



Reigate and Banstead Borough Council Statement of Decisions made at a meeting of the Executive on Thursday, 23 March 2023

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The following decisions were made by the Executive at its meeting on **Thursday, 23 March 2023**. These decisions will come into force on **Tuesday 4 April 2023**. A decision by the Executive may be called-in (in accordance with Procedure Rule 5.14 of the Council's Constitution) by **Monday 3 April 2023**. Should you have any queries about any decision that has been made, contact should be made in the first instance to Democratic Services at democratic@reigate-banstead.gov.uk. Any declaration of interest made by any member of the Executive is shown below.

	Item	Reason for Decision:	Alternative options:	Lead officer:
4	<p>Leisure and Culture strategy</p> <p>RESOLVED – that the Executive:</p> <p>(i) Approves the Leisure & Culture Strategy Part 1, as amended by the published addendum;</p> <p>(ii) Supports the ongoing development of Part 2 of the Leisure & Culture Strategy, and notes that this will be developed in consultation with the Overview & Scrutiny Committee before being brought to a future Executive</p>	<p>An approved Leisure & Culture Strategy will ensure that the Council is setting a clear statement of its intentions with regard to its Leisure and Culture services and will inform the development of detailed delivery/action plans to achieve identified priorities and outcomes.</p>	<p>Option 1:</p> <p>Approve the Leisure & Culture Strategy at Annex 1. Having an up-to-date strategy in place will ensure clarity and transparency about what the Council is seeking to achieve through its leisure and culture activity and provide a clear framework for development of service delivery/action plans. This option is recommended.</p> <p>Option 2:</p> <p>Request amendments to the Leisure & Culture Strategy at Annex 1 before it is approved. This has been subject</p>	<p>Head of Leisure and Intervention</p>

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	<p>meeting for approval in no less than 6 months.</p>		<p>to consultation. Further delay may constrain or limit the ability of the Council to progress its activity in this area for the benefit of residents and visitors. This option is not recommended.</p> <p>Option 3:</p> <p>Do not approve the Leisure & Culture Strategy. This option is not recommended as the Corporate Plan commits the Council to reviewing how it provides these services.</p>	
5	<p>CIL Strategic Infrastructure Programme 2023-2027</p> <p>RESOLVED – that the Executive:</p> <p>(i) Agrees the Council’s second Community Infrastructure Levy Strategic Infrastructure Programme (CIL SIP) 2023-2027 with the amounts to be allocated in each relevant year including the national RICS CIL index (at Annex 4).</p> <p>(ii) Agrees that the release of Community Infrastructure Levy funding to infrastructure</p>	<p>(i) To provide a framework for the next five years for allocating strategic CIL funds to provide clarity and certainty to the Council and to infrastructure providers.</p> <p>(ii) To allow strategic CIL funding to be released in a timely manner.</p> <p>(iii) To ensure that the SIP remains up to date in light of any changes to project delivery timescales and that the strategic CIL is used to fund projects that will be delivered in the SIP timeframe.</p>	<p>Recommendation (i)</p> <p>Option 1 - To approve the Council’s second Community Infrastructure Levy Strategic Infrastructure Programme (CIL SIP 2) 2023 – 2027 to provide clarity and transparency over which projects the Council wishes to support over the next five years. This is the recommended option.</p> <p>Option 2 - Do not approve the SIP2 but consider bids for CIL money on an ad hoc basis. This option is not recommended .</p> <p>Option 3 -Do not identify any</p>	Director of Place

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	<p>providers for projects on the Community Infrastructure Levy Strategic Infrastructure Programme (CIL SIP) 2023-2027 (at Annex 4 or as amended by any subsequent annual review) be delegated to the relevant Head of Service for CIL in consultation with the relevant Portfolio Holder for CIL and Chief Finance Officer.</p> <p>(iii) Agrees to receive an annual review of the Community Infrastructure Levy Strategic Infrastructure Programme (CIL SIP) 2023-2027, noting the reported delivery progress of projects in the SIP and updating the SIP as appropriate.</p>		<p>projects for strategic CIL funding at this time. This option is not recommended.</p> <p>Recommendation (ii)</p> <p>Option 1 - Delegate authority to the relevant Head of Service in consultation with the relevant Portfolio Holder for CIL and Chief Finance Officer to allow for funds to be released to infrastructure providers at the appropriate stage, in a timely way. This option is recommended.</p> <p>Option 2 - Do not delegate authority which would mean CIL funds would be released under existing delegation arrangements and funds over £100,000 would require Executive approval which could result in delays. This option is not recommended.</p> <p>Recommendation (iii)</p> <p>Option 1 - Agree an annual review of the SIP to allow the most up-to-date information about income and project progress to be considered and be used flexibly to support other bids. This option is recommended.</p> <p>Option 2 - Do not review the SIP annually. This would mean no clear</p>	

