

# Council Agenda



**Reigate & Banstead**  
**BOROUGH COUNCIL**  
Banstead | Horley | Redhill | Reigate

**For enquiries regarding this agenda;**

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16 July 2019

Councillor,

A meeting of the Council of the Borough of Reigate and Banstead will be held in the New Council Chamber at the Town Hall, Reigate on **THURSDAY, 25 JULY 2019 at 7.30 pm** to which you are summoned to attend.

The Agenda for the meeting is attached.

John Jory  
Chief Executive

(Prior to commencement of the meeting, prayers will be said by the Mayor's Chaplain).

If you need this agenda in an alternative format, please refer to the information on the final page.

**To: All Members of the Reigate and Banstead Borough Council**

**1. MINUTES** (Pages 7 - 10)

To confirm as a correct record the Minutes of the Extraordinary Council meeting held on 2 July 2019.

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. DECLARATIONS OF INTEREST**

To receive any declarations of interest.

**4. URGENT BUSINESS**

To consider any urgent business.

**5. PUBLIC QUESTIONS**

To consider any questions received from members of the public under Council Procedure Rule 2.14.

**6. QUESTIONS BY MEMBERS**

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

**7. RECOMMENDATIONS**

To receive and consider recommendations from the Executive and Employment Committee.

**a) Executive - 30 May 2019** (Pages 11 - 16)

To receive and consider the recommendations arising from the Executive's meeting on 30 May 2019.

**b) Executive - 20 June 2019** (Pages 17 - 22)

To receive and consider the recommendations arising from the Executive's meeting on 20 June 2019.

**c) Employment Committee - 20 June 2019**

(Pages 23 - 24)

To receive and consider the recommendations arising from the Employment Committee's meeting on 20 June 2019.

**d) Employment Committee - 10 July 2019 (reconvened on 18 July 2019)**

(To Follow)

To receive and consider the recommendations arising from the Employment Committee's meeting on 10 July 2019 (reconvened on 18 July 2019).

**8. STATEMENTS**

To receive any statement from the Leader of the Council, Members of the Executive, Chairmen of Committees or the Head of Paid Service.

**9. APPOINTMENT TO THE INDEPENDENT REMUNERATION PANEL**

(To Follow)

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.

The IRP must comprise at least three members and Council agreed in December 2018 that the membership for the 2019/20 period should be:

<b>IRP Member</b>	<b>First Appointed</b>	<b>Term of Office</b>
Mrs Tracey Jessup	July 2013	Until 2020
Mr Paul Whitehouse	May 2015	Until 2020
Mr Colin Woods	November 2017	Until 2020

In addition, Council agreed that a fourth IRP Member should be recruited, for the 2019/20 review, for a period of three years to help build resilience and transfer of knowledge for future IRP Members once Mrs Jessup, Mr Whitehouse and Mr Woods have retired.

Following completion of the recruitment exercise, which will conclude after publication of the Council agenda, a recommendation will be put forward for consideration by Council on 25 July 2019. This will be published via an addendum to the agenda.

**Recommendation (To Follow)**

**10. LEADER'S ANNOUNCEMENTS**

To receive any announcements by the Leader of the Council.

**11. MAYOR'S ANNOUNCEMENTS**

To receive any announcements from the Mayor.

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# Agenda Item 1

Council  
2 July 2019

Minutes

## **BOROUGH OF REIGATE AND BANSTEAD**

### **COUNCIL**

Minutes of a meeting of the Council held at the New Council Chamber - Town Hall, Reigate on 2 July 2019 at 8.30 pm.

Present: Councillors K. Foreman (Mayor), R. Absalom (Deputy Mayor), M. A. Brunt (Leader), T. Schofield (Deputy Leader), D. Allcard, T. Archer, R. H. Ashford, R. Biggs, M. S. Blacker, J. S. Bray, H. Brown, G. Buttironi, J. C. S. Essex, R. J. Feeney, P. Harp, R. Harper, N. D. Harrison, J. Hudson, S. A. Kulka, J. P. King, V. H. Lewanski, A. M. Lynch, S. McKenna, R. Michalowski, N. C. Moses, C. M. Neame, S. Parnall, J. Paul, J. E. Philpott, R. Ritter, D. A. Ross, K. Sachdeva, S. Sinden, R. S. Turner, S. T. Walsh and C. T. H. Whinney.

