defined as: mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.

Forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party in identifying a spouse.

In a situation where there is concern that an adult with care and support needs is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the adult safeguarding process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.

The Anti-social Behaviour, Crime and Policing Act 2014 means it is now a criminal offence to force someone to marry. In addition, the Forced Marriage (Civil Protection) Act 2007 may be used to obtain a Forced Marriage Protection Order as a civil remedy.

Honour-based violence is a crime, and referring to the police must always be considered. It has or may have been committed when families feel that dishonour

has been brought to them. Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community. Many of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help.

Safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If a safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, the matter should be referred to the police as they have the necessary expertise to manage the risk.

Female genital mutilation (FGM) involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (FGMA) was introduced in 2003 and came into effect in March 2004. The Act makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country. It also makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad.

Sexual abuse

Sexual abuse includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

It includes penetration of any sort, incest and situations where the person causing harm touches the abused person's body (e.g. breasts, buttocks, genital area), exposes his or her genitals (possibly encouraging the abused person to touch them) or coerces the abused person into participating in or looking at pornographic videos or photographs. Denial of a sexual life to consenting adults is also considered abusive practice.

Any sexual relationship that develops where one person is in a position of trust, power or authority in relation to the other (e.g. day centre worker/social worker/residential worker/health worker etc.) may also constitute sexual abuse (see section on position of trust).

Possible indicators

- Urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained
- Appears unusually subdued, withdrawn or has poor concentration

- Exhibits significant changes in sexual behaviour or outlook
- Experiences pain, itching or bleeding in the genital/anal area
- Underclothing is torn, stained or bloody
- A child or a woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant

Sexual exploitation

The sexual exploitation of adults with care and support needs involves exploitative situations, contexts and relationships where adults with care and support needs (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing sexual activities, and/or others performing sexual activities on them.

Sexual exploitation can occur through the use of technology without the person's immediate recognition. This can include being persuaded to post sexual images or videos on the internet or a mobile phone with no immediate payment or gain, or being sent such an image by the person alleged to be causing harm. In all cases those exploiting the individual have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources.

Psychological abuse

Psychological abuse includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or withdrawal from services or support networks.

Psychological abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation.

It includes preventing a person from using services that would otherwise support them and enhance their lives. It also includes the intentional and/or unintentional withholding of information (e.g. information not being available in different formats/languages etc).

Possible indicators

- Untypical ambivalence, deference, passivity, resignation
- Appears anxious or withdrawn, especially in the presence of the alleged abuser

- Exhibits low self-esteem
- Untypical changes in behaviour (e.g. continence problems, sleep disturbance)
- Not allowed visitors/phone calls
- Locked in a room/in their home
- Denied access to aids or equipment (e.g. glasses, dentures, hearing aid, crutches etc.)
- Access to personal hygiene and toilet is restricted
- Movement is restricted by use of furniture or other equipment
- Bullying via social networking internet sites and persistent texting

Financial or material abuse

This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible indicators

- Lack of heating, clothing or food
- Inability to pay bills/unexplained shortage of money
- Lack of money, especially after collecting Benefits
- Inadequately explained withdrawals from accounts
- Unexplained loss/misplacement of financial documents
- The recent addition of authorised signatories on accounts or cards
- Disparity between assets/income and living conditions
- Power of attorney obtained when the adult lacks the capacity to make this decision
- Recent changes of deeds/title of house or will

- Recent acquaintances expressing sudden or disproportionate interest in the person and their money
- Service user not in control of their direct payment or individualised budget
- Miss-selling/selling by door-to-door traders/cold calling
- Illegal money-lending.

Modern slavery

Modern Slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators.

There are many different characteristics that distinguish slavery from other human rights violations – however, only one needs to be present for slavery to exist.

Someone is in slavery if they are:

- forced to work by mental or physical threat
- owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse
- dehumanised, treated as a commodity or bought and sold as 'property'
- physically constrained or has restrictions placed on his/her freedom of movement

Contemporary slavery takes various forms and affects people of all ages, gender and races.

Human trafficking involves an act of recruiting, transporting, transferring, harbouring or receiving a person through a use of force, coercion or other means, for the purpose of exploiting that person.

If an identified victim of human trafficking is also an adult with care and support needs, the response will be co-ordinated under the adult safeguarding process. The police are the lead agency in managing responses to the victims of human trafficking. There is a national framework to assist in the formal identification and help to coordinate the referral of victims to appropriate services, known as the National Referral Mechanism.

Possible Indicators

Signs of various types of slavery and exploitation are often hidden, making it hard to recognise potential victims. Victims can be any age, gender or ethnicity or nationality. Although by no means exhaustive, some common signs follow.

Persons may:

- not be in possession of legal documents (passport, identification and bank account details) and they are being held by someone else
- have old or serious untreated injuries and they are vague, reluctant or inconsistent in explaining how the injury occurred
- look malnourished, unkempt, or appears withdrawn
- have few personal possessions and often wear the same clothes
- what clothes they wear may not be suitable for their work
- be withdrawn or appear frightened, unable to answer questions directed at them or speak for themselves and/or an accompanying third party speaks for them. If they do speak, they are inconsistent in the information they provide, including basic facts such as the address where they live
- appear under the control/influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work. Many victims will not be able to speak English
- Exhibit fear of the authorities
- perceive themselves to be in debt to someone else or in a situation of dependence

Environmental indicators

- **Outside the property:** there are bars covering the windows of the property or they are permanently covered on the inside. Curtains are always drawn. Windows have reflective film or coatings applied to them. The entrance to the property has CCTV cameras installed. The letterbox is sealed to prevent use. There are signs the electricity may have been connected from neighbouring properties or directly from power lines.
- **Inside the property:** access to the back rooms of the property is restricted or doors are locked. The property is overcrowded and in poor repair.

Discriminatory abuse

This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. **Hate crime** can be viewed as a form of discriminatory abuse, although will often involve other types of abuse as well. It also includes not responding to dietary needs and not providing appropriate spiritual support. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse.

The government has recently published a four year plan for tackling hate crime: *Action Against Hate*. The plan is available via: www.gov.uk/government/publications

Possible Indicators

Indicators for discriminatory abuse may not always be obvious and may also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse and harassment, so all the indicators listed above may apply to discriminatory abuse.

A person may reject his or her own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices, or make complaints about the service not meeting his or her needs.

Organisational abuse

Organisational abuse is the mistreatment, abuse or neglect of person by a regime or individuals in a setting or service where the person lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.

Organisational abuse occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice which affect the whole setting and deny, restrict or curtail the dignity, privacy, choice, independence or fulfilment of the individuals.

It can include neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within a person's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Organisational abuse can occur in any setting providing health or social care. A number of inquiries into care in residential settings have highlighted that organisational abuse is most likely to occur when staff:

- receive little support from management

- are inadequately trained
- are poorly supervised and poorly supported in their work
- receive inadequate guidance

Or where there is:

- unnecessary or inappropriate rules and regulations
- lack of stimulation or the development of individual interests
- inappropriate staff behaviour, such as the development of factions, misuse of drugs or alcohol, failure to respond to leadership
- restriction of external contacts or opportunities to socialise

Neglect and acts of omission

These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Neglect and poor professional practice may take the form of isolated incidents or pervasive ill treatment and gross misconduct. Neglect of this type may happen within a person's own home or in an institution. Repeated instances of poor care may be an indication of more serious problems. Neglect can be intentional or unintentional.

Possible indicators

- Inadequate heating and/or lighting
- Physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing)
- Malnourished, has sudden or continuous weight loss and/or is dehydrated
- Cannot access appropriate medication or medical care
- Not afforded appropriate privacy or dignity
- Has inconsistent or reluctant contact with health and social services

- Callers/visitors are refused access to the person
- Person is exposed to unacceptable risk

Self-neglect

Self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings including behaviour such as hoarding. Self-neglect is also defined as the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the individual and sometimes to his or her community.

Possible indicators

- Living in very unclean, sometimes verminous, circumstances
- Poor self-care leading to a decline in personal hygiene
- Poor nutrition
- Poor healing/sores
- Poorly maintained clothing
- Long toenails
- Isolation
- Failure to take medication
- Keeping large numbers of pets
- Neglecting household maintenance
- Portraying eccentric behaviour/lifestyles

NOTE: Poor environments and personal hygiene may be due to personal or lifestyle choice or other issues such as insufficient income.

Where does abuse take place?

Abuse can take place anywhere. For example:

- The person's own home, whether living alone, with relatives or others

- Day or residential centres
- Supported housing
- Work settings
- Educational establishments
- Care homes
- Clinics and hospitals
- Prisons
- Other places in the community

Who might abuse?

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the child or adult with care and support needs. A wide range of people may harm others. These include:

- a spouse/partner
- an adult with care and support needs
- other family members
- Neighbours
- Friends
- local residents
- people who deliberately exploit adults they perceive as vulnerable to abuse
- paid staff or professionals
- Volunteers
- Strangers
- Gangs - small groups of people known to each other

Appendix 7

The Early help Pathway

[Surrey Early Help Assessment Form](#)

[Early Help Pathway – a guide for practitioners](#)

Appendix 8

Other relevant policies and strategies

Prevent Strategy

The purpose of the Prevent Strategy is to stop people becoming terrorists or supporting terrorism. It aims to identify individuals at risk of radicalisation and being drawn into extremist activity. The Community Safety Board has overall governance of the Prevent Strategy with the Multi-Agency Prevent Partnership Group established to review trends and developments as well as provide a 'quality assurance' overview around Prevent delivery across Surrey.

The Surrey Community Safety Partnerships have identified Prevent as a priority and each District and Borough has developed a local Prevent Action Plan. Workshops have been held to raise awareness.

Domestic Abuse

Domestic abuse can be any incident of threatening behaviour, violence or abuse between adults who are, or have been, intimate partners, family members or members of the same household regardless of gender or sexuality. Domestic abuse is not limited to violent abuse; it can be physical, psychological, sexual, emotional or financial. Children's health and wellbeing can be seriously affected by living in households where there is any form of domestic abuse. The county-wide Domestic Abuse Management Board has overall responsibility for the development and implementation of the DA Strategy. Epsom and Ewell Borough Council is represented on this Board by the Community Safety and Enforcement Officer. More information including contacts for agencies that can offer support and practical advice can be found on www.surreyagainstda.info

Child Sexual Exploitation

Child Sexual Exploitation (CSE) is the sexual abuse of a child or young person aged under 18 by an adult who involves them in inappropriate sexual activities either with themselves or another person. The activity often takes place in exchange for money,

alcohol, drugs, food, accommodation or presents. Online grooming is a type of CSE that impacts both boys and girls across Surrey. This area of work is led by specialist police officers working closely with partners such as local Councils, social services, youth services, housing providers and the voluntary sector.

[Details to be confirmed]

A Surrey meeting Missing and Exploited Children Conference (MAECC) chaired by Children's Services meets monthly to discuss and agree actions to safeguard those young people identified as being at high/medium risk of CSE. District/Borough officers also attend and participate in these meetings.

More information can be found on Surrey Police's website.

Early Help

Early Help co-ordination supports all Surrey agencies, preventing and reducing the repetition of youth and parental crime, schools' pupil absence and exclusion, domestic abuse and or violence, child abuse and neglect, poor family physical and emotional health, substance misuse, homelessness and financial exclusion.

Improved compliance by the safeguarding partnership with provision of help earlier with an audit trail showing outcomes to agencies involved.

Missing Persons Protocol

This is in place to ensure that there is a coordinated response from agencies when a vulnerable adult goes missing. This includes Surrey Police, Surrey & Borders Partnership Trust, and Surrey Care Association, Surrey County Council Adult social Care Services and Surrey Care providers and associated agencies. It provides guidelines to all parties as to what actions should be taken when a person receiving care goes missing. More information can be found on the Surrey Safeguarding Adults Board website.

Surrey Multi-Agency Information Sharing Protocol

The MAISP is an agreed set of principles about sharing personal or confidential information. It enables each organisation signed up to the protocol to understand the circumstances in which it should share information and what its responsibilities are. The MAISP has been developed in partnership with Surrey County Council, all the borough and districts as well as the health services and Surrey Police.

<http://www.surreycc.gov.uk/social-care-and-health/safeguarding-boards/surrey-safeguarding-adults-board/surrey-safeguarding-adults-board-information-for-professionals/protocols-forms-and-guidance>

People in a Position of Trust Protocol

The Care Act 2014 requires that Safeguarding Adults Boards should establish and agree a framework and process for any organisation to respond to allegation against anyone who works (in either a paid or unpaid capacity) with adults with care and support needs. The framework and process in the context is referred to as the *Protocol*. The Protocol applies to all partner agencies of Surrey Safeguarding Adults Board (SSAB) and organisations commissioned to provide services by them, so they respond appropriately to allegations against people who, whether an employee, volunteer or student, paid or unpaid, works with or cares for adults with care and support needs. These individuals are known as *People in a Position of Trust (PiPoT)*. SSAB also requires partner agencies and the service providers they commission to identify a designated PiPoT lead or contact to oversee the delivery of responsibilities in their organisation.

[Surrey Safeguarding Adults Board – Protocol for responding to concerns about a Person in a Position of Trust \(PiPoT\)](#)

Appendix 9

Local Authority Designated Officer

[Surrey Safeguarding Children Board – Process for reporting and managing allegations](#)

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Future Use of the Wells Site

Head of Service/Contact:	Mark Shephard, Head of Property and Regeneration
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1 – Proposed Development Scheme Annex 2 – Financial Business Case (exempt from publication for reasons set out on the Agenda) Annex 3 – Engagement Exercise
Other available papers (not attached):	Report to Council dated 8 December 2015 Report to S & R dated 1 February 2018 & dated 25 September 2018

Report summary

This report updates Committee on the outcome of the consultation with local residents (held on 18 October 2018) on the proposed site configuration and proposal for the development of the Site.

Recommendation (s)

That Committee approves the:

- (1) Proposed development scheme, attached at Annex 1;
 - (2) Financial Business Case, attached at Annex 2;
 - (3) Submission of a planning application for the proposed development scheme;
- and is asked to note:
- (4) The setting up of a working group to consider the options for the internal design and operation of the community facility and play area.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 This proposal supports the Council's four year Corporate Plan specifically focusing on two Key Priorities; 'Supporting our Community', through the delivery of affordable homes and 'Managing our Resources', by optimising returns from properties

2 Background

- 2.1 This proposal supports the Council's four year Corporate Plan specifically focusing on two Key Priorities; 'Supporting our Community', through the delivery of affordable homes and 'Managing our Resources', by optimising returns from properties.

3 Background

- 3.1 Council previously agreed (8 December 2015) to consolidate EEBC's social centre provision to one site at the Longmead Centre in Sefton Road, thereby releasing the Wells site from future operational use.
- 3.2 At its February 2018 meeting, Committee approved the residential redevelopment of the site and the provision of a community facility of up to 1,500 sq. ft. (to be operated and managed by the community).
- 3.3 Following a formal planning assessment of the site, three layout options came forward as meeting the key requirements for a scheme in light of the sites constraints. Namely:
- A residential building with integral community facility and
 - Two options with a standalone community facility.
- 3.4 Each option maintains vehicular access from Spa Drive and retains Wicker's Way, the public footpath connecting Spa Way with Wells Way to the south. All options also locate the buildings close to the centre of the site.
- 3.5 In September 2018, Committee considered site configuration options for a proposed development scheme. The recommended Option C was approved which locates the community facility close to the children's public play area and public footpath.
- 3.6 The Committee also approved the commencement of the community consultation and engagement exercise on the approved Option C.

4 Wells Residents Consultation Exercise

- 4.1 The consultation took the form of a public exhibition of Option C at the Wells Centre held on Thursday 18 October. The exhibition was then displayed at the Town Hall, from Monday 22 October to Friday 2 November. The consultation process closed on Friday 2 November.
- 4.2 The public exhibition provided residents with the opportunity to engage with the project team leading the development proposals for residents along with schematics for Option C.
- 4.3 The information provided as part of the consultation and engagement exercise included the following:
 - Site layout masterplan and height comparison cross section (page 16 of **Annex 1**)
 - Residential floor plans and community facility / playground detail (pages 17-18 of **Annex 1**)
 - Indicative building materials (page 19 of **Annex 1**) and 3D sketch images (pages 20 – 21 **Annex 1**)
- 4.4 Invitations were sent to all residents and businesses within the Wells neighbourhood (approximately 525 addresses).
- 4.5 Over 80 local residents attended the exhibition at the Wells. In total, the Council received 40 feedback forms, which represents a 7.6% return rate. The breakdown of feedback responses was:
 - 24 forms received at the event.
 - 16 forms received by the end of the consultation period.
- 4.6 In summary, the main themes raised fall under several heads:
 - Design including height of building;
 - Parking and traffic;
 - Play area

5 Outcome of consultation exercise

- 5.1 Although the response rate was low, all responses have been carefully considered. For easy assistance, **Annex 3** contains a Table that summarises the feedback and Council response to each item. The concerns raised are consistent with the nature of what is expected when a new housing development is proposed.

