

Addendum

Council

Dear Councillor,

Council - Thursday, 21 September 2023, 7.30 pm

I enclose, for consideration at the meeting of the Council to be held on Thursday, 21 September 2023 at 7.30 pm, the following reports which were unavailable when the agenda was published.

Mari Roberts-Wood
Managing Director

6. Questions by Members (Pages 3 - 18)

To consider any questions received from Members of the Council under Council Procedure Rule 2.15.

7. Recommendations

To receive and consider the recommendations of the Council's Executive, Committees and Sub-Committees for decision, including:

a) Organisational Development & Human Resources Staffing Update(Pages 19 - 20)

The meeting of the Employment Committee held on 12 September 2023:

Organisational Development and Human Resources Staffing Update.

The minute of the Employment Committee's consideration of the item is to follow. *Related Committee agenda, reports and minutes are available [here](#).*

b) Treasury Management Strategy Outturn 2022/23 (Pages 21 - 22)

For enquiries regarding this addendum;

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The meeting of the Executive held on 14 September 2023:

Prudential and Treasury Management Indicators and the Annual Treasury Management Outturn Report for 2022/23.

The minute of the Executive's consideration of the item is to follow. *Related Committee agenda, reports and minutes are available [here](#).*

10. Appointment of an Independent Remuneration Panel (Pages 23 - 28)

In accordance with the Local Government Act 2000, and the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to report and make recommendations on Members' Allowances.

Reigate and Banstead Borough Council

Meeting of Council 21 September 2023

Questions by Members

Verbal responses to be given at the meeting			
	Question by	To be answered by	Subject
1.	Councillor Ritter	Councillor Biggs, the Leader of the Council	Community Development Team
2.	Councillor Chester	Councillor Biggs, the Leader of the Council	Gatwick Airport Planning Application
3.	Councillor Smith	Councillor Ashford, Executive Member for Communities, Leisure & Culture	Anti-Social Behaviour in Redhill Town Centre
4.	Councillor Essex	Councillor Ashford, Executive Member for Communities, Leisure & Culture	Anti-Social Behaviour
5.	Councillor Khan	Councillor Ashford, Executive Member for Communities, Leisure & Culture	Community Transport Service
6.	Councillor Tary	Councillor Ashford, Executive Member for Communities, Leisure & Culture	Household Support Fund
7.	Councillor Sinden	Councillor Ashford, Executive Member for Communities, Leisure & Culture	Support for charities
8.	Councillor Sachdeva	Councillor Moses, the Executive Member for Environment & Sustainability	Woodlands at Wray Common
9.	Councillor Dwight	Councillor Lewanski, Deputy Leader and the Executive Member for Finance, Governance & Organisation	The Council's finances
10.	Councillor Booton	Councillor Lewanski, Deputy Leader and the Executive Member for	Voluntary and Community Sector Reserve Fund

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		Finance, Governance & Organisation	
11.	Councillor Fairhurst	Councillor Neame, Executive Member for Housing & Support	Temporary Accommodation
12.	Councillor Buttironi	Councillor Michalowski, Executive Member for Place, Planning & Regulatory Services	The Local Plan
13.	Councillor McKenna	Councillor Michalowski, Executive Member for Place, Planning & Regulatory Services	Section 106 Monies
Written responses to be given after the meeting			
14.	Councillor Khan	Councillor Ashford, Executive Member for Communities, Leisure & Culture	Merstham Mix

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Councillor Ritter will ask the **Leader of the Council, Councillor Biggs**, the following question:

Question 1: Community Development Team

This council takes great pride in its community development team and the increasing collaborative work with health partners in the new Integrated Care Systems and Place based Partnerships within the NHS, as shared in the Leader's update at Overview and Scrutiny Committee on 6th September. Can the Leader of the Council share the Council's level of ambition going forwards for the community development team, including securing funding to keep existing posts and whether it is planned to be expanded to work across our whole Borough to align to the NHS's new Place-based partnerships of East Surrey and Surrey Downs, so that all residents and communities might benefit from the preventative healthcare/ community development and support work that they do so effectively?