#### **20. MINUTES**

**RESOLVED** that the Minutes of the meeting of Council held on 29 May 2019 be approved as a correct record and signed.

#### **21. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors G. Adamson, N. Bramhall, S. Fenton, A. Horwood, E. Humphries, F. Kelly and G. Knight.

#### **22. DECLARATIONS OF INTEREST**

None.

#### **23. URGENT BUSINESS**

None.

#### **24. REVIEW OF THE REIGATE & BANSTEAD LOCAL PLAN: CORE STRATEGY**

Councillor R. Biggs, Executive Member for Planning Policy, introduced the report as presented to Council. The report set out relevant statutory powers, background information and options. The report also set out legal, financial equalities and communication implications, risk management considerations, the position on consultation and policy framework factors.

The Executive Member for Planning Policy highlighted that in April 2018 the Government had introduced changes to national planning regulations. It was explained these had introduced a statutory requirement for local authorities to complete a review of local plan documents, such as the Core Strategy, within five years of the date of their adoption.

It was noted that:

- The Reigate and Banstead Core Strategy had been adopted on 3 July 2014.

# Agenda Item 1

Council  
2 July 2019

Minutes

- In accordance with requirements a thorough review of the Core Strategy had been undertaken in order to assess whether it required updating, either in full or in part.
- The review had looked comprehensively at each policy in turn, and had considered and assessed each of them taking into account a wide range of evidence and information.
- The review had followed the relevant legislation, national policy requirements and national planning guidance.

Councillor Biggs explained that the review had found that each of the policies within the Core Strategy had remained in broad conformity with the latest National Planning Policy Framework and with other relevant national policies. It was highlighted that whilst there had inevitably been some changes in circumstances and national policy since the Core Strategy had been adopted, these had been carefully considered and, as set out in the report, the review had concluded that these were not considered to necessitate updating any policies within the plan.

The Executive Member for Planning Policy informed Council that the review had identified that, based on the latest evidence and monitoring data, the policies of Reigate and Banstead's Core Strategy had been operating effectively, and were delivering positively against the requirements, objectives and indicators within the Local Plan. The following points were noted:

- The Council's strong record in delivering, and exceeding, the housing requirements set out in the Plan;
- The significant progress that had been made in bringing forward regeneration in Merstham, Preston and Redhill; and
- The overall conclusion of the review that there was no need to modify or update any policies of the Core Strategy.

During the discussion a number of issues were considered and it was highlighted that there was cross-party support for the proposals set out in the report.

Councillor Biggs concluded by informing Council that the Reigate and Banstead Core Strategy continued to provide a robust, up to date and appropriate strategic policy framework for managing development across the borough.

**RESOLVED** that:

- (i) The review of the Reigate and Banstead Local Plan: Core Strategy, set out in Annex 1 to the report presented, be approved and adopted.
- (ii) The Reigate and Banstead Local Plan: Core Strategy continue to be deemed up to date for the purposes of planning decision-making across the Borough.

## **25. LOCAL DEVELOPMENT SCHEME**

Councillor R. Biggs, Executive Member for Planning Policy, introduced a report which sought approval for a revised Local Development Scheme (LDS). This set out the Council's timetable for preparing Local Plan documents. It was noted that it was a statutory requirement for the Council to publish and maintain this.

The Executive Member for Planning Policy explained that the revisions, set out in Annex 1 to the report, reflected the conclusions of a review of the Core Strategy. It



# Agenda Item 1

Council  
2 July 2019

Minutes

was highlighted that these had been approved and adopted by Council earlier in the meeting. It was therefore unnecessary to set out a programme for preparing a new plan and hence this had been omitted from the revised LDS.

Councillor Biggs concluded by explaining that the revised LDS also updated the likely adoption date of the Development Management Plan (DMP), which was expected to occur in September 2019 due to a minor delay in the receipt of the Inspector's Report.