6 Design

- 6.1 Locating the building at the centre of the site maintains acceptable distances from existing buildings, minimises the impact on neighbours (overlooking), the existing landscape and protects the mature tree boundary.
- 6.2 Design is a subjective issue for any development proposal, and although a modern scheme design has been proposed, the palette of materials selected take some of their design cues from the neighbouring Wells House (Karibu Children's Home) which is tile hung to the upper story.
- 6.3 The overall height of the proposed development is lower than the Karibu Children's Home. In line with the Council's policy 'Making Efficient Use of Land - Optimising Housing Delivery (2018)' the developments seeks to provide increased housing provision, which could not be achieved within a two-storey development. However, the design is a matter for the Local Planning Authority to consider as part of a planning application.
- 6.4 A particular concern has been raised around the type of cladding being proposed. The fear has been expressed of a 'Grenfell' style and it is important to reassure both the Committee and the residents that this is not the case here.
- 6.5 The metal cladding being proposed is not a retrofitted panel with insulation as in the case with Grenfell. The proposed wall construction is a part of the wall build. The wall is to be constructed with structural framing and insulation behind a weathering membrane onto which the metal cladding is fixed. There will be fire stops and breaks behind the panels to close off any cavities in line with good building practice.

7 Parking

- 7.1 The parking provision proposed for both the residential development and community hall is in line with planning policy.
- 7.2 Following the public engagement exercise, the car park has been reconfigured to provide an additional two parking spaces for the community facility. It is also proposed to reorganise the Blue Badge disabled bays to place two together at the end of the car park closest to the community facility. This would allow the occasional use by three cars, if disabled access is not required at that time.
- 7.3 The proposed development scheme is attached at **Annex 1** and will be updated to reflect the reconfigured car park. **Annex 1** is the Design and Access Statement that is a key document accompanying a planning application. It explains how a proposed development is a suitable response to the site and its setting, and able to demonstrate that it can be adequately accessed by all prospective users.

- 7.4 A suggestion of electric charging points has also been put forward and the Council will consider whether this can be provided.

8 Size of Community Facility, Storage and level of activity

- 8.1 The proposed new hall has been designed as a local walk-to community hall for residents of the Wells estate. The hall will be 1,700 sq. ft. and following the deduction of the kitchenette area and toilets, the usable space will be approximately 1,500 sq. ft. As a guideline, this compares with the 1,050 sq. ft. basement hall of the existing building in which the pre-school was formerly hosted.
- 8.2 Following the public engagement exercise, a working group will be set up to work with the local community to ensure the internal layout utilises design solutions to maximum the provision available and to address storage issues. It will also address concerns raised around hours of use and noise levels to address any issues of nuisance to neighbours as well as looking at costs and potential income.

9 Play Area

- 9.1 The proposed play area includes the same type and number of pieces of play equipment as is currently in place. The play equipment at the existing playground is nearing the end of its useful life and the redevelopment thereby offers the opportunity to renew the equipment.
- 9.2 The new location of the play area also offers improvements in terms of accessibility, being located next to the public right of way. By locating the play area within the line of site of the new residential units also affords the playground with natural surveillance. However, following the public engagement exercise, it is felt best that the working group also looks at the setup of the play area to address the concerns around the nature of play equipment to be provided.

10 Financial Business Case

- 10.1 The business case is attached at **Annex 2 (considered exempt from publication for the reason set out on the Agenda)** for Option C.
- 10.2 The business case demonstrates that Option C is financially viable.
- 10.3 External financial advice was taken to consider, if the Council wanted to develop the site, whether it would be best for the Council or for the Council's wholly owned company, EEPIC, to develop. The advice was it would be best for the Council rather than EEPIC. A decision still need to be made as to whether the Council develops the site or whether it disposes of the site. This decision can only be considered once planning permission has been granted.

11 Next Steps

- 11.1 Approval of the attached business case supporting the proposed development scheme will allow the submission of a planning application.
- 11.2 The Local Planning Authority would class this as a “major application” requiring a minimum 12 week determination period.
- 11.3 To respond to engagement feedback, and also to assist the local community groups wishing to run the community facility, it is suggested that an officer working group be set up to consider the:
 - Internal design, layout, operation and management of the community facility and
 - The layout of the play area.
- 11.4 As stated in paragraph 10.3, a future report will be presented to this Committee following the outcome of the planning application.

12 Financial and Manpower Implications

- 12.1 In July 2018, Strategy and Resources Committee approved an amended £160k budget for the development brief to be produced and a planning application prepared.
- 12.2 The proposed planning application can be undertaken within this budget.
- 12.3 **Chief Finance Officer’s comments:** *The financial implications are set out in the business case (Annex 2 considered exempt from publication for reasons set out in the Agenda).*

13 Legal Implications (including implications for matters relating to equality)

- 13.1 There are no legal implications arising from the contents of this report. The Community Centre effectively closed some years ago, with previous uses having been successfully reconfigured and re-provided elsewhere.
- 13.2 The site forms part of land the Council bought and the well, which was gifted to the Council. The well does not form part of the proposed development scheme. There are no restrictions on site preventing or hindering the site to be developed in accordance with the proposed development scheme and the scheme takes careful note of the utilities running under the site.
- 13.3 The Council will be treated as an ordinary developer in terms of any planning application and will be required to comply with any requirements the Local Planning Authority deems necessary and in accordance with the planning code of conduct.

- 13.4** Monitoring ***Officer's comments:** none arising from the contents of this report.*

14 Sustainability Policy and Community Safety Implications

- 14.1 None for the purposes of this report.

15 Partnerships

- 15.1 None for the purposes of this report.

16 Risk Assessment

- 16.1 A series of comprehensive externally commissioned surveys have been undertaken to establish the site constraints and opportunities. These include topographical, ecological, arboricultural, hydrogeological, contamination, drainage, transport and others. The proposed development scheme overcomes the difficulties caused by the site constraints.

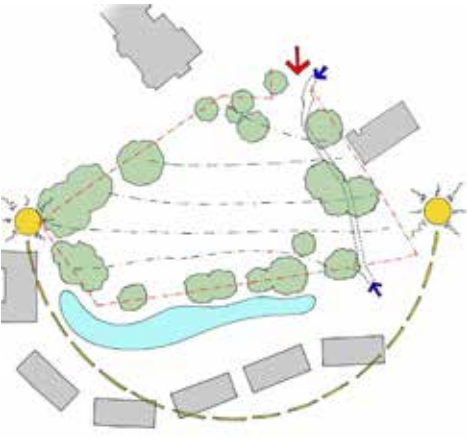
- 16.1 The proposed development scheme has been developed in accordance with Local Plan policies to ensure it is policy compliant.

17 Conclusion and Recommendations

- 17.1 The proposed scheme presents a viable development for the Wells site and offers the ability to provide much needed housing within the Borough.

Ward(s) affected: (All Wards);

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ENTRANCE TO THE SITE

This Design and Access Statement has been prepared in support of a detailed Town Planning Application to redevelop the site at the Wells Centre, Spa Drive, Epsom to provide 23 new residential dwellings, a new community hall and a new play ground with new play equipment.

The document considers the existing site and use, its characteristics and that of the local neighbourhood as well as the key considerations of the topography, landscape and existing residential neighbourhood that may influence the design of the new buildings and play area.

The document also sets out the development of the design and the other influences including inputs from advisors on landscape, arboriculture, ecology and landscape visual assessment.

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THE SITE & HISTORY



The Site

The site is located near the centre of the Wells which is a residential neighbourhood located 2.5 miles south west of Epsom town centre. The neighbourhood comprises mainly one and two storey houses.

The Wells neighbourhood is located on Epsom Common.

The site is approximately 0.32 hectares and falls some 5 metres from the upper level by the entrance to the north off Spa Drive to the lower level by the south west corner. There is an existing redundant community building in the centre of the site with parking and a gated play area. A footpath, known as Wickers Way, is a public right of way and crosses the site from north to south near the eastern boundary. There are mature trees around the boundary of the site and a group adjacent to the footpath to the eastern section of the site.

Adjacent to the site to the north is the Karibu Residential Children’s Home run by Surrey County Council Residential Homes whose backgardens the site.

History

Epsom salt was first discovered by Henry Wicker, a local cowherd. He was walking his cattle across Epsom Common when he came across a pool of water from which his thirsty cattle refused to drink. The water tasted bitter and on evaporation yielded a salt. Wicker also noticed that the wounds on the animals who waded in the bitter-tasting water, seemed to heal more quickly.

Jim Hill (the president of the Epsom Salt Council) wrote, “From this discovery, many in England began to travel to Epsom to experience numerous health benefits, particularly the relief from the painful symptoms of gout and for the natural purging effects of the water.” Enough visitors travelled to Epsom for this purpose that, in the mid to late 1600s, it became known as a spa town.

Epsom salt wasn’t officially called Epsom salt (or salts) until 1695, when a scientist named Nehemiah Grew gave a name to the “bitter purging salt” that he found at Epsom. He and an associate went on to try to manufacture Epsom salt to sell, but the wells in Epsom soon dried up and the town’s reputation as a spa destination waned in the early 1700s.



EPSOM SALT WELLS



HENRY WICKER



EPSOM SALTS

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Appendix 1

SURROUNDING CHARACTER ANALYSIS



1. SPA DRIVE



2. THE CRESCENT



3. KARIBU CHILDREN'S HOME - THE WELLS HOUSE



4. UNIVERSITY OF THE CREATIVE ARTS, EPSOM



5. MOUNTHILL GARDENS



6. STATION APPROACH

Surrounding Area

The Wells is a small local neighbourhood of some 500 dwellings which is separate and isolated from the town and other immediate built up areas. It consists of mainly one and two storey residential dwellings of a mixture of styles and appearance. The buildings are of an applied 'vernacular style' typical of post war development but are of no architectural distinction.

Materials include red brick and render under tiled roofs with timber painted windows.

Further afield more distinct buildings have emerged including the University of Creative Arts and within the town centre by Station Approach.

Wells House, the Karibu Children's Home, is one of the more distinct buildings within the neighbourhood. It is a brick building with tile hanging to the upper levels and the tile hanging characteristic is referred to in the design of the new building by proposing to clad the buildings in a modern tile hanging cladding under a pitched roof reflective of the immediate area.



SITE PHOTOS



ENTRANCE ASPECT

From the entrance the public footpath, Wickers Way can be seen following a line between the existing trees along the eastern boundary whilst the former Wells Spa building roof and upper storey is visible down the slope of the access road and car park. In the distance the horizon is clear which clearly shows the considerable slope and fall across the site..



ASPECT FROM THE WEST

The aspect from the west shows the natural fall of the site and in consequence how the building becomes two storey on it's southern edge. The existing playground can be seen on the righthand side.



ASPECT FROM THE SOUTH WEST

The view from the south west corner clearly shows the existing playground which is still in use. The fence and tree screen to the residential rear gardens to the south is on the right hand side of the photograph.



ASPECT FROM THE SOUTH EAST

The view from the south east corner, by Wickers Way, shows the 2 storey nature of the existing building close to and facing the southern boundary with the existing rear gardens to the existing houses.

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SITE PHOTOS



WICKERS WAY SOUTH



WICKERS WAY



SOUTHERN BOUNDARY



PLAY AREA



WELLS HOUSE; KARIBU RESIDENTIAL HOME

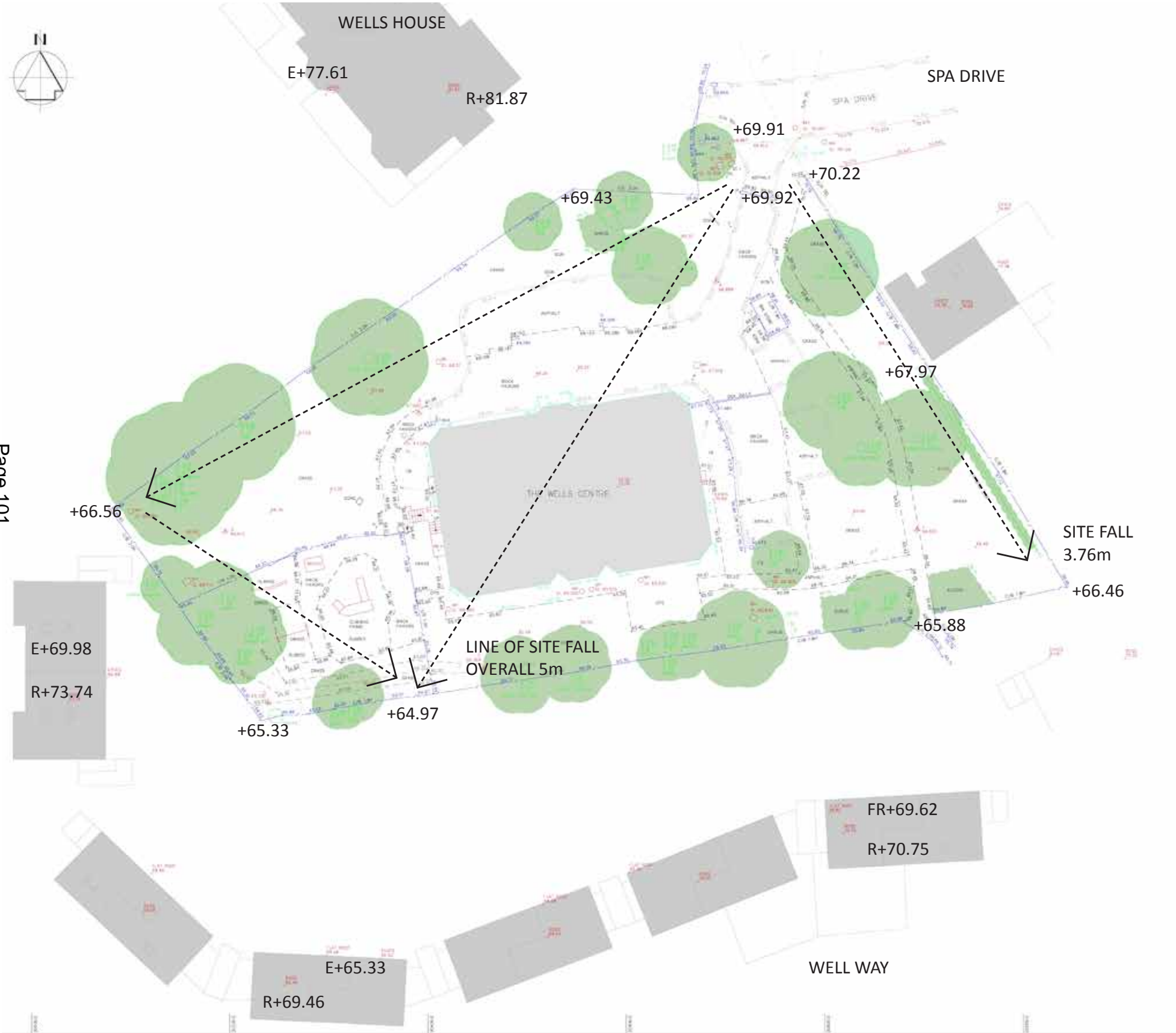


SOUTHERN BOUNDARY RESIDENTIAL AMENITY



LOOKING TOWARDS THE WELLS

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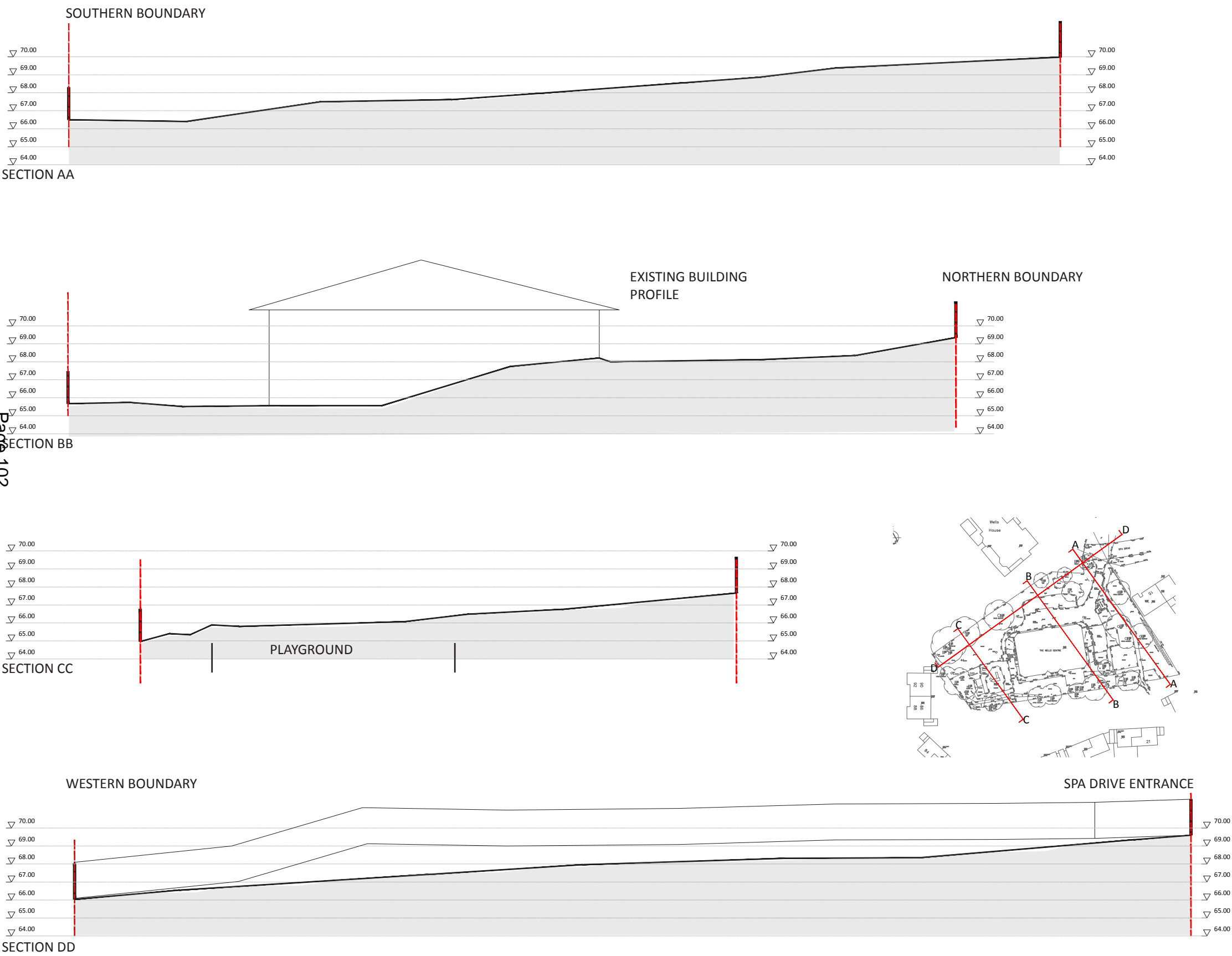


Site Levels

The highest part of the site is by the entrance off Spa Drive at a level of approximately +70.0 AOD. The natural fall of the land runs to the south and south west, the lowest part of the site being in the south west corner of the site where it is approximately 65.0 AOD. There is therefore a fall of approximately 5.0 metres across the site.