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Councillor Chester will ask **Leader of the Council, Councillor Biggs**, the following question:

Question 2: Gatwick Airport Planning Application

Now Gatwick Airport's planning application for a second runway has been accepted by government, ignoring the Adequacy of Consultation call, from this and other councils, showing that Gatwick Airport's Consultation was inadequate, how will Councillors be briefed, and how will the Council engage with the residents to ensure they are correctly informed and supported to register before the 29 October deadline so they are able their say in this extremely important planning consultation?

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Councillor Smith will ask the **Executive Member for Communities, Leisure & Culture, Councillor Ashford**, the following question:

Question 3: Anti-Social Behaviour in Redhill Town Centre

There is a growing problem of Anti-Social Behaviour in Redhill Town Centre. Our local businesses, residents and visitors report threats, bottle throwing and general low-level harassment during the day and night.

The Redhill Development Plan, published in 2009, states that there is a 20-year plan for turning around Redhill Town Centre and developing it to become “a safe, people-friendly, desirable place to be...”. At present we are a long way from realising that aspiration the situation in Redhill Town Centre and Memorial Park is deteriorating and affecting everyone in the Borough. Redhill should, by 2029, be “the focal point for East Surrey’s, and one of the regions, major towns.”

I was surprised to hear from a JET member a few weeks ago where he explained that RBBC were unable to gather evidence of anti-social behaviour , to target resources and assist in prosecution, as the majority of cameras in Redhill Town Centre were not working. He informed me that when CCTV stopped working they weren't fixed and more worryingly hadn't been monitored for a very long time.

As the local councillor I've not seen a regular light touch policing presence in Redhill for many years, the lack of both regular neighbourhood policing and effective and monitored CCTV are at odds to the Town Centre Plan about creating a safe, people-friendly, desirable place to be which has just 6 years left to run.

Would Councillor Ashford please confirm for me and the residents, businesses and visitors how many working CCTV cameras there are in Redhill Town Centre now and if they are monitored 24hrs a day and 7 days a week.

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Councillor Essex will ask **Executive Member for Communities, Leisure & Culture, Councillor Ashford**, the following question:

Question 4: Anti-Social Behaviour

What more can the Council do, including through its joint enforcement team and its support to youth services and the voluntary sector to better tackle ASB, including Redhill, Merstham and elsewhere across the borough.

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Councillor Khan will ask the **Leader of the Council, Councillor Biggs**, the following question:

Question 5: Community Transport Service

Earlier this month, following the success of a service launched in Mole Valley, Surrey County Council's Digital Demand Responsive Transport service expanded to cover Tandridge. This community transport service aims to, "improve access to services where there are fewer buses." Please provide an update as to what engagement this Council has had with Surrey County Council to extend this to our borough, to better support those with disability and serve those living in places that are inadequately served by public transport, such as Netherne On The Hill?

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Councillor Tary will ask the **Executive Member for Communities, Leisure & Culture, Councillor Ashford**, the following question:

Question 6: Household Support Fund

There have previously been 3 rounds of the government's Household Support Fund distributed to our most vulnerable residents. As we approach the winter months, can the portfolio holder for Communities, Leisure & Culture please outline the council's plans to distribute the 4th round of funding and confirm when this funding will be available to residents.

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Councillor Sinden will ask the **Executive Member for Communities, Leisure & Culture, Councillor Ashford**, the following question:

Question 7: Support for charities

How is the Council increasing its support to our local charities as winter is fast approaching to those most in need, including winter night shelters across the Borough.

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Councillor Sachdeva will ask the **Executive Member for Environment & Sustainability, Councillor Moses**, the following question:

Question 8: Woodlands at Wray Common

I would like to draw attention to the concerning state of the woodlands at Wray Common, which serve as a crucial path used by pupils of Wray Common Primary School and local residents. As the environment Portfolio Holder, can you please provide insights into the specific challenges leading to the decline of these woodlands, and what steps the Council intends to take to safeguard and revitalize this essential pathway and its surrounding ecosystem for the benefit of both the school children and the local community?

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Councillor Dwight will ask the **Deputy Leader and Executive Member for Finance, Governance and Organisation, Councillor Lewanski**, the following question:

Question 9: The Council's finances

In terms of the recent financial difficulties experienced by a number of local authorities, what assurance can you give us that our Council is financially robust?