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			process for reviewing projects and could result in CIL not being spent in the most efficient way. This option is not recommended.	
6	<p>Local Authority Housing Fund</p> <p>RESOLVED – that the Executive agreed:</p> <p>The Chief Finance Officer be authorised to:</p> <p>(i) Agree to and sign the Memorandum of Understanding with DLUHC in order to secure grant funding from the Local Authority Housing Fund and comply with the associated terms.</p> <p>The Head of Housing be authorised in consultation with the Chief Finance Officer, Strategic Head of Legal & Governance, Executive Member for Housing & Support, Deputy Leader and Executive Member for Finance & Governance, and Executive Member for Investment & Companies, to:</p> <p>(ii) Use up to £0.600 million of Local Authority Housing Fund (grant funding), to purchase and refurbish up to 4 properties, to be retained in the Council’s ownership, for use as temporary accommodation and let to households that meet the criteria set out by DLUHC;</p>	<p>To increase the Council’s housing stock through the acquisition of homes to be let as temporary accommodation supported by DLUHC Local Authority Housing Fund grant scheme. The initial lettings will be to households in need of settled accommodation who have arrived in the UK under one of the recent humanitarian schemes for Ukrainian and Afghan refugees.</p> <p>The availability of this grant funding is time-limited, and support from partner Registered Providers is required to share the workload, risk and to ensure the Council can comply with the deadlines set by DLUHC.</p>	<p>Option 1 – Enter into MoU with DLUHC and with Registered Providers, Raven Housing Trust and Mount Green Housing Association – Recommended option.</p> <p>Option 2 – Enter into MoU with DLUHC only – this would be high-risk to the Council as it would be required to buy and refurbish and let all properties by the deadline of November 2023 – Not recommended</p> <p>Option 3 – Enter into MoU with DLUHC and with Registered Providers, Raven Housing Trust and Mount Green Housing Association – this would not use any of the benefit of RBBC’s own planned property acquisitions – Not recommended.</p> <p>Option 4 – Proceed with none of the options above – not take an opportunity to receive grant subsidy to add to local affordable housing stock – Not recommended.</p>	Head of Housing

	Item	Reason for Decision:	Alternative options:	Lead officer:
	<p>(iii) Release up to £1.050 million from the Housing Delivery Strategy Revenue Reserve as match funding when purchasing the 4 properties that will be retained in the Council's ownership;</p> <p>(iv) Authorise a capital grant of up to £0.110 million, from the Housing Delivery Strategy Revenue Reserve, to partner Registered Providers (RPs), Raven Housing Trust and Mount Green Housing Association, to support delivery of 2 x 4 bed properties at an affordable rent level;</p> <p>(v) Obtain any necessary surveys, planning consents, quotes and tenders as required to carry out refurbishment work; and</p> <p>(vi) Appoint and enter contracts as required, with legal advisors, consultants, suppliers and builders.</p> <p>The Head of Housing be authorised in consultation with Chief Finance Officer, Strategic Head of Legal & Governance, Executive Member for Housing & Support, Deputy Leader and Executive Member for Finance & Governance, and Executive Member for Investment & Companies, to:</p> <p>(vii) Enter into Memoranda of Understanding with partner Registered Providers, Raven Housing Trust and</p>			