**RESOLVED** that the revised Local Development Scheme (LDS), set out in Annex 1 to the report presented, be adopted and take immediate effect.

The Meeting closed at 8.49 pm

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# Agenda Item 7a

Council  
25 July 2019

Agenda item 7a  
Recommendations

## COUNCIL – 25 JULY 2019

### RECOMMENDATIONS OF THE EXECUTIVE (30 MAY 2019)

Minute / Page No.	<b>COMMERCIAL GOVERNANCE: CHANGES TO EXECUTIVE SUBCOMMITTEES</b>
<p>Executive</p> <p>30 May 2019</p> <p>Minute 4.</p>	<p>The Leader of the Council, Councillor M.A. Brunt introduced the report as presented to the Executive, which included a number of changes to Executive sub-committees and associated delegations to update the Council’s commercial governance arrangements.</p> <p>The Leader referred to the work of the Commercial Governance Task Group, chaired by former Councillor J.M. Ellacott, that reported its findings to the Executive in March 2019. This report had been prepared to provide the framework for the implementation of the Task Group’s recommendations that had been adopted by the Executive. One of the recommendations had been to establish a new Commercial Ventures Executive Sub-Committee to monitor and take decisions upon the Council’s commercial ventures, in accordance with the Commercial Governance Framework established.</p> <p>It was noted that the previous Executive sub-committees were proposed to be disbanded and their work absorbed into the new coordinated approach.</p> <p>The report also recommended associated delegations, to support the approach to investments and commercial ventures. These allowed the Council to respond to unexpected circumstances in a timely manner, and to investigate potential investment opportunities. Decisions taken using these delegations would be reported to the Sub-Committee.</p> <p>In response to Member questions the Leader confirmed that the delegations had been proposed to respond to prevailing circumstances without delay and that the key principles set out in the Governance Framework would apply including the use of the checklist. There would be clear transparency and record keeping of all decisions. It was also confirmed that the delegation levels could be reviewed in the future as required to ensure that they had been set at the right level. With that in mind the Leader indicated the importance of the Overview and Scrutiny Committee in reviewing the performance of the Council’s commercial governance activities including whether the Framework’s key principles were being applied as intended.</p> <p>The Leader, in response to further questions, confirmed that the delegations taken by the Director would be reported to the</p>

# Agenda Item 7a

Council  
25 July 2019

Agenda item 7a  
Recommendations

<p>Executive</p> <p>30 May 2019</p> <p>Minute 4.</p> <p>Cont.</p>	<p>next available meeting of the Sub Committee, which was expected to meet on a monthly basis, with additional meetings if required.</p> <p><b>RECOMMENDED that:</b></p> <p>(i). a Property and Investment Contingency Fund be established, with a value of £1.0m, funded within the £25m that has been allocated in the approved Capital Programme 2019/2024 for investment in new capital schemes to support delivery of the Corporate Plan, Housing Strategy and Investment Strategy, and that principle (vii) should be added to Article 14.3.3 of the Constitution, with the following wording:</p> <p style="padding-left: 40px;">(vii) decisions on the use of resources from the Property and Investment Contingency Fund of a value of more than £500,000 should be regarded as significant, superseding principles (i) and (iii) for such decisions.</p> <p>(ii). the Director of Finance and Organisation be authorised to approve the use of resources from the Property and Investment Contingency Fund for commercial investments in cases where this is judged to be necessary to mitigate the risk of the Council incurring significant financial or reputational costs, in consultation with the Leader, the Chair of the Commercial Ventures Executive Sub-Committee and Executive Member(s) with responsibility for investments and property matters, and that the Officer Scheme of Delegation be updated accordingly.</p> <p>(iii). the Director of Finance and Organisation be authorised to approve the use of resources from the Property and Investment Contingency Fund for other capital investments in cases where this is judged to be necessary to mitigate the risk of the Council incurring significant financial or reputational costs, in consultation with the Leader, the Chair of the Commercial Ventures Executive Sub-Committee and Executive Member(s) with responsibility for investments and property matters, and that the Officer Scheme of Delegation be updated accordingly.</p>
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# Agenda Item 7a

