

Overview and Scrutiny Committee Agenda



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

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11 February 2020

To the Members of the OVERVIEW AND SCRUTINY COMMITTEE

Councillors: N. D. Harrison (Chair),

R. Absalom

M. S. Blacker

G. Buttironi

J. C. S. Essex

R. J. Feeney

J. Hudson

F. Kelly

J. P. King

R. Michalowski

J. E. Philpott

K. Sachdeva

S. Sinden

R. S. Turner

S. T. Walsh

Substitutes

Conservatives:

Residents Group:

Green Party:

Liberal Democrats

Councillors:

D. Allcard, N. C. Moses, C. M. Neame and C. Stevens

G. Adamson, J. S. Bray and C. T. H. Whinney

H. Brown, S. L. Fenton, S. McKenna and R. Ritter

S. A. Kulka

For a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** to be held on **THURSDAY, 20 FEBRUARY 2020** at 7.30 pm in the New Council Chamber - Town Hall, Reigate.

John Jory
Chief Executive

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and notification of any substitute Members in accordance with the Constitution.

2. ELECTION OF VICE-CHAIR

To elect a Vice-Chair for this Committee for the remainder of the Municipal Year 2019/20.

3. MINUTES

(Pages 5 - 16)

To confirm as a correct record the Minutes of the previous meeting.

4. DECLARATIONS OF INTEREST

To receive any Declarations of Interest (including the existence and nature of any Party Whip).

AUDIT REPORTS

5. PROGRESS UPDATE ON 2019/2020 STATEMENT OF ACCOUNTS (Pages 17 - 20)

To consider a progress update on Statement of Accounts 2019/20 and preparations.

OVERVIEW AND SCRUTINY REPORTS

6. PORTFOLIO HOLDER BRIEFING - PLACE PORTFOLIOS (Pages 21 - 66)

To receive a briefing from the Place Portfolio Holders regarding the Place service areas and their portfolios.

7. DRAFT KEY PERFORMANCE INDICATORS - 2020/21 (Pages 67 - 72)

To receive and note the latest draft Key Performance Indicators (KPIs) 2020/21.

8. OVERVIEW AND SCRUTINY COMMITTEE: PROPOSED WORK PROGRAMME 2020/21 (TO FOLLOW)

To consider the proposed work programme for the Committee for 2020/21.

9. FUTURE WORK PROGRAMME - FEBRUARY 2020

(Pages 73 - 84)

To consider updates to the Work Programme for the Overview and Scrutiny Committee for 2020 and to consider the Action Tracker from the previous meeting.

10. EXECUTIVE

To consider any items arising from the Executive which might be subject to the 'call-in' procedure in accordance with the provisions of the Overview and Scrutiny Procedure Rules set out in the Constitution.

11. ANY OTHER URGENT BUSINESS

To consider any item(s) which, in the opinion of the Chairman, should be considered as a matter of urgency - Local Government Act 1972, Section 100B(4)(b).

(NOTE: Under the Committee and Sub-Committee Procedure Rules set out in the Constitution, items of urgent business must be submitted in writing but may be supplemented by an oral report.)

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Overview and Scrutiny Committee
January 2020

Minutes

BOROUGH OF REIGATE AND BANSTEAD

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee held at the New Council Chamber - Town Hall, Reigate on Thursday, 23 January 2020 at 7.30 pm.

Present: Councillors N. D. Harrison (Chair), S. Parnall (Vice-Chair), R. Absalom, M. S. Blacker, G. Buttironi, J. C. S. Essex, R. J. Feeney, J. Hudson, J. P. King, J. E. Philpott, S. Sinden, R. S. Turner and R. Michalowski (Substitute)

Also present: Councillors R. Ashford, M. Brunt, A. Horwood, G. Knight, T. Schofield

25. MINUTES

RESOLVED – the Minutes of the previous meeting on 17 December 2019 were approved as a correct record and signed.

26. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Committee Members: Councillor K. Sachdeva and Councillor S. Walsh.

Councillor F. Kelly (substituted by Councillor R. Michalowski).

27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. ANNUAL COMMUNITY SAFETY PARTNERSHIP SCRUTINY

Members reviewed the work of the East Surrey Community Safety Partnership 2019/20. Cllr R. Ashford, Portfolio Holder for Community Partnerships, gave an overview of the Council's community safety work. The Council's community safety and anti-social behaviour officers work closely in partnership with Surrey Police, Surrey County Council, schools and other council teams such as housing and the Joint Enforcement Team (JET) to support its four community safety priorities. These are: tackling anti-social behaviour, preventing domestic abuse and serious organised crime and undertaking anti-terrorist Prevent duties.

Cllr Ashford introduced Insp Angie Austin, Borough Commander for Reigate and Banstead, who attended the meeting, gave a presentation and answered questions from Members. The Reigate and Banstead Specialist Neighbourhood Team priorities were: protecting vulnerable people, targeting prolific offenders, high harm crimes and crimes which have a serious impact on the community and engaging with hard to reach communities.

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Overview and Scrutiny Committee
January 2020

Minutes

Inspector Austin highlighted the key areas of policing activity in the borough over the past twelve months, including cuckooing, tackling county-lines drug dealing, child sexual exploitation and identifying and dealing with prolific offenders for firearms, money laundering, drug manufacture and supply, assaults and knife crime.

Police officers continued to engage with hard to reach communities and worked with community development workers to run sessions for example with elderly groups. They had good contacts with the local mosques and the local Asian Social Group. They wanted to engage more with disability groups and asked Members for their support to work with these groups.

Insp Austin concluded that officers were active in the Borough although they were not always visible to the public due to the high number of 999 calls and work involved with supervising prisoners.

The Head of Community Partnerships set out the Borough's work on community safety which included statutory responsibilities to work with partners, including the police, to reduce crime and anti-social behaviour, lead management of domestic homicide reviews and manage public space protection orders. Non-statutory activities included overseeing CCTV and tackling domestic abuse although the latter work will become a statutory duty after new domestic abuse laws come into force. In the last year, the Council had employed a new community safety officer and a part-time anti-social behaviour co-ordinator, both from police backgrounds. This meant that the Council was tackling anti-social behaviour at a faster pace than before.

The Council's Community Safety Officer gave an overview of the Council's work on its community safety priorities which included working closely with partners to deliver more effective joint enforcement activities to respond to and reduce anti-social behaviour. One example of the problem-solving approach to the work was targeting aggressive begging on the streets, often linked to Serious Organised Crime groups. They also worked with individuals who were rough sleepers to help them get the support they need and take them off the streets.

The Community Safety team works closely with East Surrey Domestic Abuse Service (ESDAS) to raise awareness of domestic abuse. This included holding a successful event at the Harlequin theatre in Redhill called 'The Best We Can Be' aimed at young people aged from 16 to 24 and local colleges. The team also oversaw domestic homicide reviews working with the Home Office, with two ongoing and one more potentially starting shortly. The Borough was an active member of the East Surrey Domestic Abuse Working Group with Mole Valley and Tandridge Councils.

The team had held four Serious Organised Crime briefings for officers from housing, family support and licensing as well as Members. Partners have reported increased intelligence from the Reigate and Banstead area as a result. Racist stickers posted in Woodhatch had been removed quickly. A Prevent duty health check had identified some improvements which was now almost completed.

Members thanked Insp Austin for the officers who dealt with the drug problems very quickly in the north of the borough.

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Members made the following observations in the discussion that followed:

- **Burglaries in north of the Borough** – Members from wards in the north of the Borough said they had received emails and calls from residents in the High Beeches area who felt they had been targeted by burglars, including car thieves. Insp Austin addressed Members' concerns and gave an update. The figures showed that this time last year there were 12.5 per cent fewer burglaries than the previous year. Burglaries were now 10.5 per cent higher than last year and concentrated in one area. In August, around 65 burglaries were reported in Banstead and Chipstead areas. Insp Austin said they had had some good results from ongoing investigations and officers had carried out effective stop and searches. Several arrests had been made when officers found car boots that contained balaclavas, crowbars and stolen items. This was not enough to press charges, however investigations were continuing using CCTV and mobile phone usage.
A man had been arrested recently on suspicion of stealing a car and inquiries were ongoing. Other crimes had been solved from interviewing offenders who were already in prison. One man who had carried out 47 burglaries had been sentenced and was in prison. She said that this was an issue across the south east with criminals targeting specific areas identifying vulnerable properties with strategic roads nearby, burglars could drop their false number-plates and then drive as quickly as possible out of the area. Some were high value car thefts which showed that this was an organised crime. Officers were carrying out preventative work by knocking on doors of vulnerable properties and offering advice to householders. Targeted roads police and armed response officers were carrying out mobile patrols. Since the end of November, officers on patrol had made 103 stops and 33 stop searches. Criminals did move on if known burglars were being targeted.
- **Officer assaults** – Members asked why police officers in the Borough were assaulted more often than in other local authority areas with a reported 144 assaults. It was identified that this was due to having a custody centre, prison, hospital and mental health premises in the Council's area which were all factors that increased the risk of assaults on officers.
- **Numbers of police officers** – Members asked how many additional officers were deployed in the Borough following the increase in the Surrey Police precept and the national pledge to increase the number of officers on the streets. Insp Austin said that 11 neighbourhood officers were being recruited across Surrey. In the Borough this meant one additional neighbourhood officer, plus a youth intervention officer and an additional neighbourhood support officer. She reported that there had been problems retaining officers as policing was no longer seen as a long-term career.
- **Working with the Crown Prosecution Service to obtain prosecutions** – Members asked how much support the police obtained from the CPS after arrests were made as it seemed that even though criminals were well-known to police it was not easy to obtain prosecutions. It was clarified that support was given but cases needed substantial evidence such as DNA or CCTV evidence for a suspect to be charged. A total of 48 criminals had been recently convicted but not everyone arrested for going equipped to a burglary was convicted of the crime.
- **Communication with communities** – Members asked about communication with the public including minority groups and residents' associations. Insp Austin said that she used the force's Twitter account and