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	<p>Mount Green Housing Association, to enable them to participate in the proposed purchase and refurbishment of properties under this programme, and to ensure delivery compliance;</p> <p>(viii) Provide capital grants, funded from the Local Authority Housing Fund, to Registered Providers to enable them to assist with the delivery of the required properties.</p>			
7	<p>Retender of Home Improvement Agency and Handy Person Services</p> <p>RESOLVED – that the Executive:</p> <p>(i) Approves the procurement by retender of Home Improvement Agency and Handy Person Services;</p> <p>(ii) Approves the award of the contract by the Head of Neighbourhood Services in consultation with the Strategic Head of Legal & Governance and Chief Finance Officer, in accordance with the outcome of the procurement process.</p>	<p>The current Home Improvement Agency and Handy Person Services (HIA and HPS) contract is due to expire in January 2024 at the end of a full 5 year term, and so requires re-tender.</p> <p>The Council's Contract Procedure Rules (CPR's) govern all procurement activity and set the threshold values for the authority to procure and award contracts. The HIA and HPS contract is worth at least £0.600 million over 5 years and as such requires Executive authority to award.</p>	<p>Option 1: Agree the recommendation to approve the procurement by retender of Home Improvement Agency and Handy Person Services, including the award of the contract, in accordance with the outcome of the procurement process. This is the recommended option;</p> <p>Option 2: To not agree the recommendations. This would mean that the Council would be unable to continue to provide these services once the current contract expires in early 2024 and is therefore not recommended.</p>	Head of Neighbourhood Operations
8	<p>Quarter 3 2022/23 performance report</p>	<p>For the Council's performance to be reviewed and to ensure that appropriate KPI</p>	<p>Option 1: Note the report and make no observations/comments to the</p>	Head of Corporate Policy, Projects and

	Item	Reason for Decision:	Alternative options:	Lead officer:
	<p>RESOLVED – that the Executive:</p> <p>(i) Note the Key Performance Indicator performance for Q3 2022/23 as detailed in the report and Annex 1;</p> <p>(ii) Approve the Key Performance Indicators to be reported on in 2023/24 as detailed in Annex 1.1; and</p> <p>(iii) Note the Budget Monitoring forecasts for Q3 2022/23 as detailed in the report and at Annexes 2 and 3 and the progress update on the Financial Sustainability Programme at Annex 4.</p> <p>Recommend to Council to:</p> <p>(iv) Approve the recommended £4.46m increase in the Capital Programme for investment in housing and parking assets, funded from Section 106 and Strategic Community Infrastructure Levy resources, that were approved during the quarter.</p>	<p>reporting and budget monitoring arrangements are in place.</p>	<p>Head of Corporate Policy, Projects and Business Assurance and/or Chief Finance Officer.</p> <p>Option 2: Note the report and make any observations/comments to the Head of Corporate Policy, Projects and Business Assurance and/or Chief Finance Officer.</p>	<p>Performance, Chief Finance Officer</p>

	Item	Reason for Decision:	Alternative options:	Lead officer:
9	<p>Risk management - Q3 2022/23</p> <p>RESOLVED – that the Executive:</p> <p>(i) Notes the Q3 2022/23 update on risk management provided by the report and associated annexes.</p> <p>(ii) Approves the closure of SR1 – ‘Coronavirus pandemic’.</p>	<p>The Executive’s constitutional responsibilities require the regular receipt of updates on risk management.</p>	<p>Option 1 – note this report and approve the closure of SR1 – ‘Coronavirus pandemic.’ This is the recommended option.</p> <p>Option 2 – note this report and do not approve the closure of SR1 – ‘Coronavirus pandemic.’ This is not recommended.</p>	<p>Head of Corporate Policy, Projects and Performance</p>
10	<p>Strategic risks 2023/24</p> <p>RESOLVED – that the Executive:</p> <p>(i) Approves the strategic risks for 2023/24 as detailed in Annex 1 of the report to Executive.</p>	<p>For appropriate risk management arrangements to be in place for 2023/24.</p>	<p>Option 1: Approve the strategic risks for 2023/24. Recommended option.</p> <p>Option 2: Do not approve the strategic risks for 2023/24. This is not the recommended option as it will result in the Council not having a strategic risk register in place for the start of the 2023/24 financial year.</p>	<p>Head of Corporate Policy, Projects and Performance</p>
11	<p>Risk Management Strategy - 2023/24-2025/26</p> <p>RESOLVED – that the Executive:</p> <p>(i) Endorse the updated Risk Management Strategy</p>	<p>For the Council to have arrangements in place for the effective management of risk.</p>	<p>Option 1: endorse the updated risk management strategy and recommend that Council approve it at its meeting on 30 March 2023. This is recommended as it will ensure that the Council has adequate arrangements in place for</p>	