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Councillor Booton will ask the **Deputy Leader and Executive Member for Finance, Governance and Organisation, Councillor Lewanski**, the following question:

Question 10: Voluntary and Community Sector Reserve Fund

In February, the Council established a £150,000 reserve fund to support the local voluntary and community sector this year. How much of this has been spent to date and what plans are there in place to use it to increase support to local charities in the coming months?

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Councillor Fairhurst will ask the **Executive Member for Housing & Support, Councillor Neame**, the following question:

Question 11: Temporary Accommodation

Can an update please be provided on the Council's progress with regard to obtaining more temporary accommodation to assist local people who find themselves unavoidably homeless?

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Councillor Buttironi will ask the **Executive Member for Place, Planning & Regulatory Services, Councillor Michalowski**, the following question:

Question 12: The Local Plan

Can the Portfolio Holder for Place, Planning and Regulatory Services, Cllr Michalowski, inform members on the progress of the Local Plan and if the Government's proposed changes to the style of plan will impact this Borough?

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Councillor McKenna will ask the **Executive Member for Place, Planning & Regulatory Services, Councillor Michalowski**, the following question:

Question 13: Section 106 Monies

Please confirm total amount of section 106 unspent, held by the borough council. And provide a breakdown of this including a) affordable housing, b) transport and c) other.

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WRITTEN RESPONSES TO BE PROVIDED AFTER THE MEETING

Councillor Khan will ask the **Executive Member for Communities, Leisure & Culture, Councillor Ashford**, the following question:

Question 14: Merstham Mix

How is the Council working with Surrey County Council to enable the reopening of the Merstham Mix café in the Merstham Hub as quickly as possible?

Recommendations from the Employment Committee – 12 September 2023

**Employment
Committee
Minute
reference 22**

Organisational Development & Human Resources Staffing Update

The Head of Organisational Development & Human Resources (OD & HR) introduced the item explaining that the Committee was being asked to consider the implications of the OD & HR restructure and a related redundancy. The context was provided; the OD & HR service was being restructured so it was best able to support the organisation resulting in a £100k per annum cost saving from April 2023 and a reduction in Full Time Equivalents from 13 to 11.

A full consultation process had been undertaken with staff and relevant Trade Unions. The Management Team and Portfolio Holder had been kept informed during this process.

The six positions in the tier immediately below the Head of Service were being deleted (including three vacant roles). Of the three remaining roles, one officer was being redeployed and one was being made redundant under delegated approval.

The Committee was asked to focus on the other redundancy case as this would result in a total statutory exit cost to the Council above £100K. It was a requirement of the Localism Act 2011 that exit payments/costs above this threshold required the approval of Full Council. It was explained that this figure comprised statutory and contractual entitlements only (including redundancy pay and pay in lieu of notice, annual leave and accrued time off). There was no enhanced element to the payment being made.

It was explained that there was entitlement to receive benefits from the Local Government Pension Scheme immediately due to meeting the qualifying criteria. This figure was estimated and would be finalised via the Surrey County Council Pensions team when an exit date was confirmed. The payment was significant (the majority of the exit costs) due to the age and length of service of the officer. The estimated total exit cost figure was quoted as £151,379.92.

In response to questions asked by the members of the Committee, it was clarified that:

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- It was the Council's policy to only allow five days of annual leave to be carried forward (36 hours) each year. This had been impacted by the pandemic but all staff had been asked to bring their leave back in line with this requirement by April 2023.
- The report balanced the redundancy costs of one role only against the savings being achieved. The full financial implications of the restructure needed to be set against the savings to be gained. The total estimated cost of the two redundancies (including early access to pension and contractual payments owed) is £238k (estimate) against an ongoing cost saving of £100k per annum. The overall cost is estimated at this stage due to the pension costs needing to be confirmed by Surrey County Council's Pensions team. As per the Council's Redundancy, Redeployment & Early Retirement Policy, the cost to the Council of these redundancies can be recouped within 5 years.
- It was established that whilst the reference was to the deletion of six roles, taking into account existing empty posts, ceasing the employment of consultants and redeployment of one staff member, the overall reduction is two FTE (from 13 to 11.)