Placing the new building on site will need to address this large differential in levels in a sensitive and creative way, as well as maintaining the mature landscape. As with the existing building on site, the level difference will mean that there will be an additional lower ground floor along the southern boundary to any new building.

PREFERRED LAYOUT - SITE SECTIONS



Site Sections

The sections show the typical levels across the site and include the profile of the existing building.

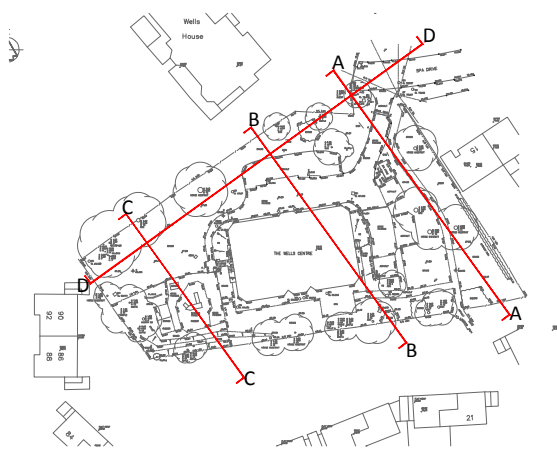
Section AA runs approximately along the line of Wickers Way public footpath, the lower level being close to the southern boundary by the footpath leading the Well Way. This section shows the gradual slope running across the site.

Section BB runs from the southern boundary with the houses on Well Way running up towards the northern boundary with Wells House – the Karibu Childrens Home. This section shows the profile of the existing building on site and indicates the level difference between the entrance to the north, being single storey, and the two storey aspect to the south

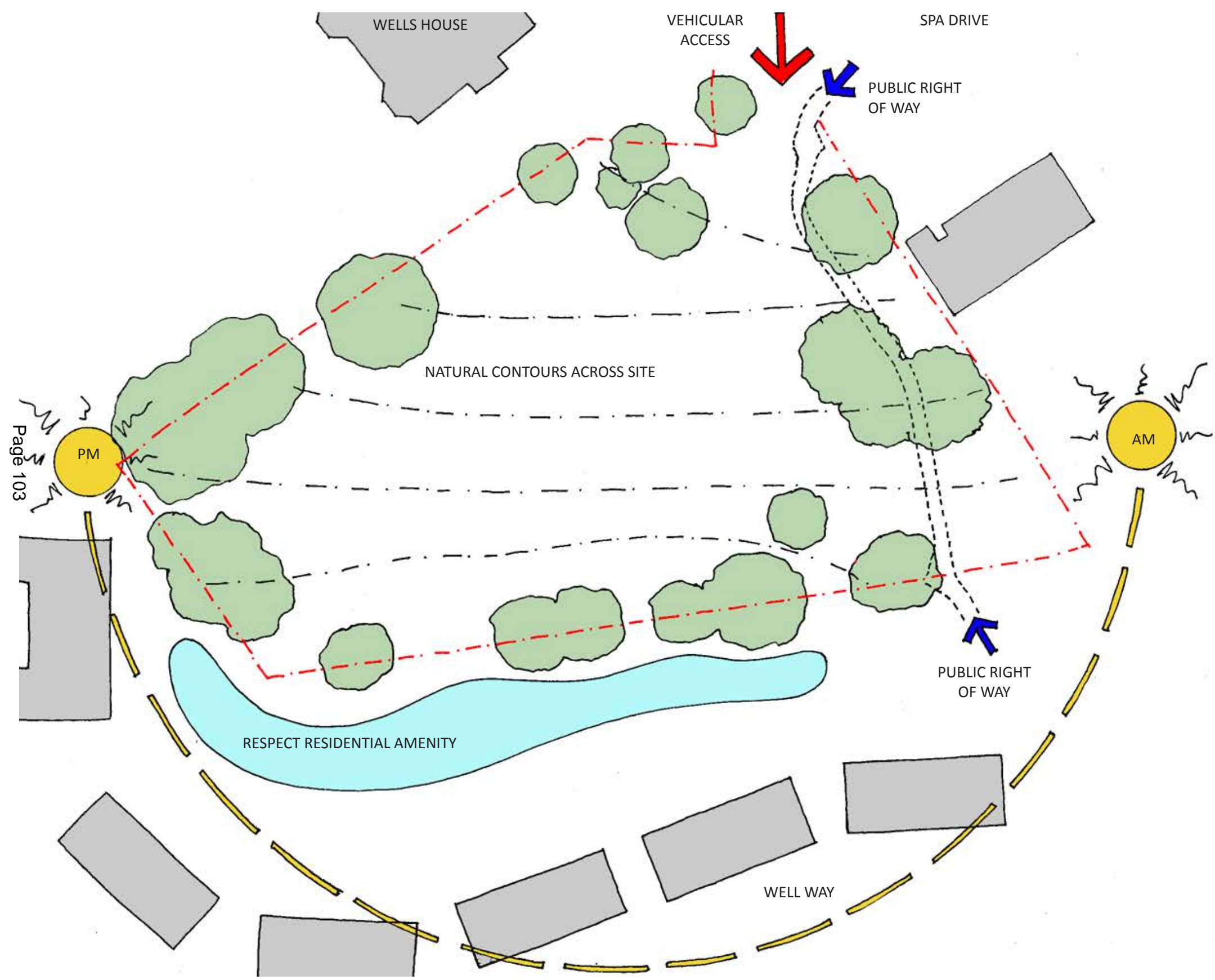
Section CC shows the south western end of the site cutting through the existing playground and rising up towards the boundary with Wells House

Section DD is a longitudinal section running the length of the northern part of the site and includes a view of the boundary fence with Wells House. The section ends at the entrance to the site off Spa Drive.

Overall the sections explain graphically the fall over the site from the northern entrance to the southern boundary and the profile of the landform.



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Opportunities & Constraints

The outline brief is to provide much needed new residential accommodation as apartments, a new community hall, a new playground with new play equipment whilst maintaining the public footpath, Wickers Way.

The main point of access for vehicles is from the north off Spa Way. The public footpath also runs from Spa Way across the sit in a southerly direction and continues down to Well Way .

There are mature trees and landscape to the outer edges of the site as well as a group of mature trees through which the footpath passes on the eastern flank.

The site enjoys a good southerly aspect but it is important to sensitively address the residential amenity enjoyed by the houses on Well Way.

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Concept Layouts

The vehicular access is maintained off Spa Drive as is the public footpath running across the site. The main residential building is located to the centre of the site to have the least impact on the existing landscape and houses. The location of the community centre, playground and parking are further considered in the design studies, of which three options are highlighted here:

OPTION 1

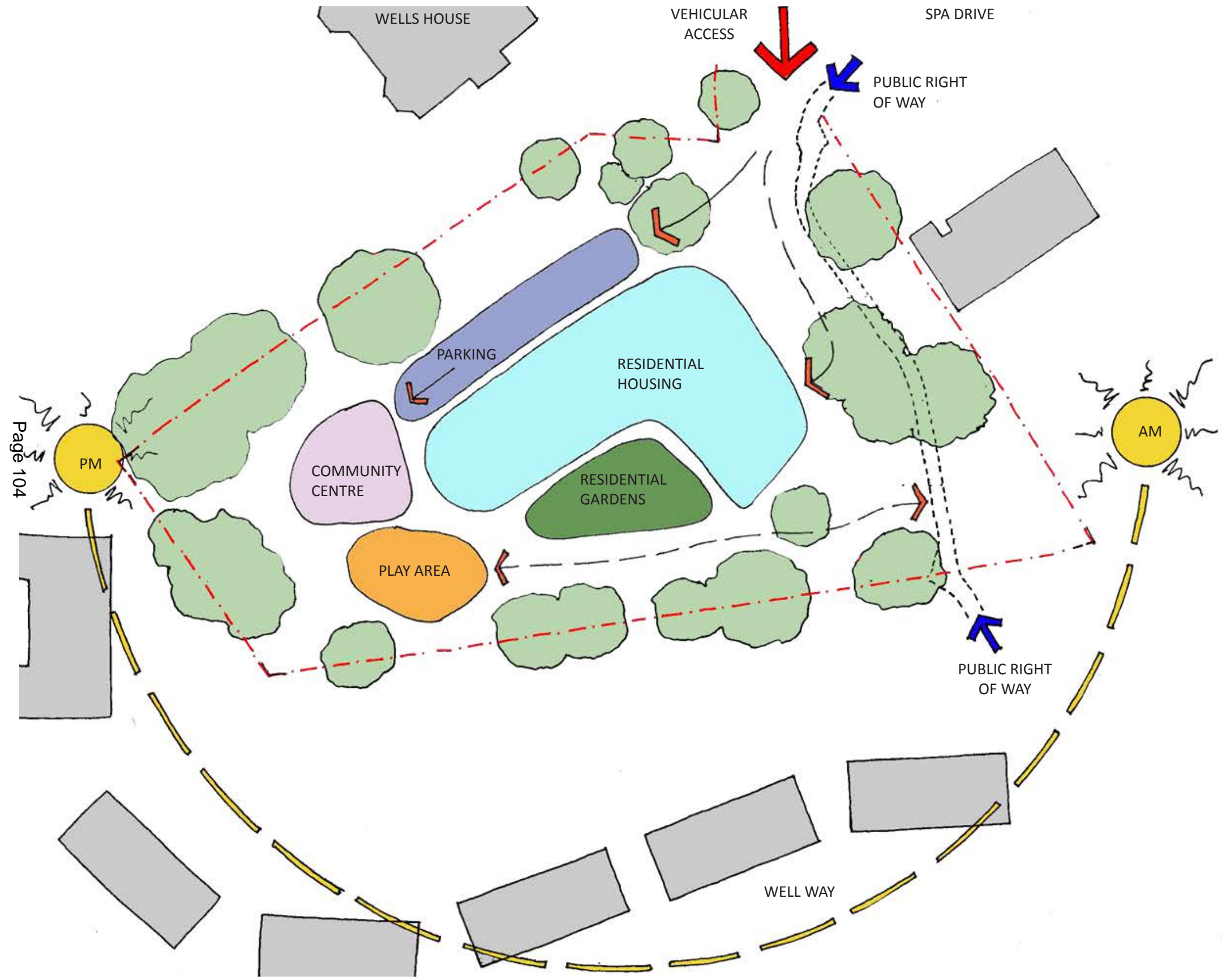
This layout (and the following options) maintains the vehicular access from Spa Drive and retains Wickers Way, the public right of way connecting Spa Way with Well Way to the south.

All options also locate the buildings close to the centre of the site to maintain as many of the mature trees as possible and away from the existing houses.

The proposed residential building faces south by a private resident's garden. Parking is organised orthogonally to the north, following the natural levels of the site.

The community centre is located to the west with the adjacent play area, close to where it is now.

The downside of this proposed site organisation is that the community centre and play area are remote from both the vehicular and pedestrian access points and the public footpath, making them less accessible.



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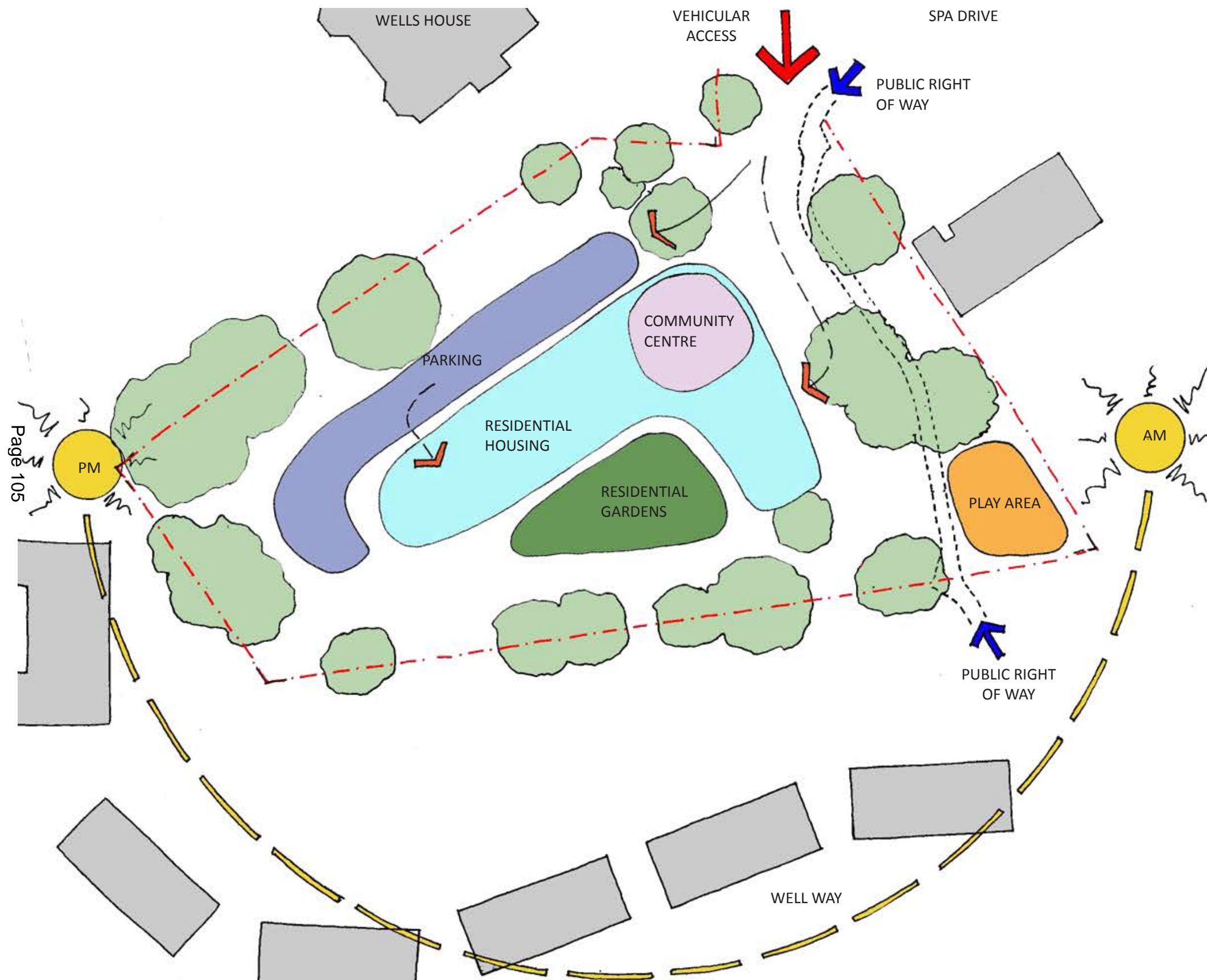
OPTION 2

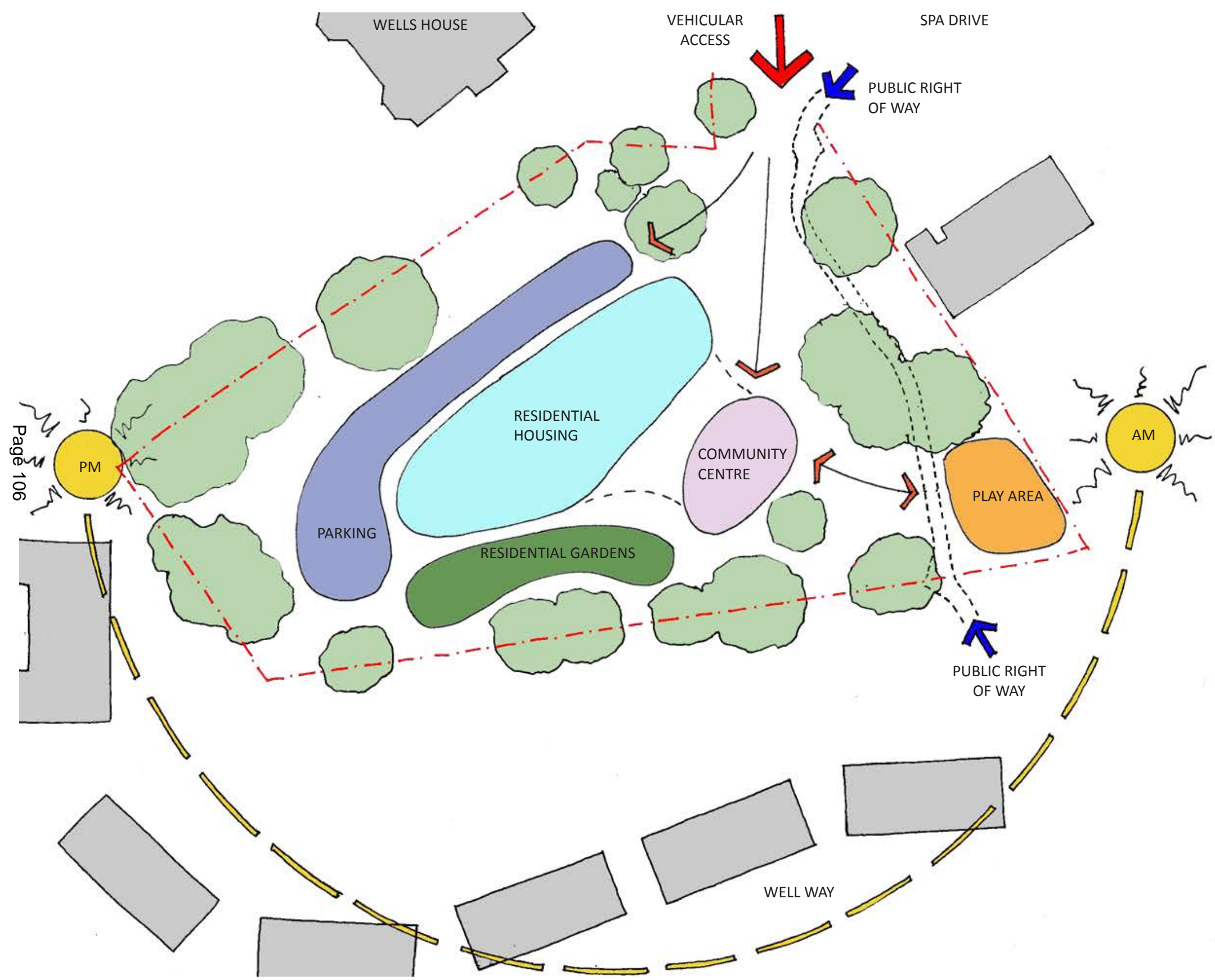
OPTION 2

This layout maintains the residential building facing south and forming a natural resident's garden with carparking wrapping around to the north and west.