Council  
25 July 2019

Agenda item 7a  
Recommendations

<p>Executive</p> <p>30 May 2019</p> <p>Minute 4.</p> <p>Cont.</p>	<p><b>RESOLVED</b> that:</p> <p>(i). the Property Executive Sub-Committee be dissolved;</p> <p>(ii). the Health and Wellbeing Executive Sub-Committee be dissolved;</p> <p>(iii). the powers previously delegated to the Property Executive Sub-Committee and Health and Wellbeing Executive Sub-Committee revert to the Executive, unless otherwise specified in the following recommendations;</p> <p>(iv). a Commercial Ventures Executive Sub-Committee be established, with the remit and terms of reference as set out at Annex 1 to the Executive’s report;</p> <p>(v). the shareholder function of the Council, with regard to Greensand Holdings Ltd, be delegated to the Commercial Ventures Executive Sub-Committee;</p> <p>(vi). the shareholder function of the Council, with regard to Pathway for Care Ltd, be delegated to the Commercial Ventures Executive Sub-Committee;</p> <p>(vii). the shareholder function of the Council, with regard to RBBC Ltd, be delegated to the Commercial Ventures Executive Sub-Committee;</p> <p>(viii). the partnership function of the Council, with regard to Horley Business Park Development LLP, be delegated to the Commercial Ventures Executive Sub-Committee;</p> <p>(ix). the Commercial Ventures Executive Sub-Committee be authorised to agree the incorporation and the proposal of winding up of companies, subject to relevant shareholder agreements, by the Council, to be conducted in accordance with the requirements of the Commercial Governance Framework, as set out in the terms of references of the Executive Sub-Committee;</p> <p>(x). the Commercial Ventures Executive Sub-Committee be authorised to agree the following arrangements as part of the establishment of companies by the Council, and in relation to companies, other commercial entities and partnerships thus established to the Council:</p> <ul style="list-style-type: none"> <li>• the Articles of Association for the entity</li> </ul>
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# Agenda Item 7a

Council  
25 July 2019

Agenda item 7a  
Recommendations

<p>Executive</p> <p>30 May 2019</p> <p>Minute 4.</p> <p>Cont.</p>	<ul style="list-style-type: none"> <li>• the Shareholder Agreement between the entity and the Council, including the initial Business Plan</li> <li>• the appointment of Directors of the company, including Non-Executive Directors</li> <li>• any Director Service Agreements</li> <li>• the appointment of a Company Secretary and Auditor.</li> </ul> <p>(xi). the Commercial Ventures Executive Sub-Committee be authorised to undertake the shareholder function of the Council with regard to future companies established by the Council;</p> <p>(xii). the Commercial Ventures Executive Sub-Committee be authorised to agree write-off of debts owed by Companies established by the Council to the Council, in consultation with all Executive Members;</p> <p>(xiii). the Commercial Ventures Executive Sub-Committee be authorised to agree Resourcing Agreements for commercial ventures established by, and being established by, the Council to use Council staff and facilities in furtherance of their business;</p> <p>(xiv). the Commercial Ventures Executive Sub-Committee be authorised to agree all matters in relation to the following, in line with the priorities in the Council's Capital Investment Strategy:</p> <ul style="list-style-type: none"> <li>• Loan, Grant, and Draw Down agreements with regard to commercial ventures established by, and being established by, the Council</li> <li>• Investment in properties</li> <li>• Other capital investments</li> <li>• Performance of investments</li> </ul> <p>These matters to be agreed within a total limit of £25.0m for 2019/20, as allocated in the approved Capital Programme for 2019/2024 for investment in new capital schemes to support delivery of the Corporate Plan, Housing Strategy and Investment Strategy, and henceforth in subsequent financial years within limits to be set and reviewed each year during the service and financial planning process, as subject to approval by Executive and Full Council.</p> <p>(xv). the Director of Finance and Organisation be authorised to agree, in consultation with members of</p>
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# Agenda Item 7a