RESOLVED that the Employment Committee:

- (i) Note the forecast statutory and contractual payments owed to the referenced Officer in Appendix 1 as a result of redundancy;

Recommend to Council:

- (ii) That the employment of the Officer referenced in Annex 1 ends by redundancy (dismissal) on 22 September 2023 with notice to dismiss given on this date and employment terminated on this same date;
- (iii) That delegated authority to approve the final payment, when employer pension costs are confirmed, be granted to the Managing Director (Head of Paid Service) and Chief Finance Officer (Section 151 Officer) in consultation with the Deputy Leader and Executive Member for Finance, Governance and Organisation.

Recommendation from the Executive – 14 September 2023

Executive Minute reference 27

Annex 4 – Prudential and Treasury Management Indicators and Treasury Management Outturn 2022/23 – part of Q1 2023/24 performance report

Councillor Lewanski, the Deputy Leader and Executive Member for Finance, Governance and Organisation, set out in the Prudential and Treasury Management Indicators and the Treasury Management Outturn 2022/23 performance reports and annexes. This followed the latest CIFPA accounting guidance on treasury management reporting. Annex 4 set out the outturn position for 2022/23 with all activities carried out within the limits specified in the Treasury Management Strategy for that year. Annex 5 set out the position for the current year to the end of June 2023.

The Executive noted that the Treasury Management Strategy showed that the Council maintained healthy investment balances. For cashflow management reasons, Councils have to ensure that they retain a minimum of £10m in liquid assets at all times. Members noted that there was short-term access to funds until the capital receipt for the sale of the apartments at The Rise had been received with a sale of £35.7m on 4 August 2023.

Visiting Members noted the Prudential and Treasury Management Indicators and the Annual Treasury Management Outturn Report for 2022/23.

There were no further comments from Executive Members and it was:

RESOLVED that the Executive:

(iv) Recommends to Council to approve the Prudential and Treasury Management Indicators and the Annual Treasury Management Outturn Report for 2022/23 at Annex 4.

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Signed off by	Deputy Monitoring Officer
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To	Council
Date	Thursday, 21 September 2023
Executive Member	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation

Key Decision Required	No
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Subject	Appointment of an Independent Remuneration Panel
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Recommendations
<p>That the following applicants be appointed to the Independent Remuneration Panel (IRP) for a four-year term ending in August 2027:</p> <ul style="list-style-type: none"> • Mr John Thompson MBE (incumbent Chair of the IRP); • Mrs Margaret A Waller; and, • Mrs Carmel Briody.
Reasons for Recommendations
<p>In accordance with the Local Government Act 2003 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to report and make recommendations on Members Allowances.</p>
Executive Summary
<p>In accordance with the Local Government Act 2003 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to report and make recommendations on Members Allowances.</p> <p>A recruitment process was undertaken in August and September 2023, during which shortlisting and interviews for the three vacancies on the Council's Independent Remuneration Panel were conducted by the Democratic and Electoral Services Manager and Deputy Monitoring Officer.</p>

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The Council is therefore recommended to approve the appointment of Mr John Thompson MBE, Mrs Margaret A Waller, and Mrs Carmel Briody for a four-year term, aligning with a four-year work programme agreed in consultation with Group Leaders and the Management Team.

The above recommendations are subject to approval by Full Council.

Statutory Powers

1. In accordance with the Local Government Act 2003 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to report and make recommendations on Members Allowances.

Background

2. All members of the Council ("Councillors") receive a basic allowance. Some members are also paid a special responsibility allowance (SRA) to recognise significant additional responsibilities. SRAs are paid, for example, to members of the Council's Executive and to Chairs of Committees. Expenses for travelling, subsistence and dependants' carers' can also be paid to those members who incur expenditure in undertaking particular duties.
3. In accordance with legal requirements, the Council has an Independent Remuneration Panel which is made up of people independent from the Council. The Council may only pay allowances and expenses after first considering a report from its Independent Remuneration Panel. It is for the Council to decide on the Members' Allowances Scheme that is put in place, having regard to the Panel's recommendations.
4. One Member of the IRP resigned in Spring 2023 and the term of office of the remaining two incumbents ends in February 2024.
5. Further to consultation with Group Leaders and the Management Team, a new four-year work programme has been agreed and the Council is therefore reappointing members to all three seats of the IRP in alignment with the new work programme.
6. The Council anticipates holding one full review once every four years, with an interim ('light-touch') review on the third year in a four-year cycle. Additional reviews may be commissioned at the discretion of the Council, for which at least 1 months' notice will be given, however in fallow years the Council may choose to increase allowances within its scheme according to an index (for example, the Consumer Price Index).