The community hall is placed within the main building opposite the entrance and the play area is located by the public footpath to the south eastern corner of the site.

Whilst the community hall is more accessible it is still slightly disconnected from the play area and at a different level. It is also close to the entrance and therefore any external area will be compromised





OPTION 3

The third option locates the community hall closer to the play area and at a similar level close to the public footpath making it easily accessible whilst enjoying a more useful external area.

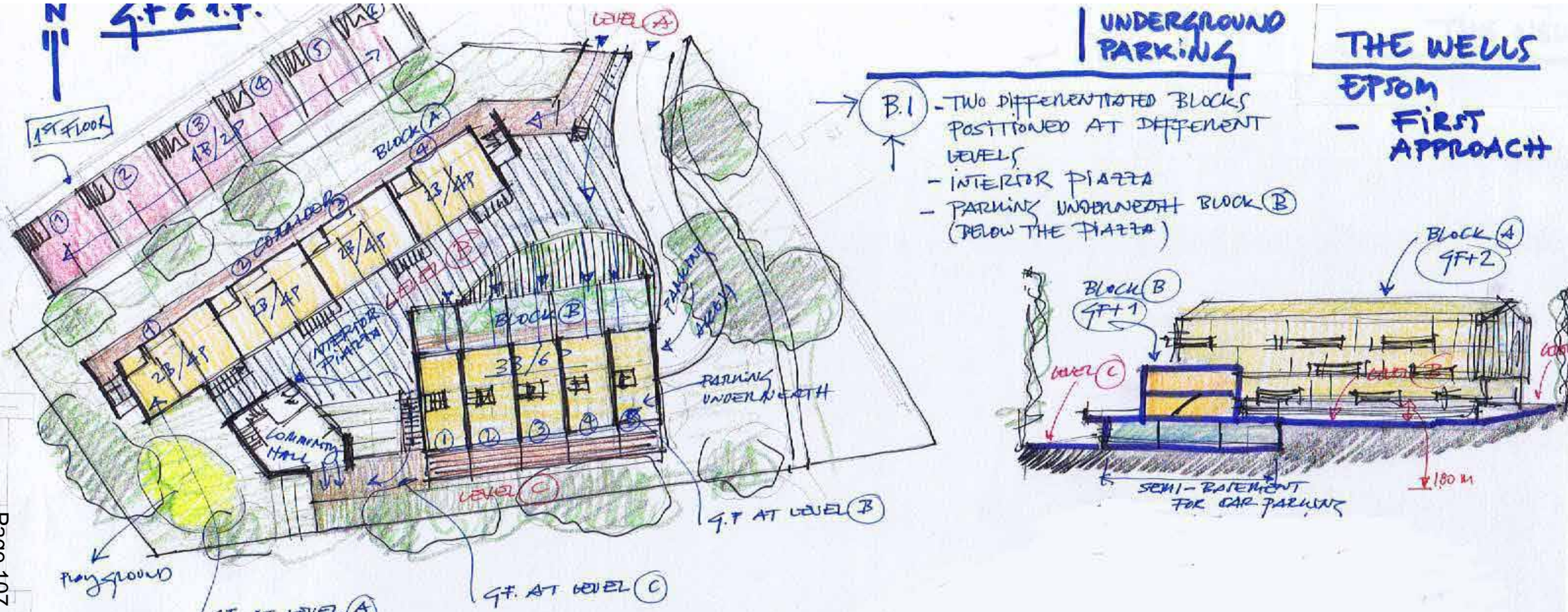
The residential building faces south as a more linear building form with gardens facing the sunpath.

Parking wraps around the building to the north following the natural contours of the site.

This option also suggests that the community hall could be independent of the main building being a stand-alone building. This may offer both the community hall and residential building separate functions, independence and therefore more flexibility. Offering both uses more flexibility and independence.

Of all options creates the best response and use of the existing site.

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Sketch Designs

Our sketch layouts developed some of the options explored for the building forms and relationship with the site levels.

Option A looks at 2 separate buildings forming an internal area. This organisation, whilst setting up an interesting external area, create units.....too close and some of the residential units to the north have poor aspect and sunlight.

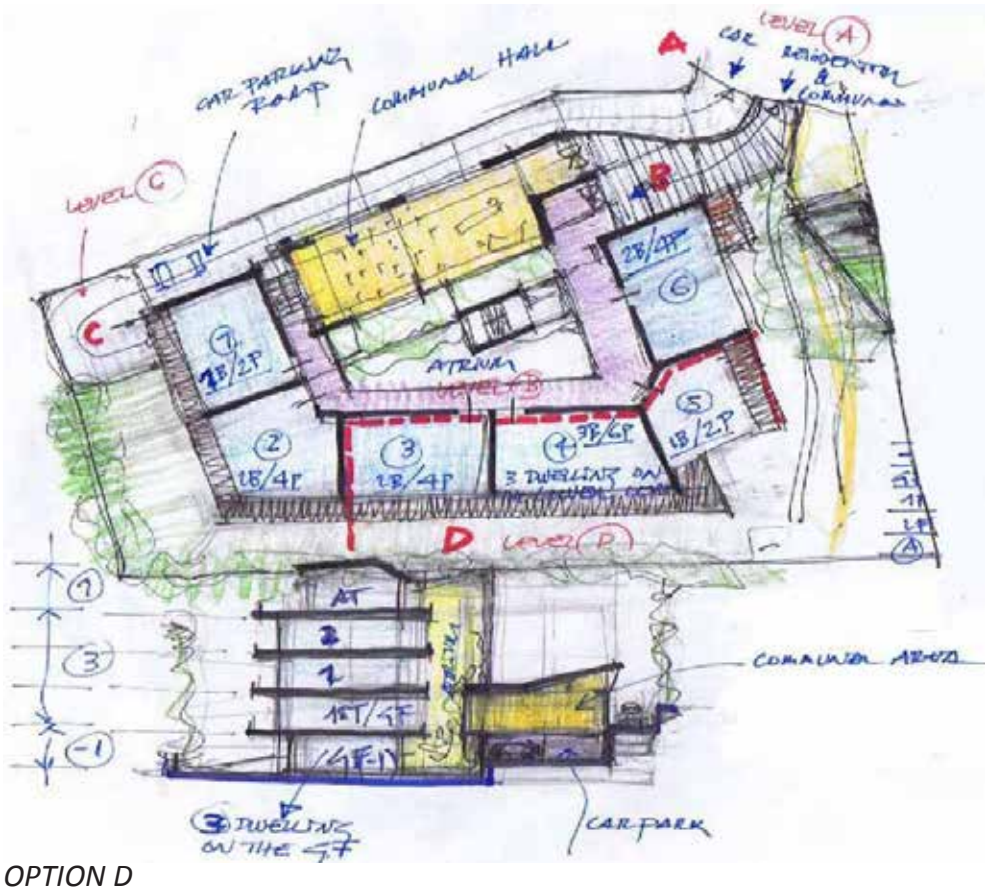
Option B proposes a linear block which offers good aspect to all the residential unit which also enjoy a dual aspect.

The community hall however is remote from the public footpath and is therefore less accessible.

The section indicates how the existing levels on the site can be managed to offer an optimum arrangement of floor levels.

OPTION B

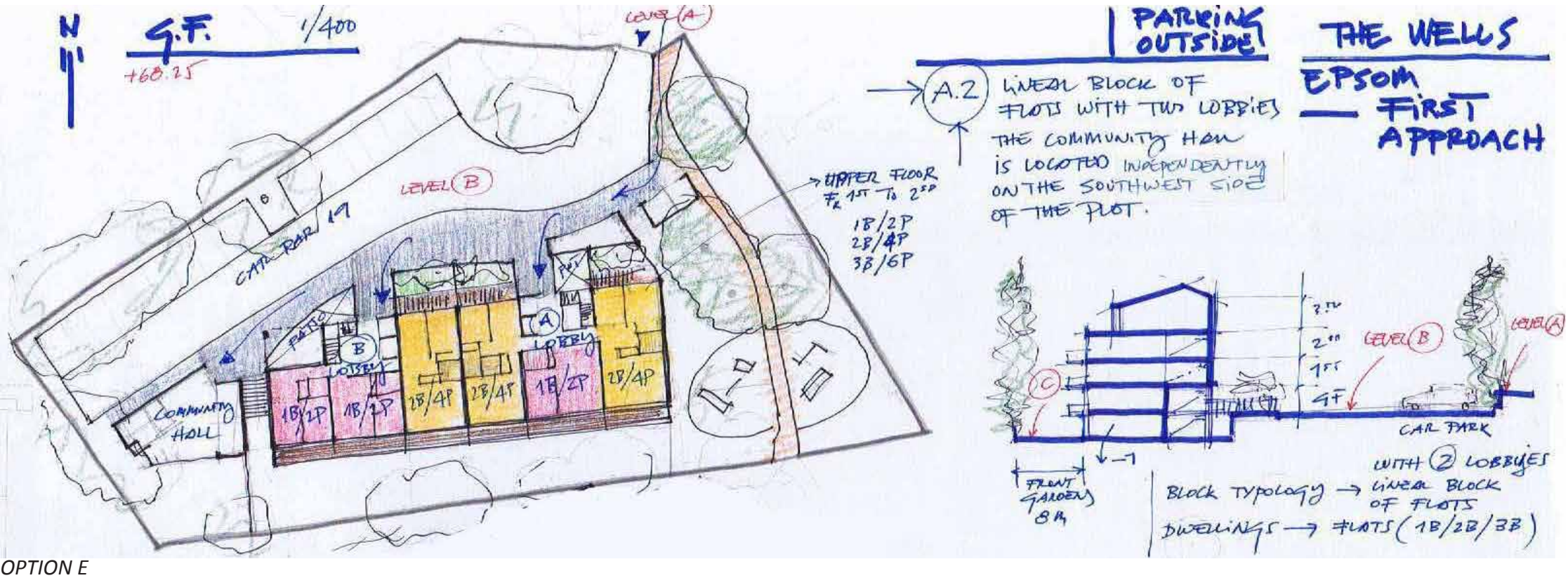
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Option C is a square block with a community hall to the north. This layout requires underground parking area which is costly and would be unaffordable. The new building is closer to the existing houses on Well Way.

Option D creates an enclosed block around an atrium with the community centre to the north. Whilst an exciting building form it is more typical of a town centre location and the dwellings to the eastern boundary do not enjoy a particularly good aspect. The costs for the building including the atrium and underground parking would be disproportionately high for the scale of development.

Option E is a derivative of the original Option 2 but aligns the building with the southern boundary and places the community hall to the western boundary. The buildings relationship with the rear gardens of the existing houses is more challenging than Option 2.



Summary

A derivative of Option B with the community centre located to the east, where it would be more accessible, would provide the optimum layout and relationship with the levels to the site.

This layout arrangement has been the basis for the development of the design.

PREFERRED LAYOUT - Block Plan



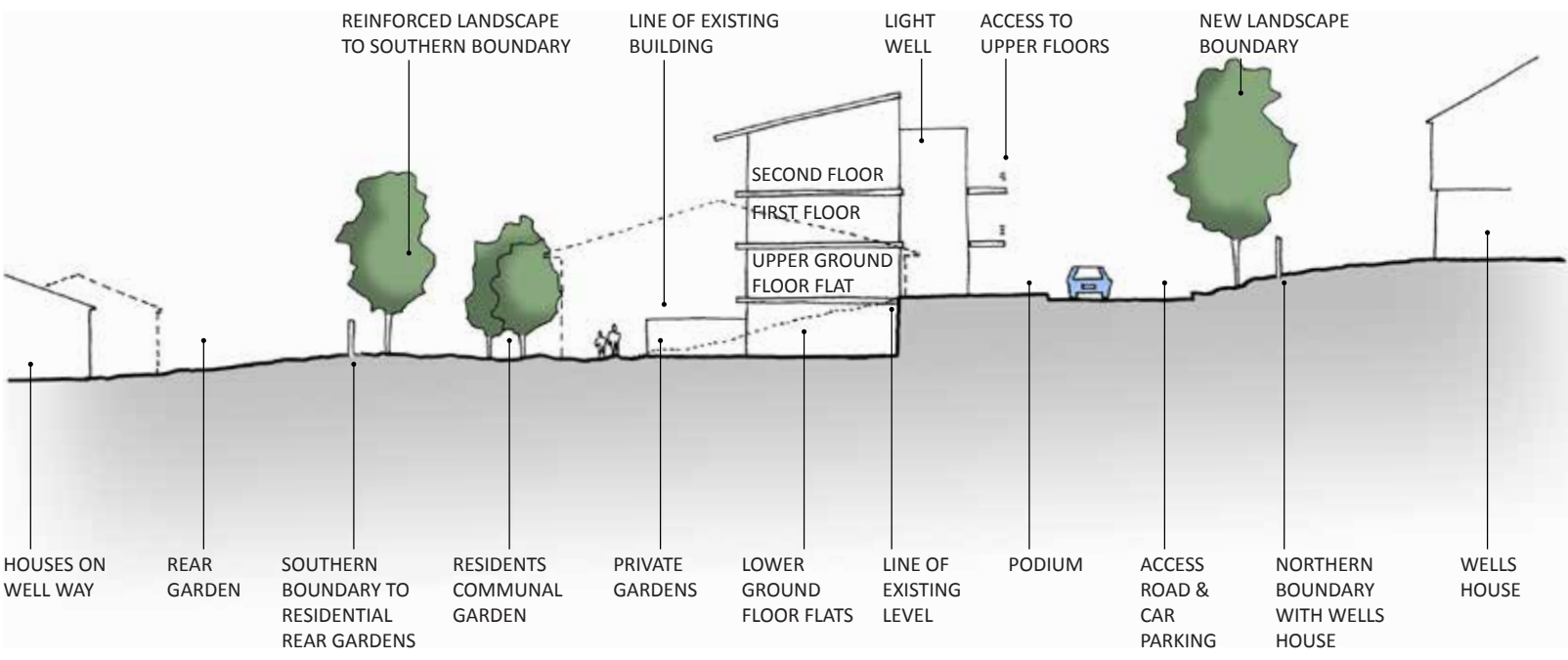
Preferred layout as previously noted in the summary for the design options, Option B is considered the most appropriate arrangement of buildings and accommodation on the site, offering the optimum layout and relationship with the existing houses and building and then levels across the site.

The block plan placed over the Google Aerial map shows how the proposed relationship would sit on the site with the car park to the north, the building to the centre, and the community hall and playground located to the south eastern section close to the public footpath.