Council  
25 July 2019

Agenda item 7a  
Recommendations

<p>Executive</p> <p>30 May 2019</p> <p>Minute 4.</p> <p>Cont.</p>	<p>the Commercial Ventures Executive Sub-Committee, spending on feasibility studies of potential commercial and investment opportunities, having regard to the Commercial Governance Framework which forms appendix 1 to the terms of reference of the Executive Sub-Committee. These matters to be agreed within a total limit of £250k for 2019/20, funded within the approved 2019/20 revenue budget, and henceforth within subsequent financial years within limits to be set and reviewed each year during the service and financial planning process, as subject to approval by Executive and Full Council;</p> <p>(xvi). all decisions of the Director of Finance and Organisation making determination on the use of resources from the Property and Investment Contingency Fund shall be reported to the Commercial Ventures Executive Sub-Committee at the next meeting where it is practical to do so;</p> <p>(xvii). the Constitution be updated by the Monitoring Officer to reflect the dissolution of the Property Executive Sub-Committee and the Health and Wellbeing Executive Sub-Committee, as an administrative update; and</p> <p>(xviii). the Constitution be updated by the Monitoring Officer to reflect the establishment of the Commercial Ventures Executive Sub-Committee and its agreed terms of reference as an administrative update.</p> <p><b>Reason for decision:</b></p> <p>The establishment of a Commercial Ventures Executive Sub-Committee will support the effective and efficient administration of the Council's commercial ventures and investments, in accordance with the Commercial Governance Framework adopted by the Council, following the Executive meeting of 18 March 2019 and following the recommendations of the Commercial Governance Review Member Task Group.</p> <p>The Commercial Ventures Executive Sub-Committee will conduct all business which would previously have been conducted by the Property Executive Sub-Committee and the Health and Wellbeing Executive Sub-Committee. These Executive Sub-Committees are therefore no longer required.</p> <p>The accompanying recommendations will support the effective decision making of the Executive Sub-Committee and implementation of decisions made, by allowing for supporting actions to be taken, within clearly defined limits to be set out</p>
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# Agenda Item 7a

Council  
25 July 2019

Agenda item 7a  
Recommendations

Executive  30 May 2019  Minute 4.  Cont.		each year.  <b>Alternative options:</b>  Make no changes to Executive Sub-Committees and the Council's commercial governance arrangements.  Request that alternative changes to the Council's commercial governance arrangements and/or Executive Sub-Committees and associated delegations be investigated.
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# Agenda Item 7b

Council  
25 July 2019

Agenda item 7b  
Recommendations

## COUNCIL – 25 JULY 2019

### RECOMMENDATIONS OF THE EXECUTIVE (20 JUNE 2019)

Minute / Page No.	<b>SUPPORTING OUR VOLUNTARY AND COMMUNITY SECTORS (VCS)</b>
<p>Executive</p> <p>20 June 2019</p> <p>Minute 15.</p>	<p>Councillor R.H. Ashford, Executive Member for Community Partnerships, introduced a report setting out the findings of a review on how the Council supported the Voluntary and Community Sector. It was noted that the intention was not to reduce funding but to increase the impact and value of the support provided.</p> <p>As set out in the report, the Executive Member for Community Partnerships highlighted that the review had identified a number of opportunities to strengthen the Voluntary and Community Sector and its impact. It was noted that these included updating the financial support that was available, alongside a host of opportunities to regularise and enhance the non-financial support to the sector, with closer alignment to the Council's corporate priorities.</p> <p>Councillor Ashford explained that the financial proposals, set out in the report before the Executive, would enable key partners to be supported through a new commissioning fund. In response to questions, it was noted that partners would be invited to enter into service level agreements with the Council, for up to 3 years. This would provide greater certainty for partners, which would enable them to focus on maximising and demonstrating the impact of funding provided by the Council.</p> <p>In terms of proposals for a medium grants fund the Executive was informed that this would be the key source of financial support for most previously core funded organisations who were not moving to the commissioning fund.</p> <p>In response to questions about the small grants fund, the Executive Member for Community Partnerships explained that this would place the onus on potential grant recipients to identify any unmet needs for residents and to demonstrate how small amounts of Council funding could help address these needs. It was noted that this fund, and the application process, would be piloted during 2019/20 and evaluated towards the end of the financial year to help inform arrangements for 2020/21 and beyond.</p> <p>The Executive Member highlighted a number of opportunities in relation to non-financial support, including:</p> <ul style="list-style-type: none"> <li>- Providing greater in kind support such as access to staff</li> </ul>