	Item	Reason for Decision:	Alternative options:	Lead officer:
	<p align="center">(2023/24-2025/26)</p> <p>(ii) Recommend that Council approve the updated Risk Management Strategy (2023/24-2025/2026).</p>		<p>the management of risk ahead of the new financial year.</p> <p>Option 2: do not endorse the updated strategy and do not recommend that Council approve it at its meeting on 30 March 2023. This is not recommended as it will delay the implementation of the strategy for the new financial year and miss introducing further process improvements outlined in the report.</p>	
12	<p>Debt Write Off 2022/23</p> <p>RESOLVED – that the Executive approves that:</p> <p>(i) Six irrecoverable debts totalling £203,770.73 (set out in Annex 1) be written out of the Council’s accounts.</p>	<p>The six debts related to National Non Domestic Rates (NNDR).</p> <p>All possible action has been taken to recover these amounts. The report to Executive seeks approval to write them out of the Council’s accounts.</p>	<p>Option 1: To approve the recommendations in the report so that the write-offs can be updated in the authority’s statement of accounts. Recommended option.</p> <p>Option 2: To defer a decision and ask officers to provide more information or clarification. This would potentially mean that the write-offs are not reflected in the authority’s 2022/23 statement of accounts. Not recommended.</p> <p>Option 3: To reject the recommended write-offs. This would potentially mean that assets (debtors) are over-stated in the authority’s statement of accounts. Not recommended.</p>	Chief Finance Officer

	Item	Reason for Decision:	Alternative options:	Lead officer:
13	<p>Council chamber IT upgrade</p> <p>RESOLVED – that Executive:</p> <p>(i) Recommend to Full Council an increase of £0.150 million to the approved Capital Programme 2023/24 to 2027/28 to fund the upgrade of hybrid meeting and webcasting equipment in the New Council Chamber.</p>	<p>To ensure that webcasting and hybrid meeting technology is fit for purpose and delivers a reliable service over its lifetime. To maintain the online accessibility and transparency of formal committee meeting webcasts and to enable members, officers and the public to continue to participate in hybrid committee meetings remotely.</p> <p>Where possible to simplify or improve user experience for operators and make it more reliable and to explore options to consolidate support and maintenance contracts to improve efficiency.</p>	<p>Option 1 – To approve an increase of £0.150 million to the approved Capital Programme 2023/24 to 2027/28 to fund the upgrade of hybrid meeting and webcasting equipment in the New Council Chamber. Recommended option.</p> <p>Option 2 – To not replace the equipment – not recommended as this will risk continued failure of the equipment and supporting software, leading to loss and continued interruption to webcasting/hybrid meetings.</p> <p>Option 3 – To decommission the current equipment and cease webcasting meetings – not recommended as would result in loss of hybrid meeting capabilities.</p> <p>Option 4 – To seek a chamber-sharing arrangement with a neighbouring authority with webcasting facilities. Not recommended as may result in scheduling conflicts, particularly at short notice and led to an increase in travel and subsistence costs.</p>	Democratic and Electoral Services Manager
14	<p>Overview and Scrutiny Annual Work Programme 2023/24</p>	<p>To receive and note a Work Programme for the Overview and Scrutiny Committee for the</p>	<p>Option 1 – To support the proposed Overview and Scrutiny (O&S) Committee Work Programme</p>	Head of Legal and Governance

	Item	Reason for Decision:	Alternative options:	Lead officer:
	<p>RESOLVED – that the Executive:</p> <p>(i) To receive and note the Overview and Scrutiny Committee proposed Annual Work Programme 2023/24 and make any observations to Full Council for approval at its meeting on 30 March 2023.</p>	<p>2023/24 Municipal Year.</p>	<p>2023/24 as set out in the report. Recommended option.</p> <p>Option 2 – Not to support the proposed O&S Work Programme 2023/24 and request for it to be reconsidered. Not recommended as the Committee would not then have a scrutiny work programme in place to enable them to carry out effective scrutiny of Executive.</p>	
15	<p>Appointment to the Board of Banstead Commons Conservators (2023)</p> <p>RESOLVED – that Executive:</p> <p>(i) Appoint Councillor Harp as a landowner representative to the Banstead Commons Conservators for the period April 2023 to March 2026 or until they no longer serve as a councillor.</p> <p>(ii) Elect Mr David Atkins as a conservator to the Board of Banstead Common Conservators for the period until March 2026 as recommended by the Banstead Commons Conservators.</p>	<p>To ensure that positions on the Board of the Banstead Commons Conservators are suitably filled and that there is clarity on landowner appointments.</p>	<p>Option 1 – The Executive has the authority to appoint a nominated person – recommended option.</p> <p>Option 2 – The Executive may ask officers to seek new nominations – not recommended.</p>	<p>Strategic Head of Legal and Governance</p>

	Item	Reason for Decision:	Alternative options:	Lead officer:
	<p>(iii) Defer the appointment of the second conservator to the Board of Banstead Commons Conservators and ask Banstead Commons Conservators to recommend to the Council the second appointment from applications received.</p>			