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SITE LAYOUT MASTERPLAN



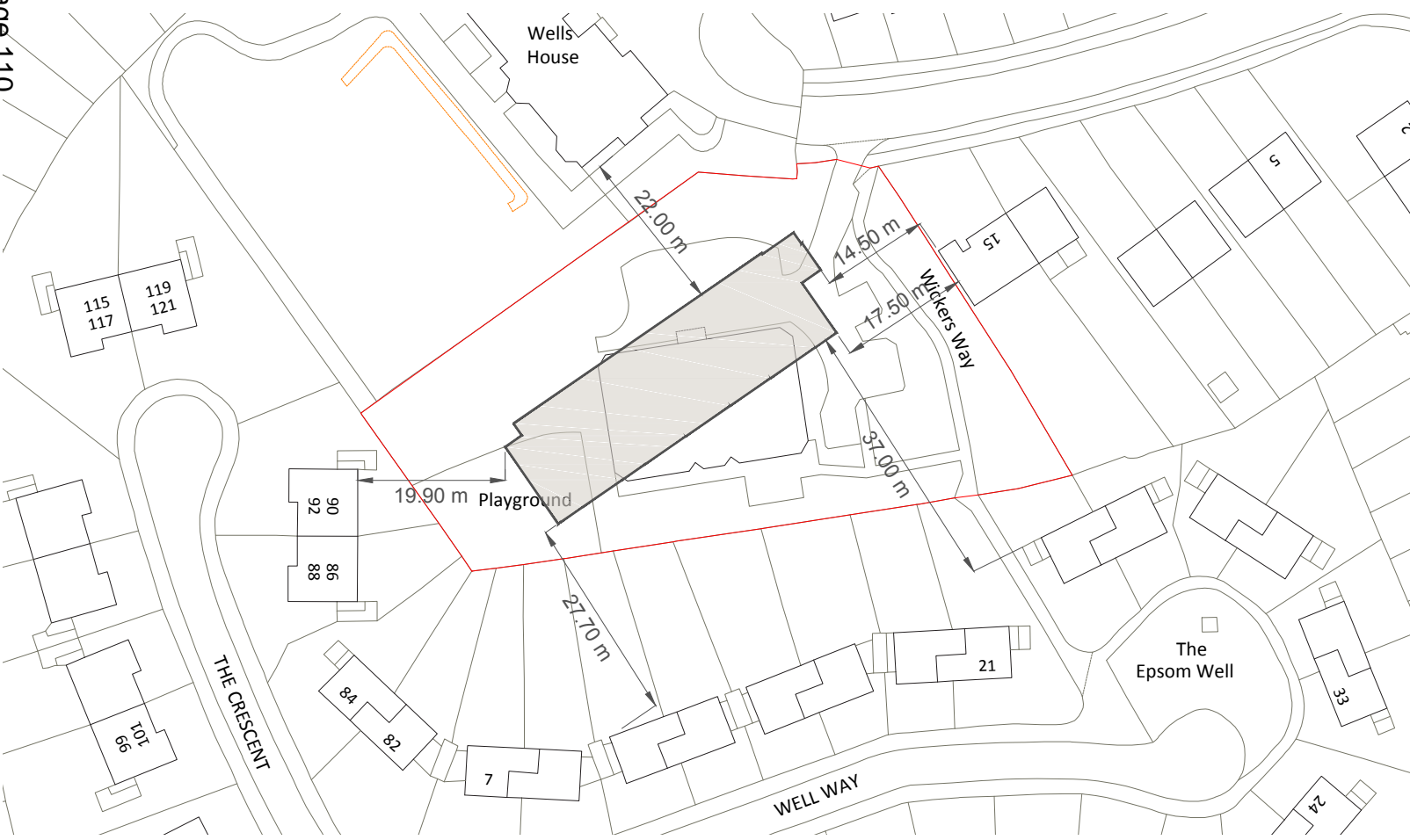
Site Layout Masterplan

The main building lies along the centre of the site with the community centre and playground close to the public footpath to the south east where they can be easily accessed by the public. The car park is located to the north of the building

Utilising the level changes across the site the ground floor has both an upper part by Spa Drive and the car park and a lower part with gardens for the flats to the south. The building will therefore be the equivalent of three storey from Spa Drive and four storey from the gardens to the south.

This overall massing is considered appropriate on the site and in comparison with the existing residential building and Wells House. Whilst it is higher, it is set back further from the southern boundary than the existing building. The overall height is lower than Wells House - The Karibu Residential Home - and is placed so the distance between it and the adjoining houses are in line with or better than the optimum design standards and distances between habitable rooms of adjacent homes.

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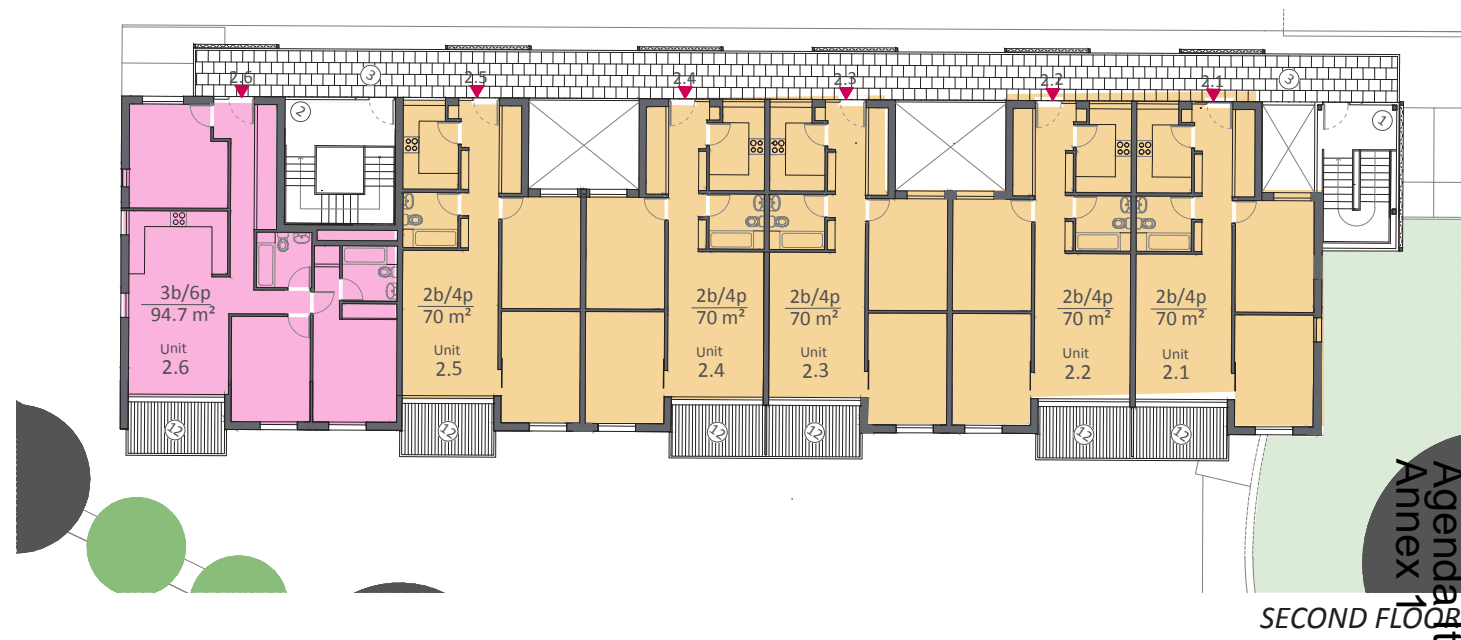
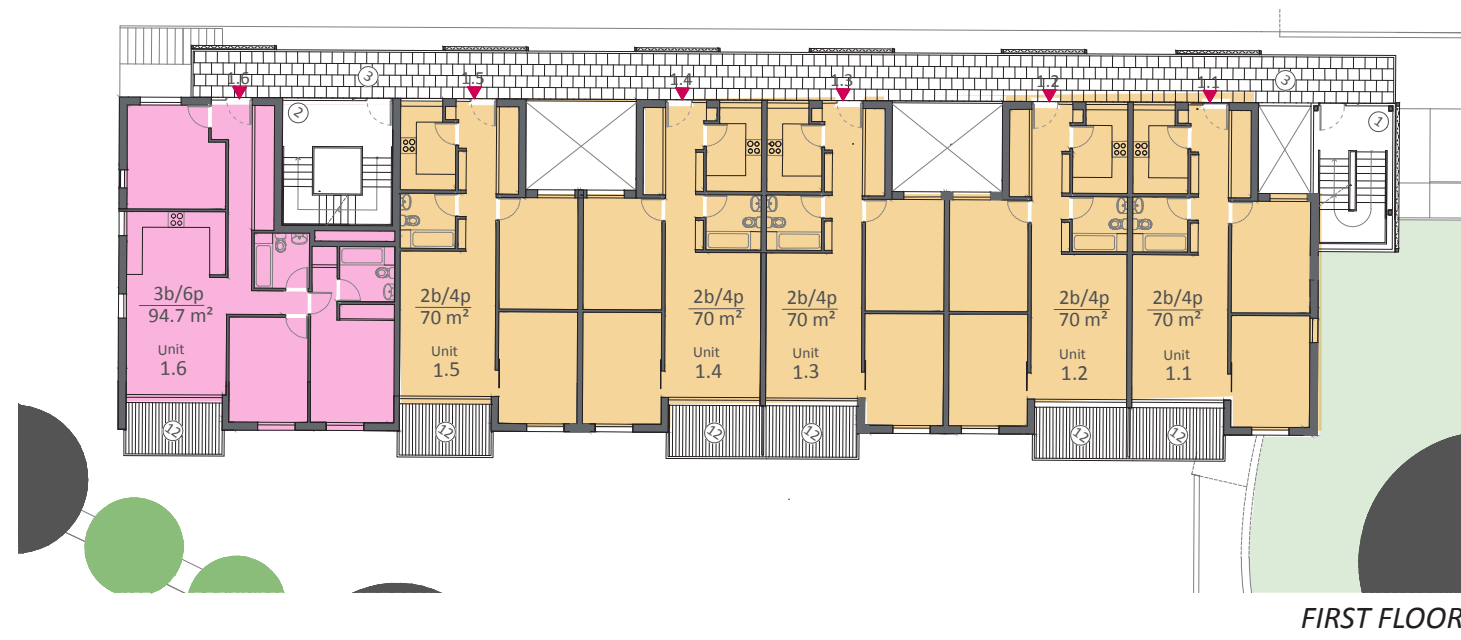
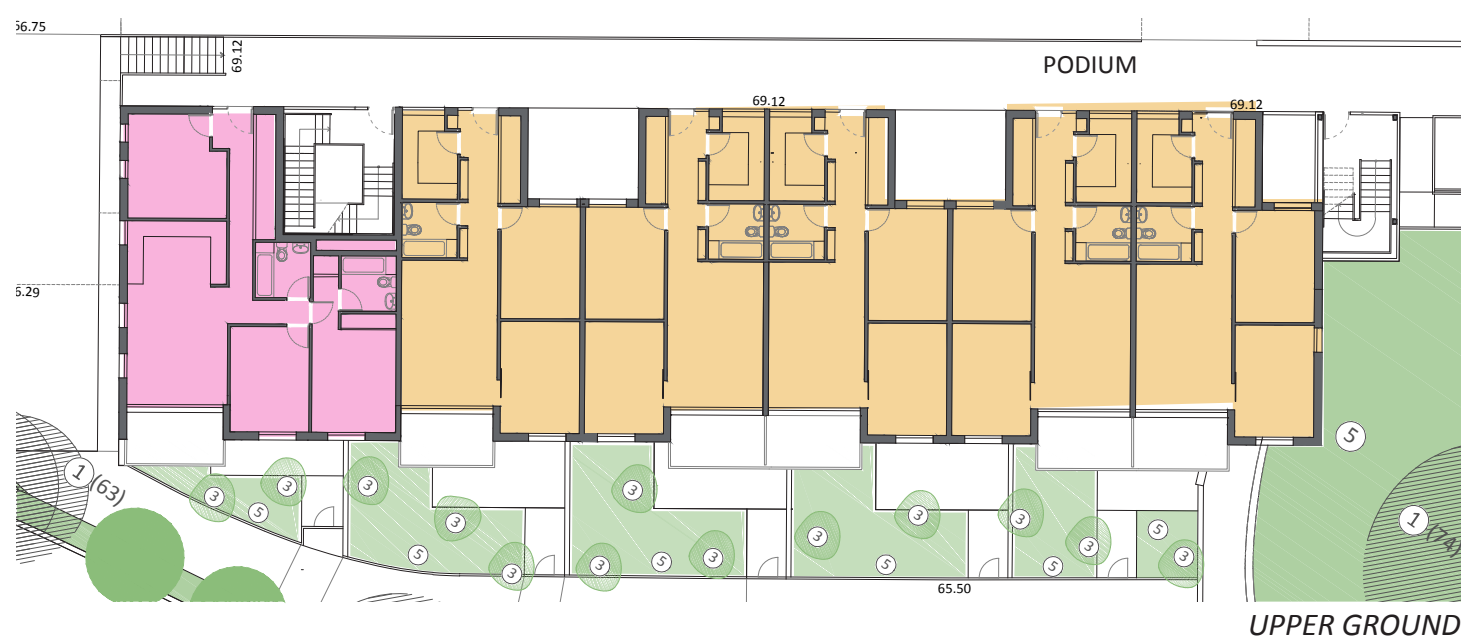
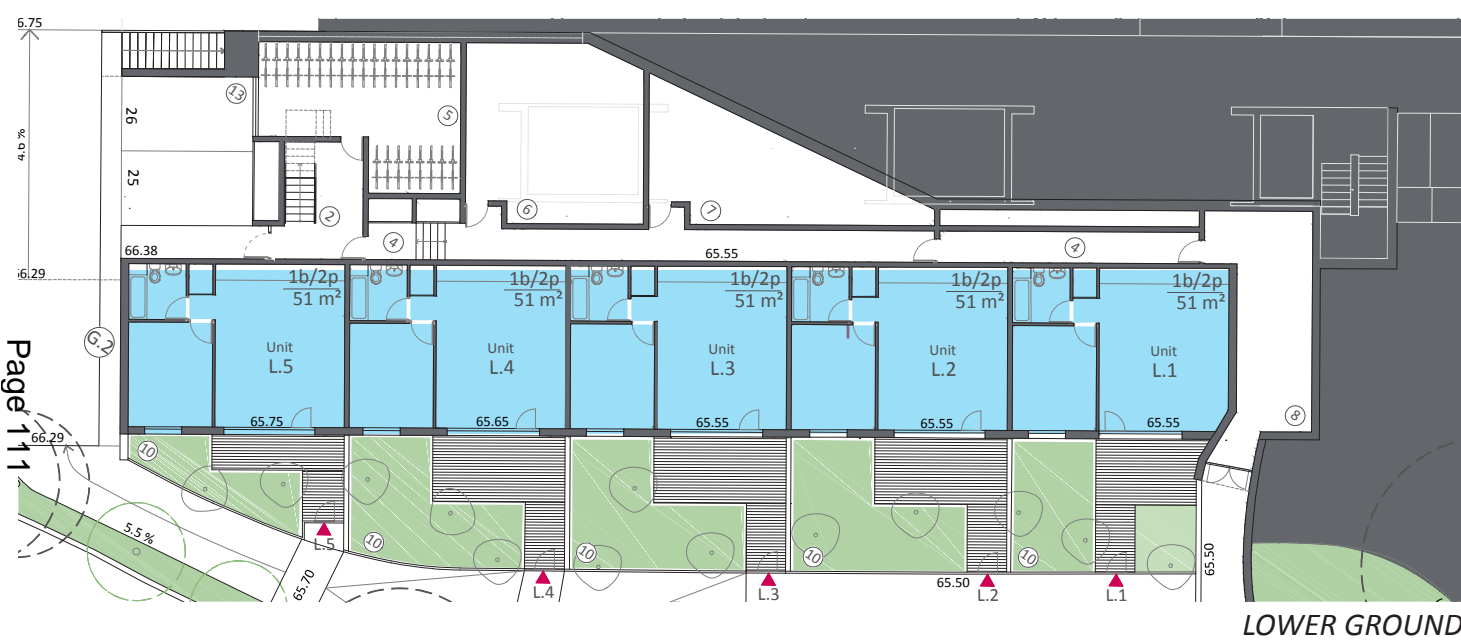
FLOOR PLANS

The floor plans for the flats have been developed to provide a good standard of accommodation for the occupants and in line with the London Plan and the local authority design standards.

A mix of 1,2 and 3 bedroom flats are proposed all enjoying a southerly aspect and shared access from the podium close to the car park to the north. The lower ground floor flats have private patio gardens and access from the lower footpath.

Resident’s bike store and the main plant rooms are located on the lower ground level behind the flats, nestled into the slope of the site.

- 1 BED
- 2 BED
- 3 BED



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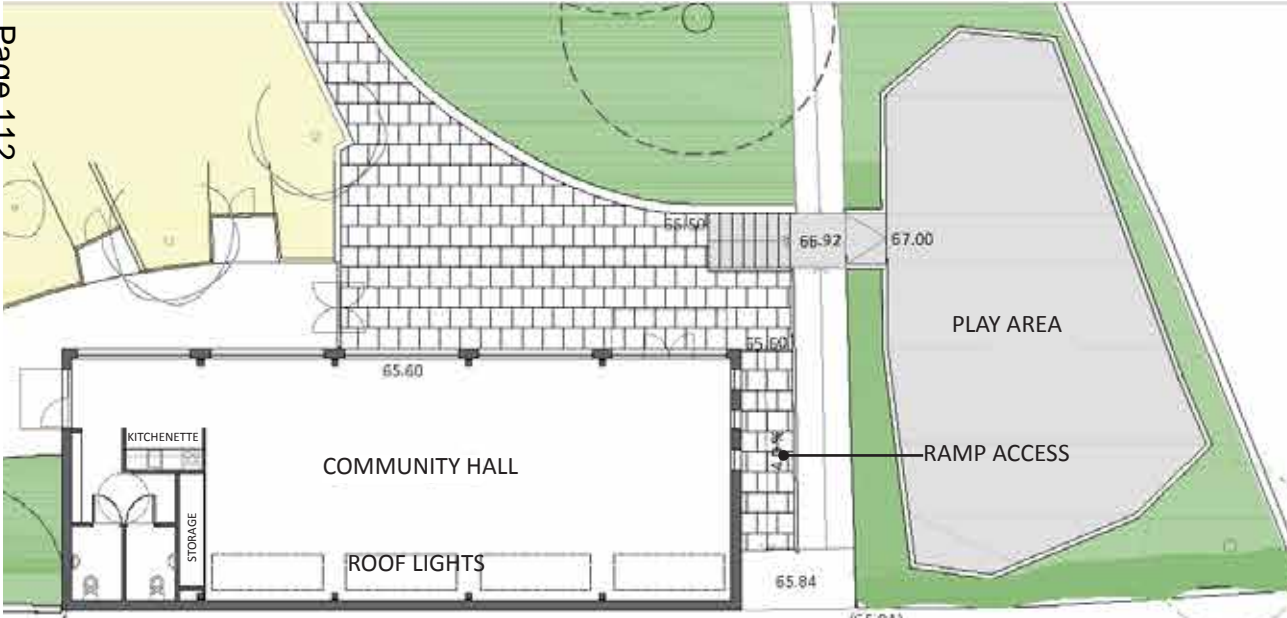
COMMUNITY HALL & PLAYGROUND



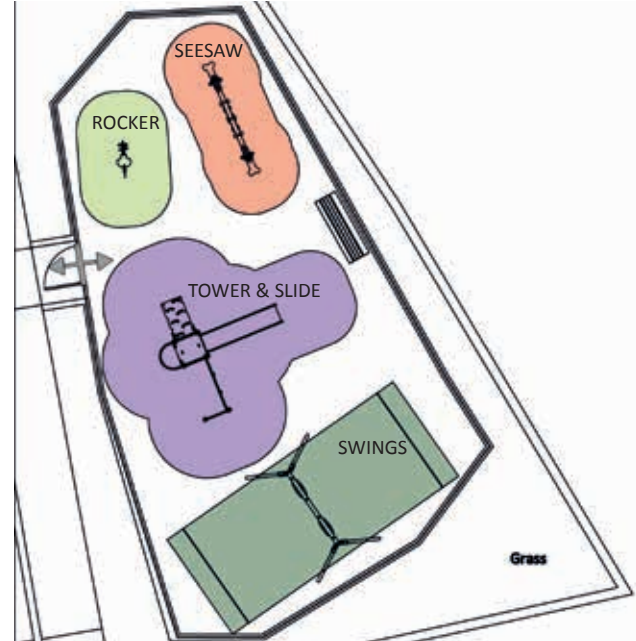
VIEW OF HALL FROM THE LOWER GROUND FLOOR FLATS



VIEW FROM WICKERS WAY



THE COMMUNITY HALL & PLAYGROUND



PROPOSED PLAY AREA LAYOUT



Community Hall

The Community Hall is designed as an independent building adjacent to the public footpath for ease of access and close to the new playground and equipment.