# Agenda Item 7b

Council  
25 July 2019

Agenda item 7b  
Recommendations

<p>Executive</p> <p>20 June 2019</p> <p>Minute 15.</p> <p>Cont.</p>	<p>expertise or the use of Council meeting rooms;</p> <ul style="list-style-type: none"> <li>- Improving understanding of the Voluntary and Community Sector's support needs; and</li> <li>- Increasing skills based volunteering.</li> </ul> <p>During the discussion a number of issues were considered in relation to working with Voluntary Action Reigate and Banstead and opportunities for increasing work experience placements for all ages.</p> <p><b>RECOMMENDED that the Officer Scheme of Delegation in the Council's Constitution be amended to reflect the changes at Resolution 1 below by, replacing paragraph 2.8 (<i>"Determine applications for capital grants, including Local Area Capital Grants, and allocate core grant funding"</i>) and paragraph 2.9 (<i>"Approve Councillor Community Awards in accordance with the agreed criteria"</i>) with:</b></p> <ul style="list-style-type: none"> <li>(i) <b><i>"Determine applications for the small and medium sized grants fund on the basis of the financial limits and criteria determined by the Executive"</i></b>, with authority delegated to the Head of Service with responsibility for Voluntary Sector funding, in consultation with the Portfolio Holder with responsibility for the Voluntary Sector funding.</li> <li>(ii) <b><i>And "Enter into and manage service level agreements for commissioned VCS services on the basis of the financial limits and criteria determined by the Executive"</i></b>, with authority delegated to the Head of Service with responsibility for Voluntary Sector funding, in consultation with the Portfolio Holder with responsibility for Voluntary Sector funding.</li> <li>(iii) <b>Removing the Councillor Community Awards Scheme from the Constitution with effect from the 2019/20 Municipal year.</b></li> </ul> <p><b>RESOLVED that:</b></p> <ul style="list-style-type: none"> <li>(i) The Council's financial support arrangements for the Voluntary and Community Sectors (VCS) be replaced, on a cost neutral basis, with: (a) <b>A Small Grants Fund</b> of £45,000 from 2020/21 (£30,000 for 2019/20), offering grants of up to £2,000, based on the criteria for award set out at Appendix 2 to the Executive's report; (b) <b>A Medium Grants Fund</b> of £50,000 offering grants for expenditure from 2020/21 of £2,000 - £20,000, based on the criteria for award set out at Appendix 3 to the Executive's report; and (c) <b>A Commissioning Fund</b> of £285,000 for expenditure from 2020/21, targeted at</li> </ul>
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# Agenda Item 7b

Council  
25 July 2019

Agenda item 7b  
Recommendations

<p>Executive</p> <p>20 June 2019</p> <p>Minute 15.</p> <p>Cont.</p>	<p>some of our currently core funded VCS partners whose services are central to our corporate priorities, as set out in paragraphs 11 and 12 of the Executive’s report and Table 11 of Appendix 1.</p> <p>(ii) The Head of Community Partnerships, in consultation with the Portfolio Holder with responsibility for Community Partnerships and other Executive Members and Heads of Service as appropriate, be authorised to strengthen the Council’s offer of ‘in kind support’ to the VCS by: (a) Developing and introducing a policy for free / discounted use of Council meeting rooms; (b) Developing and introducing an employee volunteering policy, with an emphasis on skills based volunteering; and (c) Responding to specific in kind support requests from VCS partners.</p> <p>(iii) The Head of Community Partnership’s proposals to improve dialogue with the Council’s VCS partners, set out in paragraph 16 of the Executive’s report and paragraph 8.4 of Appendix 1, be endorsed.</p> <p>(iv) The Head of Community Partnerships be authorised to implement proposals to increase skills based volunteering, amongst the business community, local residents and the Council’s own workforce.</p> <p>(v) The Head of Community Partnerships be authorised to raise public awareness of the activities of the Borough’s VCS in order to give greater recognition of the value of volunteering to local residents.</p> <p>(vi) The Head of Community Partnerships be authorised to undertake a programme of activities to assist with the development of the skills and performance of the Council’s VCS partners.</p> <p><b>Reason for decisions:</b> To strengthen the Borough’s VCS through partnership working with individual organisations and Voluntary Action Reigate and Banstead (VARB). To also encourage business and resident communities to strength the VCS through greater skills based volunteering.</p> <p><b>Alternative options:</b> To reject the findings from the VCS review and continue the previous approach to supporting the VCS, or to support implementation of only some of the reviews findings.</p>
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# Agenda Item 7b