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appreciated retweets and 'likes' from councillors on a range of issues. She encouraged them to give out the information to hard to reach groups. A retired volunteer put out weekly information about burglaries and other policing updates.

- **Aggressive begging** – Members asked if the so-called 'Nottingham knockers' (or doorstep sellers) was part of a Serious Organised Crime gang as this was worrying elderly residents who were uncertain whether they should report it. Insp Austin confirmed there was not a link at the moment, but all incidents should be reported if they are suspicious as the information was useful. Doorstep callers should also carry licences from the chief of police. Online crime reporting was also a good method of reporting crime.
- **Alternative giving campaign** – Members asked about this campaign, which was supported by the local charity, Renewed Hope Trust. This helped to educate people in town centres to continue to give money and support homeless people but to do this by giving money to charities such as RHT who are supporting homeless people, rather than giving money to people who are begging. Officers said they could send further information to Members.
- **Parking near schools** – Members asked about dangerous parking near schools. Ultimately parking was not led by police, it was an area of enforcement led by the Council. The Community Safety Officer said that they were working with the JET team and parking enforcement team to educate parents about the risks of dangerous parking. An initiative was also taking place with the fire service who went with the enforcement teams and set off their sirens if they could not get down a road of parked cars. Members were advised to get in contact with the JET team if they had concerns about parking near particular schools.
- **Photography and upskirting offences** – there had been a recent conviction for this offence as well as successful investigations into indecent exposure. This was not a particularly common offence. Most of the sex offending was now sexting and indecent images passed by young people or at the end of a relationship.

Members thanked the Borough Commander and her team for their work and also thanked the Council's community safety team for their work.

RESOLVED – that the annual community safety partnership work 2019/20 be noted.

29. PORTFOLIO HOLDER BRIEFINGS - PEOPLE PORTFOLIOS

Members received a briefing from the People Portfolio Holders regarding the People service areas and considered any issues arising from their presentations.

The Director of People Services introduced the item and the three portfolio areas which were: Housing and Benefits, Wellbeing and Intervention and Community Partnerships.

Cllr G. Knight, Portfolio Holder for Housing and Benefits, gave an overview on housing services and revenue, benefits and fraud. Highlights included homelessness prevention (252 positive outcomes where this was prevented – 96 more than last year) and successful use of emergency accommodation in Horley

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(which saved around £180k a year on bed and breakfast accommodation). Forty-three affordable and social rented homes have been delivered during the first two quarters of 2019/20. It was examining the affordable housing economic viability qualifications and working with social housing providers to fulfil the criteria which was part of the Housing Delivery Strategy. Projects such as Lee Street, Cromwell Road and Pitwood Park developments were getting underway to deliver more housing.

Universal Credit (UC) was being rolled out gradually in the borough. Raven Housing Trust was performing above the national average to reduce arrears of those receiving UC – an average £589 UC debt compared with £774 national average. It supported Raven's initiative to help people move to the right size homes to free up larger homes for families.

Over 50 per cent of the 19 people in bed and breakfast accommodation in any week were single people with complex needs which was increasing. The four units in Lee Street, Horley would be aimed at accommodating single people and they were looking at best practice projects working with single homeless people. A project in Leatherhead had been visited, called LeatherHead Start.

Members made comments in the discussion that followed which included:

- **Universal credit** – Members asked if people were generally worse off due to the introduction of Universal Credit (UC) and how people were helped to be debt free when there was a five-week delay in payments. It was noted that the Council worked with Raven Housing Trust to help people through the first few weeks such as getting advice from the Money Support Team. It was noted that 700 Raven tenants were claiming UC which was increasing by 12 – 15 households per week. There was no date yet from the Department for Work and Pensions when the full roll out of UC was going to take place.
- **Empty homes** – a number of properties were known to be empty and the Council have tried to engage with some owners to bring them back into use as a private rented accommodation or to find another solution.
- **Cromwell Road and Pitwood Park** – it was confirmed that the forecast completion date of June 2021 was realistic. A budgetary review of the Pitwood Park development had been carried out as the government's scheme on starter homes (on which this project was based) had not materialised and the tenure mix and market had changed as well as Members' appetite for more affordable housing.
- **Housing register** – it was noted that 800 households were on the waiting list and a household could be one person or more. Social housing vacancies were running at 222 to date in this financial year. Members were pleased that the Housing Delivery Strategy aimed to establish a Local Housing Company.
- **Portland Drive, Merstham** – Members asked why 50 homes would be for sale in this development when more affordable homes for rent were needed. It was noted that Merstham had a range of social housing and this allowed a housing mix. There were 80 properties in total so not all were market sale homes. This was to generate cross subsidy to support the building of more affordable homes.
- **Care home developments** – Members asked what impact the increasing number of care home developments in Tattenhams, Nork and Banstead had on the different housing targets and on the local economy. It was noted that

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this was considered as part of the planning policy and discussions with developers to make them more aware of their obligations to build affordable housing.

- **Revenue, benefits and fraud** – it was noted that the revenue, benefits and fraud team were very successful in collecting council tax and business rates in the Borough with one of the best collection rates in England and Wales. Identifying cases of false applications for housing services saved the council an estimated £505,800. The team were winners of the Excellence in Counter Fraud Awards 2019. Since 2015, the team had been successful at providing services to other local authorities, housing providers and the private sector. In November, the Council had asked consultants to look into the potential for setting up a Local Authority Trading Company and a report was due to be taken to the Commercial Ventures Executive Sub-Committee in February to consider future growth and the best way of delivering this and ensuring financial sustainability.

Cllr A. Horwood, Portfolio Holder for Wellbeing and Intervention, gave an overview of work in his business area. The intervention work includes the Family Support Programme, the Refugee Resettlement Programme and the Money Support team. The Family Support Programme received 100 referrals in 2019/20 – nearly half the referrals in South East Surrey. Family feedback showed that 79 per cent of families felt their lives have improved as result of the team's work. The Refugee Resettlement Programme was currently supporting 10 households who had been displaced by the war in Syria. Innovative projects included a Conversation Café and Syrian feasts that had been held at the Harlequin. The council had agreed to extend this programme and double the numbers of refugee households in the next five years.

The Money Support Team was one of the newest services aimed at helping with the roll-out of Universal Credit. It helped households with a budget plan, clearing debts, setting up a bank account, digital support and benefit entitlement.

In the Wellbeing business area, the three leisure centres had seen a two per cent increase in visitor numbers to 1,219,649 in 2019 despite a fire in the men's changing room at Donyngs in Redhill which had closed the centre for a short period. The operator, GLL had managed this incident well and made sure the centre then reopened in stages. Leisure activities for residents included the Star for a Night, holiday activities and the Surrey Youth Games.

The Harlequin theatre had a busy year with 46,124 tickets sold for 135 live performances. The refurbished cinema, renamed the Waller Studio, opened in time for October half term and had received favourable feedback. Cllr Horwood thanked officers as well as the Harlequin Board for their work this year and for developing a new vision which will see a refreshed approach in the coming years.

Members discussed the following points:

- **Harlequin theatre** – Members thanked the team for their work on the renovation of the Waller Studio, successful performances and for hosting community events such as the baby café which was important locally. It was confirmed that the visitor numbers to live performances did not include film showings. Members asked for the box office financial takings and officers said they would supply a written response to this question. It was confirmed that the Harlequin theatre was not currently breaking even. It had been a

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challenging year, however, venue managers were looking at efficiencies they could make. There was also a rolling financial plan over the next five years so the theatre could rely less on subsidies by 2025. Ultimately though it was seen as a community hub.