There will be level access to the hall via a short ramp or stair from the public footpath and there is level access from the carpark, along a footpath running along the southern boundary.

The Community Hall will be approximately 1,700 sq ft. With a large open plan space to offer flexibility for the neighbourhood's use and will include a kitchenette area and toilets.

It will have a 'green roof' and rooflights to get plenty of light into the building without overlooking the neighbours' gardens.

The building will be designed to be as sustainable and energy efficient as possible to reduce future energy and running costs, and is proposed to be clad in timber to soften the aspect.

The Playground

The new playground is located next to the public footpath where it can be easily accessed throughout the day. It will have a secure fence all around and will include a safe surface and a bench.

New equipment will be installed to offer a variety of play activities including swings, climbing frames with slides, see-saws and rockers.

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The building is proposed to be clad in a tile to reflect the upper story of the Wells House, but expressed in a modern manner appropriate for a modern building of its time. The rear walls to the flats facing Wells House are partly clad in metal sheeting to modulate the northern elevation and express the upper level walkways and metal screening.

As the lower ground level of the building is exposed as the site levels fall away, it is proposed to use ‘reconstituted stone/GRC’ cladding to form a strong base and proportion to the upper levels which are tile hung.

The roof is proposed as an upstand metal roof.

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3D COMPUTER SKETCH IMAGES



NORTHERN ASPECT



SOUTHERLY ASPECT



VIEW TO COMMUNITY HALL



VIEW FROM PARKING AREA



VIEW TO WEST

As part of the design process, 3D modelling has been used extensively to inform and help communicate the design development. This has also been helpful to understand how the proposed building would relate to the existing levels across the site and landscaping.

It has also been used to help to develop and express the modelling of the building and use of materials.

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COMMUNITY HALL & PLAY AREA



SECTION ACROSS SITE



VIEW FROM WICKERS WAY



VIEW FROM WICKERS WAY



PODIUM FROM LOWER GROUND AREA

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PUBLIC EXHIBITION



A public exhibition was held at the former Wells (Day) Centre on Spa Drive on Thursday 18th October 2018 between 4pm and 8pm where representatives of the design team, Council officers from the Property & Regeneration department and Councillors were in attendance to help explain the proposals and answer any questions visitors may have.

A number of Councillors unconnected with the project also took the opportunity to attend and view the proposals, including one County Councillor.

Before the event 526 invitations were sent to all residents and businesses within the Wells Neighbourhood area. Details of a dedicated email address 'Askwells' was given in the invitation, together with the information that the plans could also be viewed at the Town Hall if residents were unable to attend the consultation event itself.

At the public exhibition visitors were able to leave their comments about the proposals or alternatively to send those comments by email either to the Council email address 'Askwells', or to planning consultant, Bell Cornwell.

Of the 526 households invited to attend, 87 individuals attended the event, 7 of which were Councillors and 24 comments forms were left. Subsequently, 1 request for a comment form has been received at the 'Askwells' dedicated email address, **and xx comments have been submitted to Bell Cornwell**

A full summary of the comments and responses are set out in the planning statement which forms part of and accompanies the application.

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ASSESSMENTS

PLANNING

Section 70 of the Town and Country Planning Act 1990 and 38(6) of the Planning and Compulsory Purchase Act 2004 requires planning applications should be determined in accordance with the development plan unless other material considerations indicate otherwise. The development plan of relevance is the Epsom and Ewell Local Plan which provides the local policy framework for the borough.

The adopted Plan currently consists of The Core Strategy 2007 and the Development Management Policies Document (2015). The main material consideration is the National Planning Policy Framework July 2018 (NPPF) which sets out the Government's up to date strategy and guidance for plan making and decision taking. Other guidance is contained in the Sustainable Design SPD, the Parking Standards for Residential Development and Making the Efficient Use of Land – Optimising Housing Delivery 2018.

The Local Authority is taking a proactive role in identifying and helping to bring forward land that is suitable for meeting development needs. The principle of development is acceptable given the site's sustainable location and brownfield status. The NPPF clearly sets out that substantial weight should be given to the value of using brownfield land within settlements for residential development. The latest document, Making the Efficient Use of Land – Optimising Housing Delivery, makes way for development seeking to optimise the capacity of a proposal site by developing to a higher density (greater than 40 dwellings per ha) and/or exceed the maximum building height, being considered positively.

This scheme promotes an effective use of a suitable vacant brownfield site within a settlement and contributes to the need for more homes, whilst retaining a community facility and enhanced children's play space, safeguarding the environment and ensuring safe and healthy living conditions.

The scheme comprises a suitable mix of 5 x 1 bed, 15 x 2 bed and 3 bed properties and a balance has been struck between optimising the site whilst maintaining the area's prevailing character and setting, alongside provision for parking of both vehicles and cycles, including landscaping.

The proposed accommodation accords with current National Described Space Standards, with a 40% policy compliant onsite affordable housing contribution with a tenure mix to be agreed.

Planning policy is detailed further in the accompanying Planning Statement.

ABORICULTURAL ASSESSMENT

A detailed assessment of the existing trees within the site and on adjacent land has been undertaken to inform the design of the development.

The assessment recommended which trees may have to be retained and which could be removed, based on whether the trees are classified 'veteran'; whether their removal would have a significant and adverse impact on the character and appearance of the local landscape, amenity or biodiversity; which are important features within the local landscape and removal would be contrary to local planning policies. The trees have been categorised in accordance with BS5837:2012 for reference.

Working through this process those trees to be retained have been identified and their canopy and root protection areas marked on the emerging plans to inform the location and design of the proposed buildings and playground.

With the development of the design and in discussion with the aboricultural consultant, an Aboricultural Implication Report and Tree Protection plan have been prepared which includes specific Root Protection Zones and also tree canopy offsets to safeguard the existing trees during construction.

The detailed reports form part of the supporting information for the detailed planning application.

ECOLOGY ASSESSMENT

An Ecological and Bat Emergence survey has been undertaken by Furesfen, an independent consultant.

The survey found that the site is used by wildlife due to its position within the buffer zone of Epsom Common and the area being of a relative low density with generous open spaces. However the site in its current form is not suitable for reptiles and no evidence of bats roosting within the building were found, although bats were foraging on the wing in the evening.

Recommendations to safeguard and mitigate the impact on bats and wildlife have been logged in the report and will be adopted as part of the design and construction methodology statement.



VISUAL/LANDSCAPE ASSESSMENT

AWAITING VISUAL ASSESMENT TO SUMMARISE

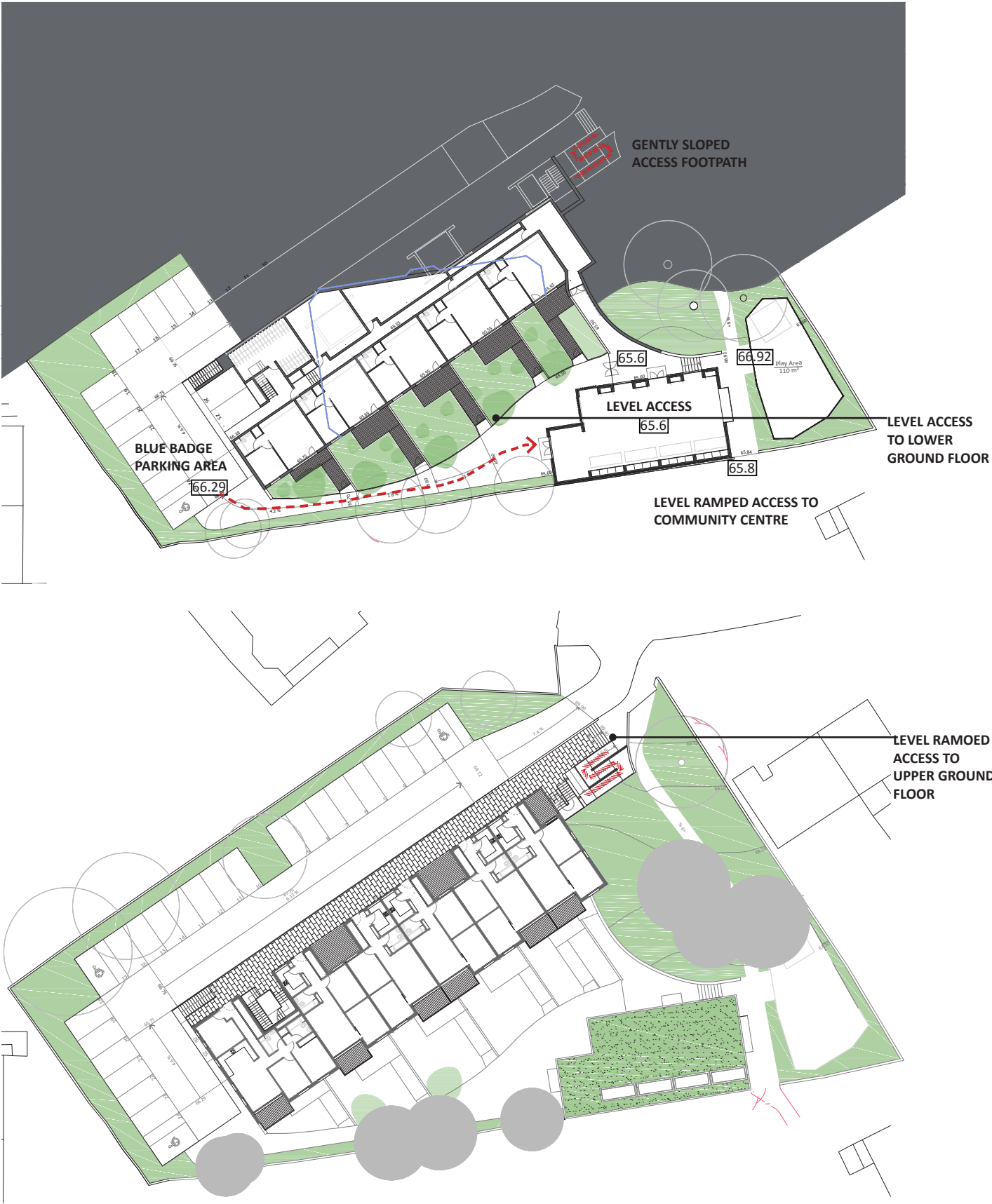
SECURED BY DESIGN

We have consulted with the Secured by Design Officer over the development proposals in order to create a scheme that is as safe and secure as possible, through its design and technical specification.

The design considerations include natural surveillance through overlooking and good lighting as well as the detail of securing the individual flats.

As the design develops further consultation will take place and the officer's recommendations incorporated where possible.

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Whilst the site has quite significant level differences, the design has sought to achieve a good level of accessibility to all, including ambulant disabled to the residential flats and community centre.

There is vehicular access from Spa Drive to the carpark which includes Blue Badge spaces for the residents of the flats as well as visitors to the community centre.

The upper ground floor flats have level access from the pedestrian pavement entrance off Spa Drive via a ramp leading to the ground floor podium from which all the upper ground floor flats can be accessed.

The lower ground floor flats can be accessed from the carpark by the western boundary via a ramped footpath that leads directly to the garden gates and front doors of the lower ground floor flats.

Similarly the community centre has level access along this pathway to the front door, as well as having access from the public footpath via a ramp.

There is therefore good access for all mobilities to the residential and community centre across the site for both vehicles and pedestrians.

SUMMARY

The former Wells Spa site is located within the local residential neighbourhood of the Wells, set on the Epsom Common, some 2.5 miles south west of Epsom Town centre. The site is well landscape and has a natural slope of approximately 5 metres falling to the south west. The site is also well landscaped with mature trees around its boundaries and close to the eastern boundary.

The existing building is redundant, having been a former Community Centre. There is an existing children’s playground to the west of the site, away from the public footpath which is open and is used on a regular basis.

The brief is to redevelop the site, now considered a ‘brownfield site’, to provide much needed residential accommodation as well as a new neighbourhood community hall and playground with new equipment.

The design of the scheme responds to the levels running across the site, the mature landscape and the existing neighbouring buildings, which are residential. The design also maintains the existing access from Spa Drive and the public footpath, Wickers Way, which crosses the site along its eastern boundary.

Several layouts have been investigated and the optimum layout locates the residential building to the centre of the site to maintain acceptable distances from the existing buildings not to impact on the residential amenity and also to minimise the impact on the existing mature landscape. The community hall, which is an independent building is located close to the footpath and the new playground for ease of access for all abilities.

In response to the level changes across the site, the residential building has its principle level access on the buildings upper ground floor, this is accessed from the north close to Spa Drive. There is level access also to the lower ground floor flats from the garden path to the south of the building.

The height and massing of the building has been carefully considered to balance achieving a good level of accommodation that is efficient whilst respecting the levels, landscape and existing townscape. The overall height of the building is lower than the Wells House (Karibu Residential Home) but taller than the predominately two storey houses on the estate. The building is three storey to the northern aspect and becomes four storey as the land falls away to the south. Whilst this is taller than the existing building, it is set back further from the line of the existing building and being between 27 and 37 metres distant to the existing residential building’s on Well Way, it is considered appropriate in scale.

The accommodation is a mix of 1, 2 and 3 bedroomed flats designed to the London Plan and of which 40% will be ‘affordable’.

Whilst the building is modern in its typology and expression with a simple material palette, it recognises some of the local materials and in particular picks up on the tile hanging to the upper storey of Wells House. The new building is expressed as a three storey tile clad building sitting over a reconstituted stone plinth but with metal clad elements to the northern elevation to layer and add variation to the building. The roof over sails the front elevation to express the eaves of the existing buildings and create an upper cap to the building. The community hall is clad in a vertical timber screen to provide a softer natural finish and to distinguish it from the main building.

The building will be designed to a high level of sustainability including the use of timber framing, high levels of insulation and air tightness. It will be designed to reduce energy consumption and CO2 emissions to a greater level than current building regulations.



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ENGAGEMENT EXERCISE

	Concern	Council Response
1	Height and size of residential development	The Scheme has been carefully designed to fit with the natural constraints of the site. The Scheme has been developed to meet the requirements of the Local Plan
2	Design of development	The Design and Access Statement Annexe A is key planning document. It sets the context and approach to design and has been developed to meet the requirement of Local Plan policies
3	Issue around privacy was raised in regard to the provision of balconies	The nature of development in an urban environment will always require a balancing of interests. The proposed design and provision of balconies is in compliance with Local Plan policies.
4	Insufficient parking for Community Centre	The concerns around the amount of available parking have been considered further and accepted.
5	Redesign site to increase parking	Undercroft nor underground parking are viable options for the site.
6	Size of community facility was raised together with storage	Careful planning of the internal layout out and maximizing the provision of the internal space could address the concerns which have been raised. The provision of off-site storage is difficult as precedence has been given to the concerns raised around extra parking provision for the community centre.
7	Play area	With the provision of the play area the Council is renewing playground equipment which is coming to the end of its life. However, the concerns raised will be considered further.
8	Potential increase in traffic in the area caused by development	Concerns about traffic impact and flows are considered as part of a planning application process by the Highway Authority. In this case, it will be Surrey County Council that will make an independent assessment to be provided to the Planning Committee.

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Mid-Year Planned Maintenance Report

Head of Service/Contact:	Mark Shephard, Head of Property and Regeneration
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1: Planned Maintenance programme 2018-19 Annex 2: Planned Maintenance update
Other available papers (not attached):	Report to Strategy and Resources Committee dated 17 April 2018

Report summary

The report notes the progress on 2018/19 planned maintenance programme and requests approval for additional spend on new schemes.