Key Information

Role description

7. IRP Members are expected to:
 - i. Analyse and compare appropriate remuneration data from other councils and public bodies.

- ii. Hear evidence and consider representations from Councillors and senior officers.
- iii. Assess the roles and responsibilities of Members generally and of those with Special Responsibilities.
- iv. Consider Government guidance.
- v. Analyse issues and evidence, to establish what needs to be done next and/or commission work as appropriate;
- vi. Make recommendations based on the above, with the intention of achieving an appropriate scheme of allowances for the Council.

Person specification

8. The essential qualities for candidates are that they:
 - i. Have experience of public life;
 - ii. Have an interest in the work of the council;
 - iii. Have the ability to interpret comparative data and economic trends;
 - iv. Take a balanced, open-minded and objective approach, for example, in evaluating evidence;
 - v. Can communicate effectively;
 - vi. Demonstrate respect for others, value diversity and respond sensitively to different circumstances;
 - vii. Must not be disqualified from being a councillor;
 - viii. Must not have been a member or officer of the council within the last 5 years; and
 - ix. Should not be the spouse, partner or close relation or friend of a councillor or officer.

Recruitment process

9. Panel members are recruited by public advertisement and should be of good standing in the community. Ideally members should have sound knowledge of employment and financial matters with an understanding of the operations of a local authority.
10. To maintain independence political appointments, and appointments which are made through friendship or any other personal association of any members of the council must be avoided.
11. Following a public advertisement throughout August 2023, interviews were held during the week commencing 4th September and the following were considered suitable for appointment by the Full Council –

Candidates recommended for appointment

- Mr John Thompson MBE – is the current Chair of the IRP who has applied for reappointment. He has worked in the public, private and charity sectors. Has been on IRPs and an Independent Person for various Authorities since 2001. He is the Lay Member of the West Sussex Safeguarding Children Partnership. He is a School Governor. He was appointed to the Board of Governors of Chichester

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University in July 2022 and is a Director of Arun Arts which runs the Alexandra Theatre complex in Bognor Regis. In view of his good performance as the Chair of the IRP, his reappointment is therefore recommended for approval by the Full Council.

- Mrs Margaret A Waller – is an HR professional who has worked in various local authorities and Police services in the UK with considerable experience of pay arrangements, conditions of service and job evaluation. Margaret also has experience acting as a Chair of the IRP for two other local authorities since 2022. Her appointment to the IRP is therefore recommended for approval by the Full Council.
- Mrs Carmel Briody – is a solicitor with over 17 years' experience in a local government context, as well as private sector and regulatory experience. Carmel also has experience acting as a parent governor, trustee, Presiding Officer, and voluntary work for local charities in the area. Her appointment to the IRP is therefore recommended for approval by the Full Council.

Options

- 12. Option 1 (recommended)** – to appoint Mr John Thompson MBE, Mrs Margaret A Waller; and, Mrs Carmel Briody. All three recommended candidates are considered by the Deputy Monitoring Officer to have the necessary experience and independence (in view of the essential qualities listed under paragraph 8) to perform the role effectively.
- 13. Option 2 (not recommended)** – to not appoint Members to the IRP. This is not recommended, as the Council is required to appoint an IRP to make recommendations on Member allowances under the Local Government Act 2003.

Legal Implications

- 14.** In accordance with the Local Government Act 2003 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Remuneration Panel (IRP) to report and make recommendations on Members Allowances.

Financial Implications

- 15.** A fee (approx. £690) will be paid to each Member of the IRP upon completion of the Panel's annual report. Travel and subsistence expenses incurred for attendance at meetings in-person will also be reimbursed.
- 16.** IRP Members' fees are funded from the Member Allowances budget. There is already sufficient funding within the Member Allowances budget for the three postholders appointed to the IRP. Therefore, no growth in funding is required to appoint Members to the IRP as recommended.

Consultation

- 17.** Group Leaders and the Management Team were consulted during the review of the job description, person specification and the work programme.

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Background Papers
There are no background papers to consider.

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