- **Harlequin satisfaction survey** – Members noted that a fifth of respondents was going away unhappy as the satisfaction survey rate was 81 per cent. They asked how this data would be monitored in future to improve this rating. It was noted that this was a new collection of data and this focus on customer experience would feed into future management reports, with an action plan. Members asked if customer feedback on the refurbished Waller Studio could be included.
- **Leisure** – It was confirmed that the council worked closely with different voluntary organisations and were always open to speaking to residents who wanted to start up new groups or community associations.
- **Refugee resettlement** – it was noted that this programme to support Syrian refugees would be expanded in future years to support another 10 families. Households also received courses in English for speakers of other languages (ESOL).

Cllr R. Ashford, Portfolio Holder for Community Partnerships, and Justine Chatfield, Head of Community Partnerships, gave an overview of his portfolio. The Voluntary and Community Safety (VCS) Support services underwent a review in 2019 and the recommendations were approved by the Executive in June 2019. Progress had been made, for example, reworking the Council's financial support for the sector, and policies are now in place for free/discounted use of meeting rooms and for 'at cost' printing services. There was also more one-to-one contact with the voluntary sector partners. The team was evaluating the new approach to small grants funding and there would be an opportunity shortly for Members to provide feedback for future rounds.

The Council was working with Skylark charity and Voluntary Action Reigate and Banstead (VARB) to raise resident awareness on volunteering opportunities and increase corporate sector skills-based volunteering including by RBBC employees.

The Council's community development workers support six communities where there are greater needs. Their roles involve listening to local people to understand local issues and build trust. They run very valuable networking fora, each of which has its own action plan. Their roles are highly valued by other Council teams and external partners. As well as supporting individuals, their work can prevent some issues from escalating and save the Council money.

An update on the three Community Centres in Banstead, Woodhatch and Horley was given. These were being brought in-house from 1 April after the provider ended the contract early. The aim was to make the transition for staff and centre members as smooth as possible. A consultation exercise with users and volunteers would be launched once the centres were back in-house. An all-party Member consultative group had been established to inform the work.

Cllr Ashford concluded by thanking the Head of Community Partnerships and her team for their work.

Members asked questions and discussed the following points:

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- **Employee volunteering policy** – Members asked for clarity on the number of days of volunteering a year proposed for RBBC employees. It was confirmed that the plan was to introduce the opportunity of two days of volunteering at first as the Council needed to balance showing leadership in this area with its operational staffing needs. It would be reviewed once up and running.
- **Raising public awareness** of volunteering – Members asked about publicising the voluntary groups' work on volunteering. The Council will be working with VARB on this, with a focus on National Volunteer Week at the beginning of June. Some voluntary sector organisations use social media well and may be able to share this expertise with other organisations through peer support. A skilled social media Council staff member is planning some short surgery sessions to provide local voluntary organisations with advice on social media.
- **Community development workers** – Members commented how well the community development work in Preston ward was progressing.
- **Future youth provision**– it was noted that as Surrey County Council planned to move away from providing universal youth work, it had agreed to offer its premises at low or no cost. Cllr N. Harrison thanked the Leader for facilitating work in this area. Ward members who have youth centres in their areas will work with the Portfolio Holder and Executive.

Committee Chair, Cllr N. Harrison thanked the Place Portfolio Holders and officers for attending the meeting.

RESOLVED – that the Committee's observations regarding the People Portfolio Holder briefings and business areas be noted.

30. LEADER'S UPDATE

Members received an update from Cllr M. Brunt, Leader of the Council, who gave an overview of the work of the Council. This included the new Housing Delivery Strategy which was a fresh approach to housing, the 2020-25 Corporate Plan and the ongoing work on the Council's environmental sustainability strategy. The Council was planning to work in partnership with a housing trust to bring forward the development of housing schemes in the Borough with a focus on affordable housing. Cllr Brunt noted that the Budget for 2020/21 and beyond included investment in people and skills so the Council would be fit for purpose to face the challenges coming in the next five years.

Members asked about the proposed budget for developing the environmental sustainability strategy and also proposed investment on working with young people. It was confirmed that £30m was pledged to spend on additional housing over the next three years; £250k was set in the budget to resource proposed climate change initiatives. There was no specific budget for work with young people at this stage – resources would be largely officer time to build good relationships with youth groups and to enable groups to make use of Surrey County Council's buildings that were being made available.

RESOLVED – that the update from the Leader of Council, Cllr M. Brunt be noted.

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31. BUDGET 2020/21 AND CAPITAL PROGRAMME 2020 TO 2025

Members considered the latest Budget proposals for 2020/21 and the Capital Programme 2020 to 2025 which were set out in a report to the Committee. This information was not yet available when the Budget Scrutiny Panel met in November. This gave Members an opportunity to provide any further feedback to the Executive for its meeting on 30 January 2020.

Portfolio Holder for Finance, Cllr T. Schofield, gave an overview of the report. He said that the proposals for Central Budgets were set out in considerable detail and he thanked the Finance team for providing this level of granularity.

The Central Budgets 2020/21 had been reviewed and rationalised and the recommended changes set out in the report. These included resetting the Headroom Contingency budget (set up in 2012 to address any significant unplanned expenses that might arise in-year) to £1m. The review recommended taking out the £0.5m revenue budget for contributions to the Capital Programme. It recommended removing the £100k budget for redundancy costs as there were no significant structural changes planned next year. A budget of £0.730m was included for forecast contractual pay increases. The New Posts Budget was to be replaced with an increase in the New Posts Reserve to accommodate mid-year staffing changes.

The Employer Pension Contributions budget had been updated to reflect the outcome of the 2019 Pension Fund Revaluation. The recommended approach was to maintain the primary employer contribution rate at 15% of salaries and to pay the secondary employer rate as a lump sum of £6.204m upfront rather than three annual instalments. This gave the Council a discount and saved £400k over three years.

The Capital Programme over the next five years was set out in the report. This included more investment in maintenance of Strategic Property and investment in IT services and the Harlequin. The Housing Delivery Strategy budget includes investment of £30m over three years from 2020/21 to 2022/23 funded in part through the allocation of resources equivalent to the value of New Homes Bonus receipts. The Commercial Investment Strategy proposals were to allocate a further £50m for investment in 2020/21 onwards, to enable the Council to start to generate the commercial revenue that would be needed.

Members made the following observations and comments in the debate that followed:

- **Employer Pension Contributions** – it was confirmed that the up-front lump sum payment of three years of contributions would be funded from the earmarked reserve fund set aside for this purpose, plus a contribution from General Fund Reserves at the beginning of 2020/21. It would not be funded from borrowing. The Council would receive c1% interest a year if the funds remained in Reserves. Paying up-front meant there would be the equivalent of a 4% discount, so it was in the interests of the Council to take this option offered by Surrey County Council. It was noted that the success of the largely equity-based pension fund investment depended on how the market performs over the next three years. The Council was making a judgement that the

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returns from the pension fund would be higher than keeping the money in Reserves and this was not without risk. It was noted that this facility to pay up-front was offered to all district councils in Surrey and it would depend on the circumstances in each local authority as to whether they took up this offer. Reigate and Banstead Borough Council has strong Reserves so was able to recommend this option.

- **Commercial Investment Strategy** – it was clarified that £50m was recommended for investment over three years.
- **Council tax** – it was noted that the updated Central Budgets would not have an impact on the decision to increase the council tax which is once again recommended to be set at the Government's Referendum limit.

Committee Chair, Cllr N. Harrison, summarised the proposals. The Budget Scrutiny Review Panel report to the Committee in November had set out that the Council was facing an increase in the services revenue budget of £2.1m. It had previously been reported that in future years, the funding gap might grow to as much as £4m as the Council lost central government funding. The contribution from Reserves however is planned at £1.256m as the net reduction in Central budgets had helped mitigate some of these service budget pressures. In particular, the proposed funding of secondary pension contributions by a three-year up-front lump sum payment from reserves takes the cost of annual contributions of almost £2m out of the annual revenue budget.

It noted the proposed funding for capital investments. The Minimum Revenue Provision (MRP) was forecast as £0.52m and the interest on borrowing £0.92m. This was a conservative estimate and actual costs will depend on the rate of capital spending. Overall, there was a proposed £2.1m of investment and additional spending in service budgets with an overall a £1.256m call from reserves. It was anticipated that the forecast underspend from the current year's budget would in effect fund the majority of the call on Reserves in 2020/21.

The Committee was supportive of this approach and its realistic approach to budget planning.

RESOLVED – that the Budget 2020/21 and Capital Programme 2020 to 2025 be noted, and the observations of the Committee be taken into consideration by the Executive at its meeting on 30 January 2020.