Council  
25 July 2019

Agenda item 7b  
Recommendations

Minute / Page No.	PROVISIONAL OUTTURN REPORT 2018/19
<p>Executive</p> <p>20 June 2019</p> <p>Minute 19.</p>	<p>Councillor T. Schofield, Deputy Leader and Executive Member for Finance, introduced the report and advised the Executive of the provisional revenue and capital expenditure for 2018/19.</p> <p>The Executive was informed that the capital programme had progressed well in 2018/19 with a lower underspend than recent years of £3.29 million or 8% compared to original forecasts. In response to questions, Councillor Schofield highlighted that significant progress had been delivered across a number of major projects which had supported strategic objectives, including Marketfield Way. It was also noted that the Council had invested in additional commercial properties in order to achieve sustainable new income sources as well as maintaining operational assets, including play areas and car parks.</p> <p>In terms of the revenue budget, Councillor Schofield explained that the outcome for 2018/19 was a favourable variance of £1.6 million or 9% compared to original forecasts. It was noted that income receipts had been particularly buoyant. For example, recycle prices had been higher than expected, membership of the Garden Waste scheme had continued to increase, investment in the Council's property portfolio had resulted in new income streams, while planning fee income was higher than originally forecast. Councillor Schofield also explained that borrowing costs had been lower compared to the forecasts and that there were budget savings due to staff vacancies as new management structures were implemented. In response to questions, the Executive was informed that the main cost pressures during the year related to the continued requirement to buy in external legal services and a slightly lower than expected benefit subsidy from Government.</p> <p>The report also confirmed the outturn position for the Headroom Contingency Budget. It was highlighted that this had taken into account the one-off charge to the accounts that had been necessary to resolve long-standing bank reconciliation balances. In response to questions, it was explained that details relating to this transaction would be reported to the Executive in July 2019 when the statement of accounts for the year were presented, following completion of the audit.</p> <p>Councillor Schofield explained that the proposed use of the revenue underspend, to establish two new earmarked reserves, had been set out in paragraph 11 of the report. The Executive was informed that the first would help fund new posts which were being established across the Council during 2019/20 to support the delivery of corporate priorities. The</p>

# Agenda Item 7b

Council  
25 July 2019

Agenda item 7b  
Recommendations

<p>Executive</p> <p>20 June 2019</p> <p>Minute 19.</p> <p>Cont.</p>	<p>second, to be overseen by the new Commercial Ventures Sub Committee, would be used to fund feasibility studies for new commercial initiatives to help ensure businesses cases were robust.</p> <p>In terms of Treasury Management, it was noted that the report presented the outturn position for treasury activities and confirmed that the Council had complied with treasury policies previously approved. It was noted that this formed part of the formal reporting requirements of the CIPFA Code of Practice on Treasury Management.</p> <p>The Overview and Scrutiny Committee considered the report on 6 June 2019. The Deputy Leader and Executive Member for Finance thanked the Committee for its questions, observations and comments. The suggestions put forward by the Committee were welcomed by the Executive and it was noted that these had been fully captured in the minutes from the meeting.</p> <p>Councillor Schofield concluded by stating that despite the challenges, at a time when many local authorities were making cuts and selling off assets, that the Council would continue to be ambitious and would continue to deliver excellent services to residents.</p> <p><b>RECOMMENDED that the 2018/19 prudential and treasury indicators, set out in the Annual Treasury Management report at Annex 3 of the report to the Executive from the Head of Finance and Assets, be approved.</b></p> <p><b>RESOLVED</b> that:</p> <ul style="list-style-type: none"><li>(i) The provisional revenue and capital outturn position for 2018/19 be noted; and</li><li>(ii) The use of reserves proposed in paragraph 11 of the report to the Executive be endorsed and the Head of Finance and Assets be authorised to make the necessary arrangements.</li></ul> <p><b>Reason for decisions:</b> To advise Members of the revenue and capital expenditure for 2018/19, to seek authorisation for the proposed changes to reserves and to comply with the Council's reporting requirements in relation to Treasury Management activity.</p> <p><b>Alternative options:</b> To amend, or reject, the proposals to adjust reserves as set out in the report.</p>
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# Agenda Item 7c