Recommendation (s)

- (1) That Committee notes progress on the 2018/19 planned maintenance programme.
- (2) That Committee authorises the changes to the programme set out in section 3, including £41,500 additional expenditure to be funded from the property maintenance reserve.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Ensuring assets are protected and enhanced supports the delivery of the Council's key priorities, including Managing our Resources.
- 1.2 The programme supports a number of specific key priorities including measures to enhance sustainability and combat the impact of climate change.

2 Background

- 2.1 At its meeting on 17 April 2018, the Strategy and Resources Committee approved the list of works in **Annex 1**.

- 2.2 These works totalled £280k, with £210k funded from the planned maintenance budget and £70k funded from property maintenance reserve.

3 Proposals

- 3.1 Authorisation for additional works is now requested for the following items:
- 3.1.1 Horton Country Park - relay new water main as the existing water main to cluster of buildings is leaking at a cost of £300 a week. The proposed works have been tendered and will cost £26k.
 - 3.1.2 The Town Hall has an internal lighting management system that is out of date and requires new software and repairs and alterations to ensure lights go off when required, this will save energy and update to current technologies. This is ongoing maintenance to an existing lighting system, to rectify defects where lighting is on continuously. The cost will be approximately £7k.
 - 3.1.3 Following legionella risk assessments it is anticipated that removal of dead leg pipework and alterations to various buildings will be required. The cost will be approximately £20k.
 - 3.1.4 The proposed change of control panel to the heating system at the Community and Wellbeing centre can be removed from this year's programme. After investigations there may be a requirement for a larger project in the future.
- 3.2 The combined estimated cost of these additional works is £53k, which can be partially funded by a projected underspend of £11.5k on the approved works programme, as detailed at **Annex 2**. It is proposed to fund the £41.5k balance from the property maintenance reserve.
- 3.3 Committee is asked to note the progress on the 2018/19 planned maintenance programme set out in **Annex 2**.
- 3.4 Committee is also asked to authorise the proposed changes to the programme, including £41,500 additional expenditure to be funded from the property maintenance reserve.

4 Financial and Manpower Implications

- 4.1 The current projected balance of the property maintenance reserve at 31 March 2019 is £348,820.
- 4.2 Approving the additional £41,500 expenditure for new works would reduce the projected balance to £307,320.
- 4.3 **Chief Finance Officer's comments:** *Financial implications are set out in the body of the report.*

5 Legal Implications (including implications for matters relating to equality)

5.1 There are no legal arising from the contents of this report

5.2 ***Monitoring Officer's comments:*** *There are no comments on the contents of this report.*

6 Sustainability Policy and Community Safety Implications

6.1 The scope of works within the planned maintenance programme for 2017/18 contribute to the achievement of council's objectives for sustainability.

7 Partnerships

7.1 There are no current partnership arrangements within the planned maintenance budget.

8 Risk Assessment

8.1 The risks associated with the completion of the programme are judged to be manageable.

9 Conclusion and Recommendations

9.1 That Committee notes progress on the 2018/19 planned maintenance programme.

9.2 That Committee authorises the changes to the programme set out in section 3, including £41,500 additional expenditure to be funded from the property maintenance reserve.

Ward(s) affected: (All Wards);

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ANNEXE 1: PLANNED MAINTENANCE PROGRAMME 2018-19

Location	Proposed Works	£000's	Comment/Justification
Town Hall	The existing Building Management Software (BMS) is out of date, using Java that is no longer supported. These are essential works to heating controls with provision of new software for Building Management System, including new graphics and updates	13	New operating system is required before total system failure occurs. The current system allows control to the Town Hall and Bourne Hall.
Town Hall	External lights to be changed at side of building	2	Existing lights old and breaking, new LED's to be installed
Town Hall	Replacement of 20 year old radiators	10	Leaking and rusty radiators require replacement throughout Town Hall
Longmead Centre	Control panel in boiler room out of date, faults occurring,	15	Controls failing to heating
Longmead centre	Specialist bath requires replacing over 10 years old	15	Parts no longer available, require bath to continue providing service for elderly
Longmead Depot	Kitchen Refurbishment	15	Poor condition general wear & tear
West park cottages	Damp Proof Course, plastering and decorations	5	Issues raised by tenants
Hogs mill	Replace defective wooden bridge, carry out repairs to other bridges	15	Replace rotten timber bridge with metal construction and carry out repairs to other bridges
Hard surfaces	Health & Safety repairs to hard surfaces	30	Resurfacing, pot holes trip hazards and defective surfaces

Location	Proposed Works	£000's	Comment/Justification
Walls and fences	Emergency repairs to walls and fences	20	Emergency works to walls and fences
Longmead Centre	External decorations to gutters, fascia's, downpipes ,metal doors etc.	10	Over 10 years since last decorated.
Various(to all buildings)	Legionella risk assessments required to all buildings	5	Should be carried out every 2 years.
Cemetery	Repairs to internal roadways	10	Resurfacing defective areas
Clock tower	Brickwork & Stonework repairs & external decorations, roof coverings	30	General repairs to external envelope

Regulatory works			
Asbestos	Surveys, inspections, labelling, removal & encapsulation	10	Legislative must be carried out annually
Fire Risk Assessments	Repairs and upgrades following Inspections	10	Legislative must be carried out annually
Remedial Electrical works	Condition inspections and remedial works	40	Legislative must be carried out every 5 years
Energy efficiency	Replacement meters, repairs and upgrades to reduce carbon foot print	10	Monitoring via meters helps determine high usage and issues with plant
Water efficiency	Replacement meters, repairs and upgrades to reduce usage and repair leaks	10	Monitoring highlights leakages and high usage
Watercourses	Emergency clearances of streams and waterways	5	These works prevent flooding an ensure free flowing waterways
	Total	280	

Agenda Item 6 Annex 2

Annex 2 Planned Maintenance update

Location	Work items	Budget (£000's)	Description	Update	Progress	Revised Estimated Cost (£000's)
Town Hall	The existing BMS software is out of date as uses Java which is no longer supported. These are essential works to heating controls with provision of new software for Building Management System, including new graphics and updates	13	New operating system is required before total system failure occurs. The current system allows control to the Town Hall and Bourne Hall.	Additional costs to connect Playhouse and Ewell Court house to Main BMS system and defective controller to replace at Bourne Hall	Works are in progress, software installed to EEBC servers	15.5
Town Hall	External lights to be changed at side of building	2	Existing lights old and breaking, new LED's to be installed	The time clocks were defective and required replacement	Works completed	3
Town Hall	Replacement of 20 year old radiators	10	Leaking and rusty radiators require replacement throughout the Town Hall	As programme of works commenced some radiators were sent undersized by the manufacturer, these were used in other locations. New special order radiators now required to a specific size for specific locations	Additional works to replace odd sized radiators in specific locations	21
Longmead Centre	Control panel in boiler room over 15 years old and requires replacement	15	This project can be removed for this year as may form part of a larger project in the future	Remove from this years programme		0
Longmead Centre	Specialist bath requires replacing as over 10 years old	15	Parts no longer available, require bath to continue providing service for elderly	Works carried out in July, pump no longer required.	Works completed under budget	9
Longmead Depot	Kitchen Refurbishment	15	Poor condition general wear and tear, high volume usage	No increase from original budget	Estimates received, works order placed, awaiting pre-start meeting	15
West Park Cottages	Damp proofing works, plastering and redecorations	5	Asbestos discovered removal works planned for November	No increase expected from original budget	Works to be completed by end of November 2018	5
Hogsmill	Replace defective wooden bridge, carry out repairs to other bridges	15	Proposed works include replacement bridge on Hogsmill and repairs to bridge at Ewell Court House	Awaiting estimates	Complete by April 2019	15
Hard surfaces	Health and safety repairs to hard surfaces	30	Resurfacing to potholes trip hazards and defective surfaces	Works carried out to ewell court house paths and parks paths	Completed	30
Walls and fences	Health and Safety repairs to walls and fences	20	Emergency works to walls and fences	Fencing to stoneleigh parade car park complete.	more works to be carried out in other areas	20
Longmead Centre	External decorations to gutters, fascia's, downpipes ,metal doors etc.	10	Over 10 years since last decorated	Specification and quotation yet to be sort	Complete by April 2019	10
Various(to all buildings)	Legionella risk assessments required to all buildings	5	Legislative works required to be carried out or updated yearly.	Surveys received, analysis underway	Complete by November 2018	10.5
Cemetery	Repairs to internal roadways	10	Resurfacing defective areas	Specification and quotation yet to be sort	Complete by April 2019	10
Clocktower	Brickwork & stonework repairs & external decorations, roof coverings	30	General repairs to external envelope	Out for planning permission, due back 6th November 2018, in process of going out to tender	Due to weather this project may not commence until April 2019	30
Sub-total		195				194
New works						
Horton Country park	Serious water leak to cluster of buildings		Estimated we are losing £300/week with loss of water			26
Town Hall	The Town Hall internal lighting management system upgrade and repairs		The existing system and software is out of date, requires upgrading. Repairs and alterations to ensure lights are not on constantly			7
Various sites	Legionella works		Works to remove dead legs and health and safety issues raised in reports			20
Sub-total		195			Sub-total	247

Regulatory Works						
Location	Proposed works	Budget (£000's)	Description	Update	Progress	Revised Estimated Cost (£000's)
Asbestos	Surveys, inspections, labelling, removal & encapsulation	10	Legislative must be carried out annually	Reinspections to go out for prices in November 2018	Complete by April 2019	7
Fire risk assessments	Repairs and upgrades following Inspections	10	Legislative must be carried out annually	in progress	Complete by April 2019	7.5
Remedial Electrical Works	Condition inspections and remedial works	40	Legislative must be carried out every 5 years	Majority of works carried out for this year, Longmead remedials yet to be ordered	Complete by April 2019	35
Energy efficiency	Replacement meters, repairs and upgrades to reduce carbon foot print	10	Monitoring via meters helps determine high usage and issues with plant	In progress	Complete by April 2019	10
Water efficiency	Replacement meters, repairs and upgrades to reduce usage and repair leaks	10	Monitoring highlights leakages and high usage	In progress	Complete by April 2019	10
Water courses	Emergency clearances of streams and waterways	5	These works prevent flooding an ensure free flowing waterways	Spend will be used on clearance works to great pond	Complete by April 2019	5
Sub-Total		85			Sub-total	74.5

Total existing budget

280

Total forecast spend
(subject to approval)

321.5

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Poole Road Pavilion Enhancements Capital Project

Head of Service/Contact:	Mark Shephard, Head of Property and Regeneration
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	None stated

Report summary

Following a tender exercise, additional funding is required to carry out the Poole Road Pavilion Scheme. The additional funding is sought from S106 funds.

Recommendation (s)

That the Committee approves:

- (1) Additional budget of £30,350 to enable the scheme to proceed.
- (2) The use of £30,350 of S106 monies to fund the additional budget.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Ensuring assets are protected and enhanced supports the delivery of Council's key priorities.

2 Background

- 2.1 The Poole Road Pavilion is 20 years old and the heating & hot water plant is past the end of its life.
- 2.2 The budget of £50,000 was allocated within the Capital programme to replace the plant in the boiler room.
- 2.3 The works are specialist mechanical and electrical works of which a specialist consultant was appointed to produce specification and drawings.
- 2.4 The consultant fee tendered at a cost of £9,000 to produce documents drawings, carry out tender analysis and manage the project.

- 2.5 The works consists of replacement of boilers, pumps, expansion vessels, electronic fill devise, control panel, labelling and drawings
- 2.6 The project was tendered in August 2018 to five contractors. Only 4 parties submitted a tender and there was a wide price range across the tenders; the lowest tender was £66,350.
- 2.7 There has been no contingency allowance within the specification, this is common place for Mechanical and Electrical consultants preparation of documents.
- 2.8 After careful analysis and discussion with our consultant, a range of options have been identified to reduce the costs of the scheme to meet the budgeted costs figure.
- 2.9 These options include omitting thermal insulation, removal of a control panel, removal of a modern magnetic water conditioner, omitting performance testing of plant, remove new modern inverter pumps and 6 months commissioning audit.
- 2.10 It is felt that the risk from reducing the scope of works to this extent and removing all energy efficiency measures, would undermine the current scheme. There would be no guarantee that these items would not continue to fail on a regular basis, increasing the pressure of the maintenance budget and more requests occurring for additional funding
- 2.11 Although reducing the scheme is an option, it is not recommended.

3 Proposals

- 3.1 It is proposed to proceed with the lowest tender price for the full scope of works and to include a contingency sum of £5,000 for any unforeseen works.
- 3.2 The revised estimated project cost is as follows:

Contract sum	£66,350
Contingency sum	£5,000
Consultants fee	£9,000
Total cost	£80,350
Approved budget	£50,000
Budget shortfall	£30,350
- 3.3 Members are asked to approve additional funding of £30,350 from S106 funds to meet the budget shortfall.

4 Financial and Manpower Implications

- 4.1 It is proposed that the budget shortfall of £30,350 be funded from S106 funding within the Outdoor Sports Facilities category. There is currently a balance of £172,300 of S106 funds within this category.
- 4.2 Approving £30,350 for the Poole Road Pavilion scheme will reduce the balance of S106 Outdoor Sports Facilities funds to £141,950, therefore reducing the funds available for other projects in future.
- 4.3 Seven S106 agreements have been identified that can be utilised to fund the £30,350 required.
- 4.4 **Chief Finance Officer's comments:** *All financial implications are set out in the body of the report.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Legal implications have been incorporated within the body of the report.
- 5.2 **Monitoring Officer's comments:** *There are no comments arising from the contents of this report.*

6 Sustainability Policy and Community Safety Implications

- 6.1 The upgrades to the heating/hot water plant ensure carbon reduction and sustainability improvements are carried out.

7 Partnerships

- 7.1 There are no current partnership arrangements within the planned maintenance budget.

8 Risk Assessment

- 8.1 The risks associated with the completion of the programme are judged to be manageable.

9 Conclusion and Recommendations

- 9.1 Requests committee to approve additional funds from S106 Outdoor Sports Facilities funds to increase the budget of project up to £80,350.

Ward(s) affected: Ewell Ward;

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Modernisation of the Epsom Datacentre

Head of Service/Contact:	Judith Doney, Head of Digital and Service Transformation
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	None
Other available papers (not attached):	Report to S&R Committee dated 28 November 2017 Report to S&R Committee dated 27 September 2016

Report summary

This report seeks approval of capital budget for the Modernisation of the Epsom Datacentre. The scheme was due to be considered as part of the 2019/20 Capital Programme, but due to extenuating circumstances, the work needs to commence ahead of the capital budget setting timetable, due to be agreed in February 2019. In order to ensure the best value for the Council, the project implementation needs to be accelerated, and will require a capital sum of £220,000.

Recommendation (s)

To agree to a capital budget of £220,000 for the Modernisation of the Epsom Datacentre project, to be funded by capital receipts.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 *"Managing our Resources"*: Information and Communication Technology is at the heart of the Council's Corporate Plan, which includes objectives to provide services digitally and deliver efficiency savings. To improve the Council's ICT resilience and capacity, improve the Council's data security and ability to react to cyber-attack, the current infrastructure needs modernising to remove high-risk single points of failure and to enable the Council to adopt new ways of working.

2 Background

- 2.1 As part of an ICT shared service with Elmbridge Borough Council (EBC), a report was taken to Strategy and Resources Committee on 27

September 2016 detailing concerns with the Council's infrastructure. The proposed solution was a joint arrangement, with Elmbridge and Epsom and Ewell splitting the costs on a 60/40 basis.

- 2.2 The agreed proposal was for Epsom & Ewell's infrastructure equipment to be replaced by equipment located in an Aegis datacentre in Godalming. This would be achieved by a joint five-year contract with EBC. The report outlined the costs to this Council at £202,600 capital and £71,000 revenue over 5 years, as shown in the following table:

Table 1

	Total Budget for EBC & EEBC	EEBC Budgeted Share
	£	£
Capital Costs	506,500	202,600
Revenue Costs over 5 years	177,500	71,000

- 2.3 Costs on the Datacentre subsequently increased by £34,900 on capital (due to additional expenditure for connectivity hardware) and by £87,600 on revenue, which could increase to £272,000 over 5 years if EEBC continued to pay towards the on-going revenue costs. The majority of the increase in revenue costs was in relation to EEBC's share of the annual estimated cost of running the Datacentre of £46,300 per annum, which was not included within the original scheme. The revised costs are shown in the table below:-

Table 2

	Budget	Actual (Year 1)	Projected (Years 2 -5)	Total
	£	£	£	£
Capital	202,600	£37,500	0	237,500
Revenue (5 years)	71,000	158,600	185,200	343,800

- 2.4 On 2 June 2017, the shared service was terminated early by EBC and at this time, work was undertaken to clarify the exact cost of the datacentre.
- 2.5 A report went to Strategy and Resources Committee on 28 November 2017, which included details of the current situation on the datacentre project following the ending of the shared service arrangements with EBC. This detailed a capital overspend on the project of £32,279 (now revised following additional costs for connectivity to £34,900 in Table 1) and a

revenues overspend initially identified as £11,352 a year which has increased to £54,560 per annum.