32. CONSTITUTION OF LOCAL PLAN SCRUTINY REVIEW PANEL 2019/20

Members received a report on the constitution of the Local Plan Scrutiny Review Panel 2019/20 to consider consultation responses to draft Supplementary Planning Documents.

It was proposed to reconvene this Panel to consider the public consultation responses to the revised Supplementary Planning Documents (SPDs) on Affordable Housing, Barn and Farm Conversions, Historic Parks and Gardens and Reigate Shopfront SPDs. These are currently out for public consultation until 8 February.

Five nominations were put forward who were: Councillors Allcard, Blacker, Parnall (Conservative Group), Councillor Harp (Residents' Association) and Councillor McKenna (Green Party).

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RESOLVED – that the Committee reconvenes the Local Plan Scrutiny Review Panel 2019/20 to consider the consultation responses to draft Supplementary Planning Documents and agrees the membership.

33. FUTURE WORK PROGRAMME - JANUARY 2020

Members considered the Future Work Programme for the Committee for 2020 and the Action Tracker from the previous meeting.

Members asked for an update on their request for officers to review the deeds relating to Reigate Baths Trust. It was confirmed that work was underway but as these went back many years it required some time to investigate.

Members asked if written responses to questions asked at meetings which were emailed to Committee Members could be included in the agenda papers and published on the public website (similar to questions answered at Full Council). It was agreed that unless the information was confidential in nature these could be made publicly available.

Members asked if they could have more information following the written answer on trade waste. The question would be clarified after the meeting and an appropriate follow-up response given.

RESOLVED - that the Future Work Programme for 2020 be noted.

34. EXECUTIVE

It was reported that there were no items arising from the Executive that might be subject to the 'call-in' procedure in accordance with the provisions of the Overview and Scrutiny Committee Procedure Rules.

35. ANY OTHER URGENT BUSINESS

There were no items of urgent business.

The Meeting closed at 10.20 pm

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SIGNED OFF BY	Interim Head of Finance and Assets
AUTHOR	Helen Stocker, Finance Manager
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TO	Overview and Scrutiny Committee
DATE	Thursday, 20 February 2020
EXECUTIVE MEMBER	Deputy Leader and Portfolio Holder for Finance

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Progress Update on 2019/2020 Statement of Accounts
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RECOMMENDATIONS
That the Progress Update on 2019/2020 Statement of Accounts be noted.
REASONS FOR RECOMMENDATIONS
In response to a request for a progress update from Overview & Scrutiny Committee in October 2019, Members of the Committee are asked to consider progress to date on preparations for preparing and publishing the Council's 2019/2020 Statement of Accounts.
EXECUTIVE SUMMARY
The ISA 260 report from the Council's external auditors (Deloitte LLP) was reported to Overview & Scrutiny Committee in October 2019 and set out the conclusions and significant issues arising from their audit of the 2018/19 Statement of Accounts.
The covering report from officers included an overview of the lessons learnt from the 2018/19 financial year-end closedown and the actions that were planned to prepare for 2019/20 closedown. Members asked for an update in February 2020 on how those preparations are progressing.

Agenda Item 5

STATUTORY POWERS

1. The Council is required to produce an annual Statement of Accounts by the *Local Government and Housing Act 1989* and the *Accounts and Audit Regulations 2015*.
2. The *International Standard on Auditing 260 (ISA 260 - Communication of audit matters to those charged with governance)* provides standards and guidance on the communication of audit matters between the auditor and those charged with governance.
3. Under the Council's Constitution this function has been delegated to the Executive.

BACKGROUND

4. As 2018/19 was Deloitte's first year as the Council's external auditors, it invariably brought new perspectives on the Council's approach to preparing accounts. Whilst Deloitte acknowledged the Council's Statement of Accounts were prepared with '*relatively more preparation than we have seen in a number of other local authorities*', some areas for development were identified.
5. The October 2019 report highlighted the key areas for development, lessons learnt, and actions planned for the 2019/20 closedown:

Valuation of Property Assets	<ul style="list-style-type: none"> • Specialist accounting support has been commissioned and they are currently working with the Finance team to develop fixed asset processes and help develop their technical knowledge, to mitigate the risk of future valuation and posting errors.
Quality of draft Statement of Accounts	<ul style="list-style-type: none"> • The Finance team is introducing additional control measures to help improve the quality of the Statement of Accounts <ul style="list-style-type: none"> ○ documenting and reviewing use of CIPFA disclosure checklists ○ completion of the CIPFA 'pre-audit checks on draft year-end accounts' checklist ○ documenting and reviewing cross-referencing of the draft financial statements to supporting working papers.

6. Progress at February 2020 includes:

Valuation of Property Assets	<ul style="list-style-type: none"> • Asset componentisation Policy and processes are being revised to reflect best practice and the CIPFA Code of Practice • Investment assets – the legal basis for holding them is now recorded in a single register • New CIPFA model introduced, records tested and found to be sound
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Agenda Item 5

	<ul style="list-style-type: none"> Fixed asset register reviewed and updated to ensure compliance with the CIPFA Code and the Chief Finance Officer has approved the updated asset categorisations
Quality of draft Statement of Accounts	<ul style="list-style-type: none"> The finance team has engaged with Deloitte to build best practice into 2019/20 working papers A new Grants Register has been developed to record all grants and is being used to support treasury management cashflow planning, as well as providing a useful control mechanism when drafting the accounts

OPTIONS

7. Overview & Scrutiny is asked to consider the information provided in this report and request any additional or supporting information.

LEGAL IMPLICATIONS

8. There are no further legal implications arising from this report.

FINANCIAL IMPLICATIONS

9. The audit fee is set annually by Public Sector Audit Appointments (PSAA) and funded through a Central Budget allocation. The 2019/20 audit fee is £37,585 (excluding VAT).
10. As for the 2018/19 closedown, additional staff and advisory resources have been allocated to closedown tasks this year in recognition of the volume of work to be completed.

EQUALITIES IMPLICATIONS

11. There are no equalities implications arising from this report.

COMMUNICATION IMPLICATIONS

12. There are no communications implications arising from this report. The auditor's report and the statement of accounts are published on the Council's website.

RISK MANAGEMENT CONSIDERATIONS

13. There are no risk management implications arising from this report.

CONSULTATION

14. The Executive Member for Finance establishes and chairs a Member advisory panel during the preparation of the Statement of Accounts. The Panel considers the draft statement of accounts and has an opportunity to raise questions with the officers responsible for preparing them.

Agenda Item 5

POLICY FRAMEWORK
15. There are no specific policy implications arising from this report
BACKGROUND PAPERS
<ul style="list-style-type: none">• Statement of Accounts 2018/19 and External Auditor's ISA260 Report

Agenda Item 6



SIGNED OFF BY	Director of Place
AUTHOR	Luci Mould, Director of Place,
TELEPHONE	Tel: 01737 276214, Tel: 01737 276214
EMAIL	luci.mould@reigate-banstead.gov.uk,
TO	Overview and Scrutiny Committee
DATE	Thursday, 20 February 2020
EXECUTIVE MEMBER	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place and Economic Prosperity, Portfolio Holder for Planning Policy

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Portfolio Holder Briefing – Place Portfolios
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RECOMMENDATIONS
To note the three Portfolio Holder Briefing on the Place Portfolios, as set out in this report, and to provide any observations for consideration by Executive Members.
REASONS FOR RECOMMENDATIONS
To consider the progress of work against Place Portfolio objectives as of February 2020.
EXECUTIVE SUMMARY
<ol style="list-style-type: none"> 1. This report provides an overview of the activities undertaken within the Place Portfolio areas in the municipal year to date. 2. The three Place Portfolios are Planning Policy, Neighbourhood Services and Place and Economic Prosperity.

Agenda Item 6

KEY INFORMATION

Executive Portfolios

1. Following the Annual Council meeting on 29 May 2019, the Leader of the Council appointed the members of the Executive for the municipal year 2019/20 on 30 May 2019. Each member of the Executive undertook an area of responsibility, known as a portfolio.
2. For operational purposes, these portfolios are aligned with the three themes of the Council's current and emerging Corporate Plans, these being People, Place and Organisation.
3. The three portfolios aligned with the Place theme are Planning Policy, Neighbourhood Services, and Place and Economic Prosperity.
4. The areas of responsibility of these portfolios are as follows:
 - **Planning Policy**
 - **Place and Economic Prosperity**
 - **Neighbourhood Services**

Portfolio Objectives

5. Following their appointment, Executive Members agreed objectives for their portfolio areas for the municipal year.
6. Progress against these objectives has been assessed for the year to date, and this information is provided for the consideration of this Committee.
7. The objectives and progress to date are set out in Annex 1 to this report.