Council  
25 July 2019

Agenda item 7c  
Recommendations

## COUNCIL – 25 JULY 2019

### RECOMMENDATIONS OF THE EMPLOYMENT COMMITTEE (20 JUNE 2019)

Minute / Page No.	DIRECTOR VACANCY AND INTERIM SECTION 151 ARRANGEMENTS
<p>Employment Committee</p> <p style="text-align: center;">20 June 2019</p> <p style="text-align: center;">Minute 8.</p>	<p>The Chief Executive introduced the report as presented to the Committee. It was noted the Director of Finance and Organisation position had been vacant since 13 April 2019. In response to questions, it was highlighted that the previous incumbent had originally joined the Council as the Head of Finance and Section 151 Officer. They had retained responsibility for these statutory duties when moving from Head of Service level to the Director position.</p> <p>The Chief Executive explained that the Council was legally required to have a Section 151 Officer and the report set out options for interim arrangements whilst a permanent solution was worked through. The Committee was also informed that interim arrangements had been put in place to ensure key projects / pieces of work continued to be progressed.</p> <p>Following the introduction from the Chief Executive, the Committee considered: relevant statutory powers; legal, financial, communication and equalities implications; consultation undertaken; policy framework considerations; and information from CIPFA in relation to the role of the Chief Finance Officer.</p> <p>During the discussion, the Committee supported proposals for the Council’s Statutory 151 responsibilities being moved from the Director position to Head of Service level. It was noted that this reflected previous arrangements and, by removing the statutory responsibilities from the Director role, it would widen significantly the potential number of professionals that would be able to apply for the Director role.</p> <p>As set out in the report, the Committee noted an update in relation to recruitment to the permanent Head of Finance position and considered a number of matters in relation to the Director vacancy, including:</p> <ul style="list-style-type: none"> <li>- The remit, job summary and person specification for the Director Position, including the Council’s generic role profile set out at Annex 2 to the report;</li> <li>- The recruitment timetable;</li> <li>- The importance of reviewing the roles and responsibilities of the position to ensure the post holder was able to oversee delivery of service/business plans across the Directorate.</li> </ul>

# Agenda Item 7c

Council  
25 July 2019

Agenda item 7c  
Recommendations

<p>Employment Committee</p> <p>20 June 2019</p> <p>Minute 8.</p> <p>Cont.</p>	<p>Following the Committee's discussion it was agreed that a Working Group should be established to allow further consideration of the remit, job summary and person specification of the Director role. On conclusion of their work, the Working Group would report back to the Committee to assist officers recruit to the vacancy.</p> <p><b>RECOMMENDED that Pat Main, Interim Head of Finance, be appointed as the Council's Interim Section 151 Officer for the period following their appointment, up to the permanent Section 151 Officer starting in their position.</b></p> <p><b>RESOLVED that:</b></p> <ul style="list-style-type: none"><li>(i) The statutory Section 151 responsibilities move from the Director of Finance and Organisation position, to the Head of Finance position.</li><li>(ii) An Employment Working Group, consisting of Councillors C.M. Neame, V.H. Lewanski and T. Schofield, be established to work with officers during June and July 2019 to review and develop the remit, job summary and person specification of the Director role ahead of reporting back to the Committee in July 2019 so that plans could commence to recruit to the vacancy.</li></ul> <p><b>Note:</b> Pat Main, Interim Head of Finance and Assets, left the room for consideration of the report.</p>
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