- 2.6 Prior to November 2017 IG Consulting had been commissioned to evaluate the datacentre project. Subsequently Proact IT UK undertook a technical audit of the datacentre. These reviews confirmed the datacentre to be over budget both on capital and revenue with no revenue saving achievable.
- 2.7 The Strategy and Resources Committee agreed that the Chief Executive should commission a more detailed study to identify the options on the most appropriate long-term solution, and to take such action, in consultation with the Chairman and Vice Chairman, as she considered in the best interests of the Council, to ensure that the arrangements for the datacentre were put in place.
- 2.8 Since the original reviews in November 2017 Proact IT UK have been working with the Council to evaluate the current state of our infrastructure in the Epsom datacentre and to advise on the best way to proceed given the Council's current and future plans. In addition, Softcat, the company that supplied and configured the equipment in the Aegis datacentre, has advised on what equipment could be re-utilised at Epsom.
- 2.9 A capital bid was then submitted for consideration as part of the 2019/20 Capital Programme, with 3 options for delivering the datacentre solution.
- 2.10 In September 2018, the Council learnt that Aegis had gone into administration, and that there was limited time to repatriate the EEBC equipment stored at its datacentre in Godalming to avoid risk of seizure of the equipment by the receivers. A report detailing the three options was agreed by the Chief Executive, Chair and Vice Chair of S&R Committee, agreeing to proceed with Option 2.

3 Proposals

- 3.1 Three options for the datacentre solution were suggested by Proact. These were:
 - 3.1.1 **Option 1:** Use the Aegis datacentre as a fail over site.
 - 3.1.2 **Option 2:** In house datacentre re-utilising some equipment from the Aegis datacentre that we already own
 - 3.1.3 **Option 3:** In house datacentre with no re-utilisation of equipment but full future proofing.
- 3.2 Option 2 was recommended and agreed by the Chief Executive, Chair and Vice-Chair of S&R Committee. Since then, negotiations have taken place with Elmbridge and due to the urgency of vacating the Godalming datacentre it was agreed that once separated we could retrieve the equipment that was for the sole use of Epsom & Ewell Borough Council. The equipment has now been moved and is ready for installation.

3.3 The estimated capital costs for option 2 are set out below:

	Option 2: Reuse limited equipment at EEBC £
Server and storage hardware	80,000
Fire suppression/UPS	10,000
Backup hardware	30,000
Capital costs for future proofing	120,000
Connectivity hardware	26,000
Consultancy	54,000
Contingency	20,000
Total Capital Costs	220,000

3.4 A contingency of £20,000 has been included for additional works that may be required to maximise resilience and realise efficiency gains.

4 Financial and Manpower Implications

4.1 The initial capital bid submitted for the 2019/20 programme for £220,000 was considered by the Capital Member Group on 5 September 2018, who requested a full detailed bid be prepared for consideration at their meeting on 8 November 2018.

4.2 At the time the initial capital bid was prepared it was expected that the work on the Epsom datacentre would be completed in 2019/20 due to the need to negotiate with Elmbridge Borough Council on extracting the Epsom equipment. However, with Aegis going into administration Elmbridge needed to move their equipment urgently which gave the opportunity to recover ours.

4.3 At its meeting on 8 November, Capital Member Group was asked to consider the Epsom Datacentre bid for inclusion in the 2018/19 capital programme, due to the acceleration of timescales for implementation. The Group supported this proposal and agreed that it should be taken to S&R Committee on 27 November for approval.

4.4 **Chief Finance Officer's comments:** *The uncommitted balance in the capital receipts reserve at 31 March 2019 is currently projected at £3.401m. Utilising £220,000 to modernise the datacentre would reduce this projected balance to £3.181m. Under the Medium Term Financial Strategy, Council has agreed to maintain a minimum uncommitted balance of £1m in the capital receipts reserve.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The current arrangements for use of the datacentre were through a joint agreement between this Council and Elmbridge. Elmbridge vacated the datacentre on 28 October, at which point the joint agreement ceased.
- 5.2 ***Monitoring Officer's comments:*** *None arising from the contents of this report.*

6 Sustainability Policy and Community Safety Implications; Partnerships

- 6.1 None for the purposes of this report

7 Risk Assessment

- 7.1 Without an upgrade of the Epsom datacentre equipment we are at risk of both significant downtime of IT applications which both staff and residents rely on as well as leaving us more vulnerable to cyber-attack.
- 7.2 If funding for the project were left until the 2019/20 Capital Programme is agreed in February 2019, there would be a risk that high-value equipment belonging to EEBC would be seized by the Aegis administrators and therefore lost to the Council.

8 Conclusion and Recommendations

- 8.1 The current infrastructure at Epsom needs modernising to remove high-risk single points of failure, improve resilience and capacity, improve our data security and our ability to react to cyber-attack and to enable the council to adopt new ways of working.
- 8.2 Proact's health check IT identified over 40 issues which need to be addressed across the whole range of our IT estate. Seventeen of these are rated as priority 1 or 2 issues and the ICT and New Ways of Working Governance Group have agreed that these should be priority tasks to be resolved in 2018/19.
- 8.3 The options to move equipment from Aegis to Epsom would provide EEBC with a new set of VMWare servers which would enable remediation of many of the high priority issues identified by Proact; as well as future proof the infrastructure.

Ward(s) affected: (All Wards);

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**Minutes of the Meeting of the STRATEGY AND RESOURCES COMMITTEE held on
25 September 2018**

PRESENT -

Councillor Eber Kington (Chairman); Councillor Clive Smitheram (Vice-Chairman); Councillors Tony Axelrod, Richard Baker, Hannah Dalton, Liz Frost, Omer Kokou-Tchri, Barry Nash, Vince Romagnuolo (as nominated substitute for Councillor Kate Chinn) and Clive Woodbridge

Absent: Councillor Kate Chinn

Officers present: Kathryn Beldon (Chief Executive), Damian Roberts (Chief Operating Officer), Rod Brown (Head of Housing and Community), Lee Duffy (Chief Finance Officer), Amardip Healy (Chief Legal Officer), Margaret Jones (Business Assurance Manager) and Mark Shephard (Head of Property and Regeneration)

19 QUESTION TIME

No written questions were submitted and one member of the public asked two questions at the meeting.

20 DECLARATIONS OF INTEREST

In the interests of openness and transparency, Councillor Vince Romagnuolo declared he was a member of the Planning Committee with particular regard to Item 3 on the agenda.

21 FUTURE USE OF THE WELLS SITE: PROGRESS UPDATE

As agreed at the Strategy and Resources Committee in July, Members received an update on the proposed development of the Wells site which included three potential site configurations, and Option C was highlighted as the preferred choice.

The Committee noted that due to the sloping nature of the site and potential foundation issues (owing to the position of the nearby natural well) suitable types of housing construction may be limited. However, the Council were committed to developing sustainable buildings and overall aesthetically acceptable designs.

The consultation process was discussed and it was confirmed that the consultation would be conducted by officers in the Town Hall Council Chamber.

Whilst it was too early to predict a start date for the development, it was intended to commence construction as soon as possible after planning permission had been granted and that the search for Contractors would coincide with the submission of a planning application.

A commitment to keep all stakeholders informed and updated throughout the process was reiterated and an assurance to continue responding to all questions and enquiries.

Accordingly, the Committee:

- (1) Approved the proposed site configuration Option C as described in the report.
- (2) Agreed the commencement of a consultation with residents on the proposed site configuration, Option C.
- (3) Agreed that a report to inform on the final options and proposals for the Wells site be brought to a future meeting.

Note: The committee agreed to replace recommendation 3 on the published agenda with recommendation 3 above

22 EMPTY PROPERTY STRATEGY

Officers received a report detailing a proposed Empty Property Strategy compiled with the intention of encouraging owners of empty properties to bring them back into use.

It was recognised that lack of housing within the borough created demand that far outstripped supply, subsequently placing additional pressure on the housing stock available with the result of driving up house prices and rent.

The potential for using Compulsory Purchase Orders (CPO) was discussed and it was noted that whilst other avenues would be explored before considering a CPO it was a realistic option and there was evidence that it had worked effectively for other boroughs. Furthermore it was agreed that in order for policies to work effectively it was important to bring all the parties together to agree a cohesive course of action having awareness of and access to all the tools that were available to support to the process.

Having considered the Empty Property Strategy and the list of available enforcement powers, the Committee;

- (1) Agreed to the adoption of the Empty Property Strategy as set out in Annex 3 to the report.
- (2) Approved in principle the creation of an Empty Property Fund, the details of which will be subject to a further report to the Committee.

23 TREASURY MANAGEMENT YEAR-END PERFORMANCE 2017/18

This report included a detailed review of the performance of the Council's management function in 2018/18 and provided an update on the Ministry of Housing, Communities and Local Government's (MHCLG) new Statutory Guidance on Local Government Investments.

It was noted that the Council were using one external fund Manager – Aberdeen Asset Management – to advise on suitable investments to achieve maximum returns within defined risk parameters. Whilst the Council had invested £7.1m in triple A investments, providing an average rate of return of 0.59%, the Committee was assured that the Council continued to explore alternative investment funds and that presently the percentage return achieved by Aberdeen Asset Management was consistent and satisfactory compared with other fund managers.

The Committee discussed the impact of the MHCLG's new guidance which stated that 'authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed', and it was recognised that alongside the government's decision to withdraw funding, it would place added financial pressure on the borough. It was further noted that the new guidance would have a negative impact on the Council's capacity to increase budgeted revenue income expectations as out of the Borough acquisitions where the intention was purely to profit, would not meet the guidance criteria in terms of borrowing.

Whilst this was disappointing it was pointed out that the Council had undertaken robust discussions with a QC, whose advice was not to risk out of borough purchases until the legal position and Government Guidance had been tested in the courts, and to explore opportunities within the Borough or on the boundaries, where the main purpose of the purchase was regeneration. To that end the Committee was informed that officers were actively seeking opportunities within the Borough and it was hoped to bring further proposals within the next three months.

Having considered the Treasury Management year-end performance, the Committee:

- (1) Received the report on the Council's treasury management performance 2017/18.
- (2) Approved the actual 2017/18 prudential indicators.
- (3) Noted MCHLG's Statutory Guidance on Local Government Investments.
- (4) Noted the suspension of further out-of-borough investment property acquisitions, where the main purpose is purely to profit, until further guidance or case law is published that clarifies the Council's related vires.

Note: Two Councillors abstained from agreeing to note recommendation 4 above.

24 BUDGET TARGETS 2019/20

The Committee received an update on the financial forecast and recommendations for preparing the draft budget for 2019/20 which were based on the Financial Policy Panel recommendations (held on 11 September).

It was noted that the Business Rates Pilot was expected to generate £500,000 of which £200,000 was to be used to mitigate the potential payment of £625,000 to the government for negative Revenue Supports Grant (RSG). The remainder of the income generated would be used to offset expected reductions in funding over the next 3 years as a result of the 'Fair Funding Review planned for 2020/21.

It was recognised that public sector spending cuts imposed by the government and Surrey County Council posed a considerable risk to the Council. There was an ongoing government consultation on negative RSG and a fair funding review the outcomes from which could affect the Council's financial forecasts. In addition there was uncertainty around the New Homes Bonus Grant in relation to the potential legacy payments being honoured by the Government. In light of the uncertainty it was emphasized the importance of budgeting to use income over the entire plan period to counteract as far as possible the forecasted deficit which currently stood at £1.613 million over four years.

Having considered the budget targets and as set out in the Financial Policy Panel Minutes 11 September (published in a supplementary annex) the Committee:

- (1) Received the Minutes of the meeting of the Financial Policy Panel held on 11 September 2018.
- (2) Agreed the following overall revenue budget target for 2019/20:
 - a) Estimates to be prepared including options to reduce organisational costs by £406,000, subject to government grant announcement, in order to minimise the use of working balances and maintain a minimum working balance of £2.5 million in accordance with the medium term financial strategy;
 - b) That at least £200,000 additional revenue is generated from an increase in discretionary fees and charges;
 - c) That a provision for pay award is made of £280,000 that represents an increase to the staffing budget of 2.5%, 1% for cost of living and 1.5% for progression.
 - d) That further savings and efficiencies be identified to address the budget shortfall of £113,000 in 2019/20;

- e) That £200,000 from the financial gain of being part of the Pilot for Business Rates is used to mitigate the potential payment of £625,000 to government for 'negative RSG'.

25 INTERNAL AUDIT

The Committee was asked to consider the procurement of internal audit services from Southern Internal Audit Partnership for a period of 4 years from 1 April 2019.

The report outlined the arrangements with the existing provider (RSM), who were contracted to provide services through the East Surrey Internal Audit Consortium, and the contract was due to expire on 31 March 2019

The Consortium had met several times to discuss the possibilities going forward, and had identified three options; procurement through a full Official Journal of the European Union; use of established frameworks or to join an existing shared service.

An evaluation had been prepared outlining the strengths, weaknesses, price, quality and risks of all the options and presented to Committee in restricted Annex 1 to the report.

Having considered all the options the Consortium unanimously agreed that the best option was to join an existing shared service through the Southern Internal Audit Partnership, who provided services to a range of organisations including the Police. Their proposed day rates were competitive against the rates charged by the Consortium based on the 2018/19 rates.

Accordingly, the Committee agreed to:

- (1) The Council entering into a partnership arrangement with Southern Internal Audit Partnership
- (2) Give delegated authority to the Head of Corporate Governance in conjunction with the Chief Finance Officer to finalise the arrangements.

26 SHAREHOLDER SUB-COMMITTEE: APPOINTMENT OF CHAIRMAN

The Council had established a Local Authority Property Investment Company (EEPIC) at an Extraordinary Meeting on 19 September 2017. At that meeting the Council ratified the Strategy and Resources Committee decision to discharge the functions of the Council as the Shareholder in the Company.

The Terms of Reference of the Sub-Committee were attached at Annex 1.

The Committee was asked to appoint a Chairman of the Sub-Committee from amongst its members in accordance with the Terms of Reference.

Members of the Sub-Committee are:

Councillor Eber Kington (RA)

Councillor Barry Nash (RA)

Councillor Clive Smitheram (RA)

Councillor Clive Woodbridge (RA)

Councillor Tina Mountain (CON)

Subsequently, the Committee agreed to appoint Councillor Eber Kington as the Chairman for the Shareholder Sub Committee.

27 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Strategy and Resources Committee held on 26 July 2018 were agreed as a true record and signed by the Chairman.

28 INCREASING CAPACITY THROUGH ORGANISATIONAL CHANGE

The Committee received a report outlining the proposal to increase capacity through organisational change, and were asked to consider the costs arising from the proposals (detailed in confidential supplementary Annex 4).

Members discussed the reasoning behind the proposed changes and noted that the training and development of staff, came under the remit of the HR panel.

Accordingly the Committee:

- (1) Noted the proposed changes to the officer structure aligned to the delivery of Council priorities as outlined in Annex 1 of the report.
- (2) Agreed that £20,000 be included in the Council's budget planning process for 2019/20 for business improvement work needed to further enhance capacity within the organisation.
- (3) Agreed the one-off costs associated with moving to the new structure as detailed in the confidential supplementary Annex 4.

29 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved to exclude the Press and Public from the meeting. This was in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended), and, that, pursuant to paragraph 10 of Part 2 of the said Schedule 12A, the public interest in maintaining the exemption outweighed the public interest in disclosing the information

30 EPSOM CEMETERY EXTENSION - USE OF COMMUNITY
INFRASTRUCTURE LEVY

The Committee agreed a way forward as set out in the Minutes.

Note: The details are considered officially sensitive at this time and the Minute for this item will be exempt from publication.

The meeting began at 6.30 pm and ended at 8.55 pm

COUNCILLOR EBER KINGTON (CHAIRMAN)

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**Minutes of the SPECIAL Meeting of the STRATEGY AND RESOURCES
COMMITTEE held on 24 October 2018**

PRESENT -

Councillor Eber Kington (Chairman); Councillor Clive Smitheram (Vice-Chairman); Councillors Richard Baker, Kate Chinn, Hannah Dalton, Colin Keane, Omer Kokou-Tchri, Barry Nash and Clive Woodbridge

Absent: Councillor Tony Axelrod

Officers present: Kathryn Beldon (Chief Executive), Damian Roberts (Chief Operating Officer), Amardip Healy (Chief Legal Officer), Brendan Bradley (Chief Accountant) and Fiona Cotter (Democratic Services Manager)

31 DECLARATIONS OF INTEREST

In regard to item 2 on the Agenda (Supporting a bid for Step-Free Access for Stoneleigh Station), in the interests of openness and transparency, Councillor Hannah Dalton declared that she was a Ward Councillor for Stoneleigh.

32 SUPPORTING A BID FOR STEP-FREE ACCESS FOR STONELEIGH STATION

The Committee received and considered a report that sought support for a bid to the Department of Transport to secure an estimated £5million of funding to deliver step and obstacle free access to Stoneleigh Railway Station through the national "Access for All" station improvement programme.

For the rail operator to meet the criteria for a bid, a matched funding contribution was required. This could potentially come from a number of sources but, should this not be the case, the full matched funding requirement (10%) would need to be met by the Council. It was proposed that the matched funding should be allocated from Community Infrastructure Levy (CIL) contributions. In the event that the bid was successful but improvement works proved more costly, the rail operator would look to the Department of Transport to fund the shortfall.

The Committee:

- (1) Agreed to support the South Western Rail bid to deliver step and obstacle free access for Stoneleigh Station as part of the Department of Transport, 'Access for All' station improvement programme

- (2) Agreed that up to £0.5m of match funding is earmarked from Community Infrastructure Funding (CIL) for this project, should the bid be successful.

33 FUNDING FOR PLAN E

The Committee received and considered a report proposing the use of Community Infrastructure Levy (CIL) to enable the completion of the agreed Plan E scheme – namely the works to the Market Place and the Northern High Street.

Given the importance of Plan E and strategic importance of the Market Place within the overall scheme, the Committee approved additional funding of £2.245m from the Council's Community Infrastructure Fund (CIL) balance to meet the costs of completing the agreed scheme for the Market Place and Northern High Street.

The meeting began at 7.30 pm and ended at 8.34 pm

COUNCILLOR EBER KINGTON (CHAIRMAN)