Overview and Scrutiny

8. As part of the Overview and Scrutiny Committee's role of holding the Executive to account, members of the Executive provide regular briefings to the Committee on their portfolios and key items of business within these areas.
9. To reflect the coordinated approach of Portfolio Holders within the Corporate Plan themes, these briefings are presented by theme.
10. The members of the Overview and Scrutiny Committee are invited to consider the briefing provided, and to offer any observations to the Portfolio Holders. These observations will then be considered to help inform future activities within these portfolios.

Agenda Item 6

EQUALITIES IMPLICATIONS

11. Within the Planning Service, each plan is accompanied by an Equalities impact Assessment setting out how policies will impact various target groups. The adoption of the DMP was not considered to have any negative impacts relating to equalities and had potential to provide positive impacts. All Development Plan Documents are subject to consultation, as defined by the Statement of Community Involvement which includes strategies for communicating with hard to reach groups.

ANNEXES

1. Annex 1 – Portfolio Holder objectives and progress to date

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Executive Portfolio Objectives – Place 2019/20

PLACE	
Planning Policy – Cllr. Biggs	
Objective	Progress
Adopt the Development Management Plan	<p>This was adopted by Council at the meeting of 26 September.</p> <p>The next steps are to review and monitor policies of the development management plan following its adoption, and to review and update SPDs (Supplementary Planning Documents) to follow DMP adoption with input from DMAG. Four SPDs were considered and approved for consultation by the Executive on 5 December. These are anticipated for approval by the Executive in April.</p>
Commence implementation of local Community Infrastructure Levy panels.	<p>The updated model was supported by Executive Members at the Leader’s meeting on 25 March.</p> <p>The new Neighbourhood panels are now in operation, and met in November to consider infrastructure proposals submitted and prioritise funding for these.</p> <p>The local CIL survey of community priorities and project suggestions was completed in October, and the results are informing Councillors’ selection of projects.</p>
Review Local Plan policies against new national policy and local circumstances to ensure they remain up to date and support any challenge against them to address	The Reigate and Banstead Local Plan: Core Strategy was reviewed and determined to continue to be up to date at the Council meeting of 2July; its policies will continue to

<p>National Planning Policy Framework issues, including new housing figures.</p>	<p>be renewed against any changes in national policy or local circumstances.</p>
<p>Support and promote transport improvements within the Borough which will aid our corporate priorities, working with partners to deliver them.</p>	<p>We are continuing to work with Surrey County Council on, and have recently secured Local Committee support for, transport schemes of shared interest, including improvements to the Three Arch Road junction. There are other transport improvements reported as part of regeneration work in the borough.</p> <p>We are continuing to engage with the Highways Agency and Network Rail with respect of their plans in the borough, including in relation to Hooley Interchange and Reigate Station. We have also committed financial contributions to help the delivery of new transport improvements which support new developments.</p>
<p>Review the Building control external partnership.</p>	<p>The January meeting of the Southern Building Control Board highlighted some progress towards cost-neutral service, with increased marketing/market-share and decreased costs. However, after three years of operation, it is still not profit-making, and a review of the Partnership is to be undertaken which we will look to achieve the best possible service and financial outcomes.</p>

PLACE

Place and Economic Prosperity – Cllr. Humphreys

Objective	Progress
<p>Horley Business Park scheme development & partner engagement.</p>	<ul style="list-style-type: none"> • The Horley Business Park project falls across two portfolios: Place & Economic Prosperity and Investment & Companies. • The Horley Business Park site was allocated for employment purposes in the DMP in September 2019. • Work to assemble the land required for the scheme is continuing. Associated with this is a review of the structure of partnership arrangements, which falls within the Investment & Companies portfolio. • We are continuing to talk to Gatwick Airport to understand access issues and the potential implications of the Airport’s expansion proposals. • We also continue to liaise closely with the Coast to Capital LEP over the use of the funding that has been secured to assist in bringing the project forward. • In the coming months, the primary focus will be on the Investment & Companies elements of the project. • In relation to place-shaping, the next step will be for the Council to develop a supplementary planning document as required by the Development Management Plan. This will include further engagement with a range of partners and – in due course – public consultation.
<p>Respond to Gatwick Airport and Heathrow Airport growth plans.</p>	<ul style="list-style-type: none"> • Both Gatwick and Heathrow Airports are progressing expansion plans and airspace (flight path) changes. • The portfolio holder and officers have attended a number of events associated with these plans and the Council has responded to various consultations over the past year, including:

	<ul style="list-style-type: none"> ○ Heathrow Airport expansion Preliminary Environmental Impact Assessment consultation ○ Heathrow Airport Independent Parallel Approaches airspace options consultation ○ Gatwick Airport expansion Environmental Impact Assessment Scoping Report consultation ○ Gatwick Airport Airspace Modernisation design principles and options consultations ○ Gatwick Airport Route 4 Options design principles and options consultations <ul style="list-style-type: none"> ● Further consultations are anticipated in the year ahead, including in relation to Gatwick Airport's expansion proposals and more detailed proposals for airspace changes.
<p>Confirm approach and support development of Marketfield Way.</p>	<p>The Council is making good progress in relation to Marketfield Way.</p> <p>In December, we completed our compulsory purchase of the site. We have settled compensation with four key parties and are in active discussions with others. The Council is now pressing ahead with a number of enabling works in advance of entering into a main building contract.</p> <p>The Council has amended its Off-Street Parking Order to remove Marketfield Way as a public car park which was permanently closed on 2 January.</p> <p>In January, our contractor begun demolition works of the High Street properties, which has initiated our planning consent. Further enabling works are being instructed including statutory service diversions, provision of water attenuation, site clearance, piling and survey work.</p> <p>The detailed design for the scheme (up to RIBA stage 3) was completed in July.</p> <p>Following the completion of the design, our contractor - Vinci Construction Ltd - tendered</p>

	<p>out work packages over the Summer, which were returned in September.</p> <p>Based on these tenders, Vinci have made a formal offer to the Council and we are now at an advanced stage in agreeing the final contract sum and the terms of a building contract.</p> <p>The Council has also made good progress in advancing negotiations with a number of potential key tenants, who will provide pre-lets for the commercial space.</p>
<p>Engagement with LEP and Local Industrial Strategy development.</p>	<p>The Council actively engaged with the Coast to Capital (C2C) Local Enterprise Partnership (LEP) in the development of its Local Industrial Strategy (LIS) through the submission of its response to the Evidence Base and officer input at a series of consultation events.</p> <p>The Leader sits on the LEP Board and there is ongoing officer representation on the LIS Programme Board.</p> <p>C2C have finalised the draft LIS proposals and are currently drafting the LIS in partnership with Government</p> <p>LIS publication due 31 March 2020.</p> <p>We will continue to look at how else we can engage with the LEP to support the borough's priorities going forward.</p>
<p>Engage with and support local business to start, develop, and grow.</p>	<p>£36,978 in Business Support Grants has been awarded to a total of 37 businesses since April 2019.</p> <p>In November, 12 'students' successfully completed the 2019 Entrepreneur Academy with the prize of £5,000 being split between two worthy winners. The 2020 Academy will launch in April and is already attracting a healthy number of applicants.</p> <p>Our successful programme of informative Learning Lunches, held at the Town Hall, continues to attract local business owners who benefit from the expertise of our key speakers, networking and opportunities to do business with each other. 8 Learning Lunches have been held since April with 307 registered business attendees.</p>

	<p>HR leaders from 10 of our largest local employers are working closely with us in the delivery of the Live Local Work Local retained business rates project.</p> <p>The first ever Reigate & Banstead Business Awards event was held in June – a highly successful event attracting 57 nominations across 8 categories; more than 100 business guests; and raising almost £3,500 for Stripey Stork and George & the Giant Pledge.</p> <p>We continue to work closely with the four town centre business guilds to strengthen their membership and to deliver events and activities that help to promote our four towns and their businesses to residents and visitors alike.</p> <p>Our monthly Business e-bulletin is circulated to more than 1,700 business people per month – helping to build a strong business community.</p>
<p>Monitor and support ongoing regeneration work across the borough.</p>	<p>Working with Surrey County Council, we have recently successfully completed works to refurbish the pedestrian precinct in Horley’s High Street and to introduce complementary new traffic regulation orders.</p> <p>The Council has also been working to help bring forward the new neighbourhood in Westvale Park including key community facilities such as new play areas and the school. Plans for the community hall are being progressed and it has been decided that the Council will take ownership of this asset once complete.</p> <p>In Preston, the Council has completed works to Preston Manor Road and is in the process of finalising the S38 agreement in order that Surrey County Council will adopt it.</p> <p>Also in Preston, the Council has completed the detailed design for a scheme of highway works to improve parking and bus facilities on Chetwode Road, which has been consulted on and which are due to commence early next financial year.</p>

Neighbourhood Services – Cllr. Bramhall	
Objective	Progress
<p>Determine our approach on climate change and environmental sustainability, in line with the Council motion of February 2019.</p>	<p>We have a target to complete an options assessment and develop a draft Environmental Sustainability Strategy, to support the emerging Corporate Plan in the new municipal year. Specialist external consultants have been contracted to provide advice.</p> <p>The intention is to set out how the Council can reduce its own environmental impact and carbon footprint, how we can work with local partners to do the same, and how we can lead and encourage residents and the borough to be environmentally sustainable.</p> <p>A Members working group are met in early February to review the draft Action Plan brought forward by the Consultants and a report with recommendations for the Council will be brought to O&S and Executive in March.</p>
<p>Define a range of initiatives to deliver against the policy position, including the flats recycling, the single use plastics campaign, air quality monitoring, and consider options for increased use of electric vehicles in the future.</p>	<p>The action plan to support the Environmental Sustainability Strategy will contain details of initiatives to be implemented.</p> <p>Phase 2 of the Flat Roll out will see an additional 2300 properties with the enhanced kerbside recycling service by the end of May 2020. We were successful in obtaining match funding for this project from Surrey Environmental Partnership which has enabled the project team to revisit phase 1 property and provide additional resources to ease their recycling experience in the shape of storage bags.</p> <p>We continue to work with our SEP partners on the single use plastics campaign and have obtained funding to carry the project forward.</p> <p>Air quality monitoring is on-going, and we continue to receive funding from Gatwick for this work.</p> <p>The consultants working with us on the Sustainability Strategy are likely to make a recommendation around an aspiration for a fully electric fleet of vehicles. Our replacement pool cars will be the first</p>

	<p>tranche of fully electric and hybrid vehicles in our fleet, we are expecting delivery imminently.</p>
<p>Identify priorities for JET team objectives and effective delivery.</p>	<p>Following the review of JET team by an external consultant, the team have been re-purposed to work in pairs at areas identified as hotspots for anti-social behaviour. They have worked closely with the Community Safety & the Housing team to deal with issues such as rough sleepers in Redhill, as well as issuing CPN's (Community Protection Notices) to those acting in an anti-social manner, which includes beggars and some dog related issues.</p> <p>Their most recent area of focus is to support parent parking issues at a local schools; engaging with head-teachers and also working alongside the Parking Team to achieve a positive outcome for the local community.</p> <p>The team have also been successful in achieving an increased number of FPN's (Fixed Penalty Notices) issued for fly-tipping, at bring-sites around the borough, this has been achieved using a covert CCTV camera.</p>
<p>Develop approach to common land defences against unauthorised incursions.</p>	<p>Executive Members supported preventative measures to defend against illegal incursions as high-risk sites in the borough at the Leader's meeting on 25 March.</p> <p>In June 2019 the council was successful in obtaining a temporary High Court Injunction to prevent unauthorised encampments. This has worked effectively in the removal of several encampments over the summer. We are currently awaiting a court date for the hearing to obtain a permanent injunction.</p> <p>Defences (bunds & posts) have been installed at the majority of the sites that were identified as the most vulnerable to incursions around the Borough, these sites include Wray & Swing Common.</p>
<p>Consider options for increasing income from service areas.</p>	<p>Consideration is being given to expanding our garden waste and trade waste offer, investment will be required to enable this.</p>

	<p>A commercial opportunity of significant scale has been identified and this is being brought forward with the oversight of Commercial Ventures Executive Sub Committee.</p>
<p>Merstham recreation ground regeneration.</p>	<p>A concept layout plan has been prepared for Merstham Recreation Ground by our new Open Spaces Development Officer. Local residents and other stakeholders will be consulted about the concept, in the next few months, to obtain their feedback about the ideas.</p> <p>The team have also engaged with Merstham FC to understand their ambitions for future football provision</p>
<p>Review the bring site provision.</p>	<p>A comprehensive review of the bring-sites has been carried out and the outcomes of this review will be brought forward for consideration.</p> <p>Future provision will include plans to reduce contamination and fly-tipping and ensure sites remain cost effective, whilst maintaining the recycling yield.</p>
<p>Review cleansing standards, including around town centres.</p>	<p>An initial review of Redhill Town Centre took place in the Autumn and the outcome of this is that we now have a Saturday evening cleansing crew shift in place. A deep clean of the seating area in the pedestrianised area of Redhill has taken place</p> <p>Big Belly bins have been installed in Earlswood Lakes and we are reviewing the effectiveness of these with a view to roll them out more widely across the borough. These bins compact waste which reduces the frequency of emptying and provides an electronic notification when reaching capacity.</p>
<p>Review fees and charges in line with developing policy.</p>	<p>Fees and charges are constantly reviewed to ensure our services are competitive whilst maximising the opportunity to increase income.</p> <p>Income achieved is used to off set the cost of our service.</p>

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Place Portfolio Holder presentations – O&S 20 February 2020

- Planning Policy
- Neighbourhood Services
- Place & Economic Prosperity

Planning Policy

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Development Management Plan -

- Adopted 26th September 2019 following Examination in Public in October/November 2018
- Sets out detailed development management policies and site allocations of the Core Strategy (a Part 2 Plan)
- Extensive evidence base to inform and justify
- 37 • Brings policies up to date with NPPF and other changes in national policy/legislation. More robust.
- Significant policy changes include: new parking standards; affordable housing; sustainability/energy efficiency and construction management
- Now preparing SPDs to provide detailed guidance to help implementation of policies

Community Infrastructure Levy (CIL)

- Over £2 million has been secured with a further £4 million due
- Over £700,000 has been spent on infrastructure projects
- The Local Area CIL Panels were set up in July and met again in November
- Infrastructure priorities for each area have been agreed and projects suggested via a public consultation event last Autumn
- The Local Area CIL Panels have prioritised first round of local infrastructure projects
- Money spent includes:
 - Strategic: Tattenhams Health Centre (£51,700); St Bede's School expansion – (£250,000); Earlswood Common footpaths (£27,020) Oakwood School Expansion (£250,000)
 - Local: Transferred to HTC (£20,488); Transferred to SSPC (£24,339); Lower Kingswood Village Hall (£2,462); Fir Tree Road VAS (£5,440); Reigate Castle Ground footpaths (£15,000); Reigate Bowls Green enhancements (£300); Reigate Heath signage (£2,542); Restoration of historic Merstham cast-iron finger post (£2,175); Eastgate one-way and echelon parking (£55,000); Six additional planters for Banstead in Bloom (£5,000), Outdoor gym equipment and surfacing at Nork Park (£26,500).

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Core Strategy Review

- The Council reviewed the 2014 Core Strategy in July 2019 against changes to national policy, national and local circumstances and for the effectiveness of its policies' operation.
- This was within the five year period required by legislation and concluded the CS was up to date.
- We continue to monitor its effectiveness and relevance through a variety of monitoring reports and in context of local changes e.g. Gatwick
- This ensures that we have an up to date Plan and continue to be a Plan-led authority

Transport

- We have worked closely with Surrey County Council, Highways England, Network Rail and other partner organisations to promote various transport improvements within the Borough
- We have laid out the Borough's objectives and priorities for transport improvements within wider strategies: Transport for the South East; Surrey Transport Futures and Surrey Infrastructure Plan
- CIL continues to contribute towards the delivery of various transport improvements
- We are currently in discussion with SCC about a joint transport post

40

Southern Building Control Partnership

- The Council entered the Partnership in 2017 together with Tandridge and Mole Valley DC
- The Partnership's financial performance has improved year on year
- Both its financial performance and performance against quality service indicators is reviewed regularly at SBCP Board Meetings
- 41 However we still believe there may be more that can be achieved
- The Inter Authority Agreement (IAA) and Business Plan are due to be reviewed this year giving the opportunity for an objective review of the overall performance so far, future prospects and scope for improvements (including consideration of additional partners, hosting arrangements and potential for commercial entity)

Place & Economic Prosperity:

- Horley Business Park
- Gatwick / Heathrow
- Coast to Capital / LIS
- Business support
- Marketfield Way
- Horley Master Plan
- Preston regeneration

42

Horley Business Park: Development and Partner Engagement

- Site allocated for employment purposes in the DMP, September 2019.
- Work to assemble the land continues.
- Talking to Gatwick Airport to understand access issues / expansion proposals
- Next steps:

43

- Review structure of partnership arrangements
- Develop supplementary planning document as required by DMP
- Further engagement with range of partners and public consultation.



Gatwick and Heathrow Airport: Respond to Growth Plans

- Gatwick and Heathrow both progressing expansion plans and airspace (flight path) change
- Attended key meetings and officers have responded to consultations
- Further consultations anticipated in the year ahead:
 - Gatwick Airport's expansion proposals
 - More detailed proposals for airspace changes

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LEP and Local Industrial Strategy: Engage and influence

- Actively engaged with Coast to Capital (C2C) Local Enterprise Partnership (LEP) to develop Local Industrial Strategy (LIS)
- Leader sits on the LEP Board with officer representation on LIS Programme Board.
- 45 • LIS proposals drafted and under discussion
- Publication due **31 March 2020.**



Support local business to start, develop, and grow

37 **Business Support Grants** worth £36,978 in **Business Support Grants** awarded since April 2019.



Reigate & Banstead Business Awards (June 2019)

- 57 nominations / 100 business guests
- £3,500 raised for charity

40 Programme informative, monthly networking
Learning Lunches and **Business e-bulletin**
circulated to more than 1,700 businesses



- Work closely with the four town centre **business guilds**
- 12 'students' successfully completed the 2019 **Entrepreneur Academy**
- **Live Local Work Local** – retained business rates project

DEVELOPMENT PROJECTS

This year the Place Delivery Service has taken responsibility for the Council's development projects.

Substantial progress has been made by the team working with other service areas and our external partners.

47 A new Senior Development Manager has been appointed, who has undertaken a comprehensive review of the Council's three main housing projects: Cromwell Rd, Pitwood Park and Lee Street.

Following this review a clear direction for the delivery of the projects has been agreed. This area has been reported to O&S by the PH for Housing & Benefits.

Significant progress has also been made with Marketfield Way.

MARKETFIELD WAY PROGRESS 19/20



Land Assembly

Completed our compulsory purchase and secured vacant possession.

Extinguished public rights of access to Marketfield Road.

Paid compensation to key former tenants of the High Street properties.

Helped Citizen's Advice Bureau Reigate to relocate to other premises.

Amended our Off Site Parking Order to permanently remove Marketfield Way as a car park.

Begun the process of offering replacement rights to those whose rights were removed through the CPO.

Marketfield Way Progress 19/20

Enabling works

- Instructed Vinci to commence enabling works.
- The car park was permanently closed in January.
- The High Street properties and the car park have been fenced off.
- Services have been disconnected and the soft strip of the High Street properties has been completed.
- Demolition works have commenced, initiating our planning consent.

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Marketfield Way Progress 19/20

Design & procurement

- Completed design work up to RIBA stage 3.
 - Tendered out work packages to sub contractors.
 - Made significant progress in agreeing the terms of a building contract.
 - Commenced the final stage of design work (RIBA stage 4).
- g Obtained a revised Executive approval for the project
- Appointed a new Project Management and Quantity Surveyor

Lettings

- Made good progress in securing a number of pre lets for the commercial space.

Marketfield Way 2020/21 Priorities

- Finalise and enter into our agreement for lease with our cinema operator.
- Appoint specialist surveyors to provide investment advice on our commercial lettings.
- Prepare a lettings strategy and fresh marketing material for the development.
- 51 • Prepare and commence a clear communications campaign.
- Agree with our contractor a clear strategy for maximising local employment, training and apprenticeship opportunities.
- Complete the RIBA stage 4 design and enter into a building contract by April to enable the main build to commence in May 20/21



Horley Master Plan Progress in 2019/20



52

- Completed our comprehensive upgrade of the pedestrian precinct in Horley town centre and implemented new traffic regulation orders.
- Set up a joint RBBC/Consortium meeting to bring forward Westvale Park.
- Progressed plans for a new community hall and agreed that the asset will be transferred to the Council.
- Worked with Surrey County Council to bring forward a new two form entry primary school and nursey at Westvale Park.
- Worked with the developers to complete the first new play areas and their transfer to the Council.



Preston Regeneration Progress in 2019/20

- Installed a new youth shelter and a closed circuit television camera linked to Surrey Police station in Preston Park.
- Completed remedial works to Preston Manor Road and amended the S38 agreement, enabling adoption of the road by Surrey County Council.
- Undertaken a public consultation exercise about our plans to undertake highway works on Chetwode Road and Homefield Gardens.
- 53 • Obtained Local Committee approval and reached agreement with Raven Housing Trust about the works.
- Following feedback from Surrey County Council and local residents finalised the detailed design for a planned start on site in quarter 1 2020/21.

2020/21

- Two new members of staff within the Place Delivery service will commence work in February/March 2020.
- A new Principal Development Manager will take the lead in terms of making further progress in bringing forward the Council's development projects.
- An Open Space Development Manager will take the lead in bringing forward the refurbishment of Merstham Recreation Ground and new outdoor place and sports provision in Horley.

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Neighbourhood Operations:

Refuse, Recycling &
Cleansing

Regulatory Services

Fleet Management

Greenspaces

Refuse, Recycling & Cleansing – What do we do

- Collect recycling & waste from 64000 households (including 7100 tonnes of paper, 6400 tonnes of Mixed Recycling and 4500 tonnes of Food)
- Provide assisted collections for 600 elderly or disabled residents
- Collect garden waste approx. 23000 homes
- Commercial Waste Services to 650 businesses within the borough
- Collect recycling from 24 Bring Sites around the borough, inc 230 tonnes textiles, 350 tonnes of DMR 500 tonnes of Paper
- Sweep & litter pick in excess of 400 miles of road, within the borough
- Reigate & Banstead, Redhill and Horley Beat Men – maintaining the town centres to a high standard
- Support local community litter picking group
- Work with the Probation Service who support us in keeping areas of the borough free from litter/weeds



What's new for 2020

- Expecting delivery of the first phase of the Fleet Replacement programme in April 2020 with 7 new 26 tonne dustcarts arriving.
- Supporting the Council's draft Environmental Sustainability Strategy, our new vehicles have electric bin lifters reducing fuel consumption by 12%
- 57 • Continue our very successful roll out of the enhanced recycling services to flats in the borough.
- Following the end of phase 2 we will be working with partners/landlords/property owners to deliver the service to properties which may be more of a challenge due to capacity issues.



What's new for 2020

- Earlswood lakes have seen the installation of “Big Belly Bins”, these bins are fitted with a solar compactor which increases capacity, compared to a standard park/street bin. We get real time fill level notification and this has reduced collections by 80%+. We will be reviewing the benefits of the Big Belly bins for other areas in the Borough
- As part of our Cleansing Department review we have delivered a Saturday evening litter picking shift in Redhill Town Centre. We are looking to provide real time notifications of cleansing duties, street sweeping etc with the roll out of Bartec our cleansing vehicles.
- Review of our Bring Sites to tackle a major fly tipping issue but also to retain the income stream from the materials collected.
- Reviewing our commercial opportunities with expansion of our GW & TW services.



Regulatory Services - Joint Enforcement Team

- Tackling reports of antisocial behaviour, fly tipping & abandoned vehicles
- Coordinate and take part in joined up action with the police & other agencies
- Dealing with traveller and other illegal encampments
- 59 Issuing of Fixed Penalty Notices for Fly Tipping
- New patrol arrangements to increase visibility and engagement in town centres and parades
- Targeted action with partners dealing with ASB e.g. begging and illegal activity e.g. puppy farms (Dog Warden, Police and RSPCA)



Regulatory Services - Parking

- Enforcing parking around Schools, working with Sustrans to encourage alternative methods of transport
- Review of Penalty Charge notice challenges
- Enforcement of illegal parking
- Management of parking permits, car park season tickets and parking wavers, introducing 'virtual' permit technology
- Delivering spaces within Borough car parks for charging points
- Tackle inconsiderate parking with JET and Police



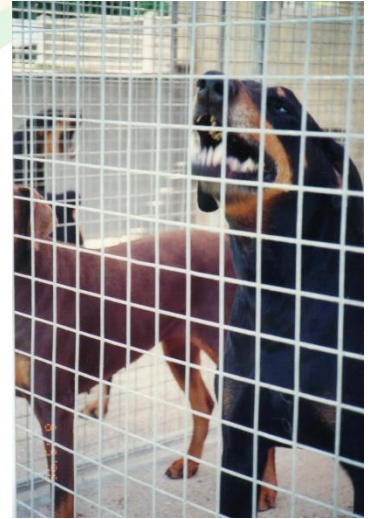
Regulatory Services - Environmental Health

- Enforce standards of food hygiene in all food businesses, inspecting around 300 premises each year
- Investigate complaints about environmental protection issues such as noise, dust, odour and air quality
- Enforce standards in private sector housing and administer funding for Disabled Facilities Grants and continue to develop the Home Improvement Agency and Handy Person Service contract to deliver further service improvements for clients
- Deal with a range of public health matters, such as pests, filthy and verminous premises and public health funerals.
- Support delivery of the Council's draft Environmental Sustainability Strategy e.g. EVC programme in Council car parks and draft Health and Wellbeing Strategy



Regulatory Services - Licensing

- Protection of the travelling public in licensed vehicles
- Licensing of alcohol and gambling premises promoting national objectives
- Protection of animal welfare through implementation of Animal Welfare Regulations
- Investigation and enforcement relating to licensing, permits and registrations
- Review Policy and Conditions relating to Alcohol, Gambling and Taxi & Private Hire
- Support the Council's draft Environmental Sustainability Strategy by encouraging the licensing of fully electric vehicles



Fleet Management

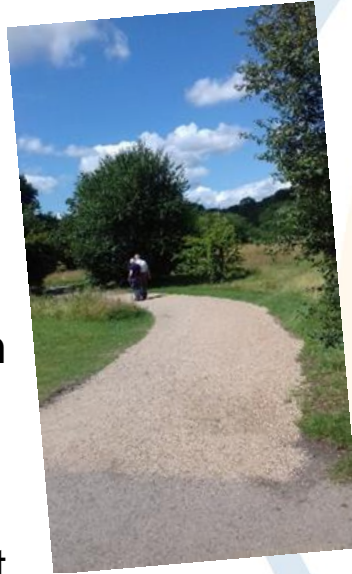
- Procurement of the Council's vehicle fleet – this year includes the procurement of the new dustcarts (with electric lifts) and electric/hybrid pool cars.
- Repair and maintenance of the Council's fleet vehicles
- Recruitment of a new HGV apprentice, starting in April 2020
- Ensuring Traffic Commissioner standards are maintained
- Undertaking MoTs and plating of taxis registered within the Borough. Each year, 1,500 taxis are MoT'd and plated



Greenspaces

The Greenspaces team maintains parks and green spaces for residents and visitors to a recognised high standard. Other services provided by the team include:

- Grounds maintenance and play area provision & maintenance
- Highways verge maintenance
- Allotments
- Bereavement services
- Volunteer co-ordination
- Outdoor events and sports pitch provision
- Banner sites and sponsorship
- Trees & woodland management
- Countryside management
- Engineers



Greenspaces

What's new in 2020

- Planned enhancement of countryside sites, in particular those new sites being adopted as part of the Riverside Green Chain developments
- Expansion of the recently-formed tree team, to include a new arboricultural apprentice, to support effective management of our existing tree stock and delivery against the Council's environmental sustainability objectives/ambitions.
- Supporting the delivery of Merstham Recreation Ground regeneration scheme.
- Working in partnership with SCC on the implementation of wild flower verge test sites within the borough



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Agenda Item 7



SIGNED OFF BY	Head of Projects and Performance
AUTHOR	Luke Harvey, Project & Performance Team Leader
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TO	Overview and Scrutiny Committee
DATE	Thursday, 20 February 2020
EXECUTIVE MEMBER	Portfolio Holder for Corporate Direction and Governance

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Draft Key Performance Indicators - 2020/21
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RECOMMENDATIONS
(i) That the Committee note the Council's draft Key Performance Indicators for 2020/21 before their adoption by the Executive for 1 April 2020
REASONS FOR RECOMMENDATIONS
For the Council to have adequate corporate performance management arrangements in place for 2020/21.
EXECUTIVE SUMMARY
The Council's Key Performance Indicators (KPIs) have been updated for 2020/21. The KPIs are service level measures of corporate importance and are set in order to demonstrate performance against key corporate objectives. The indicators complement other performance management processes that the Council has in place, including annual corporate plan performance reporting. In addition, a new reporting template has been developed which will provide additional supporting contextual information on performance.
The Committee has authority to approve the above recommendations

Agenda Item 7

STATUTORY POWERS

1. Following the abolition of Best Value Performance Indicators (BVPI) in 1999 and the National Indicator Set (NIS) in 2010, there is no statutorily imposed framework for local authorities to manage performance.

BACKGROUND

2. Each quarter the Overview and Scrutiny Committee and Executive receives a quarterly performance report which provides a holistic overview of the performance of the Council, including on: KPIs, risk management and budgetary performance. The KPIs are service level measures of corporate importance and are set in order to demonstrate performance against key corporate objectives.
3. In addition to quarterly performance reports, in Q4 of each year the Committee receives the Council's annual corporate plan performance report.
4. Development management performance is reported on a quarterly basis to the Planning Committee. As development management is not an Executive function – and as performance is managed elsewhere as per current constitutional governance arrangements – indicators on development management have not been included in the suite of measures for 2020/21.
5. Similarly, indicators in respect of staff turnover and staff sickness absence are reported to the Employment Committee.

KEY INFORMATION

Performance indicators 2020/21

6. A member working group was recently convened to review the Council's current performance indicators in order to ensure that they remain robust and fit for purpose for 2020/21.
7. The current draft of indicators is available at annexe 1 for the Overview and Scrutiny Committee to note.
8. The draft is the result of the recent members' working group and has been agreed by the Chief Executive, Directors, Heads of Service and the relevant Executive Members.
9. The targets for the individual indicators will be set at the conclusion of the current financial year, thereby allowing performance baselines to influence the setting of targets.
10. As well as updating the Council's performance indicators, the report that the Committee will receive each quarter has been updated and improved. The new template will provide an enhanced narrative as well as germane information that sets performance in a wider context and similarly demonstrates the overarching themes influencing performance. As performance varies through the year the required supporting contextual information will change.
11. The new indicators will be approved by the Executive as part of the Q3 performance report at its meeting on 26 March 2020.

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12. The new reporting arrangements will take effect with Q1 2020/21 reporting.

OPTIONS

13. The Committee has two options:

14. Option 1: note the report and make no observations/comments to the Executive.

15. Option 2: note the report and make observations/comments to the Executive.

LEGAL IMPLICATIONS

16. There are no legal implications resulting from this report.

FINANCIAL IMPLICATIONS

17. There are no financial implications resulting from this report.

EQUALITIES IMPLICATIONS

18. There are no equalities implications resulting from this report.

COMMUNICATION IMPLICATIONS

19. There are no communication implications resulting from this report.

RISK MANAGEMENT CONSIDERATIONS

20. Performance management, in addition to risk management, provides assurance that the Council is achieving its objectives.

21. There are no risk management implications resulting from this report.

OTHER IMPLICATIONS

22. There are no other implications resulting from this report.

CONSULTATION

23. The new draft of performance indicators was developed following a workshop with a Members' working group in November 2019.

24. In addition, the draft has been shared and agreed by the Chief Executive, Directors, Heads of Service, Group Leaders and Executive Members.

POLICY FRAMEWORK

25. Regular monitoring of the Council's KPIs supports the delivery of a number of key Council policies and objectives.

BACKGROUND PAPERS

None

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Ref	Portfolio Holder	KPI	Description (if required)
KPI 1	Cllr Schofield	The % of Council Tax collected	
KPI 2	Cllr Schofield	The % of Business Rates collected	
KPI 3	Cllr Knight	The % of positive homelessness prevention and relief outcomes	Expressed as a % of the total homelessness approaches meeting the threshold for support
KPI 4	Cllr Biggs	Net housing completions	
KPI 5	Cllr Biggs	Net affordable housing completions	
KPI 6	Cllr Bramhall	Cleansing - performance in Local Environmental Quality surveys	A robust and well recognised methodology set by Keep Britain Tidy. Includes a variety of locales, not just streets.
KPI 7	Cllr Bramhall	Number of missed bins per 1,000 collected	
KPI 8	Cllr Bramhall	The % of household waste that is recycled and composted	Reported one quarter in arrears - i.e. Q1 reported in Q2
KPI 9	Cllr Bramhall	Refuse and Recycling - revenue expressed as a % of the service's costs	Overall income figure -income breakdown may need to be provided separately due to commercial sensitivities.
KPI 10	Cllrs Schofield and Archer	Movement in investment income as a % of the Council's budget	Expressed as a % of the Council's overall budget for 2020/21 - properties acquired for an investment purpose
KPI 11	Cllr Horwood	Number of visits to the Council's leisure centres	Annual number of visits to the Council's 3 leisure centres
		Staff turnover	This indicator is reported to the Employment Committee. (Voluntary turnover)
		Staff sickness absence	This indicator is reported to the Employment Committee. (Short-term sickness)

The below aren't set as KPIs, instead they are contextual information provided on an annual basis:

	Cllrs Horwood and Ashford	Intervention service performance (not a KPI, contextual measure)	Report on the overall work of the service (including outcomes), annually in Q4
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Ref	Portfolio Holder	KPI	Description (if required)
	Cllr Schofield	Fraud performance (not a KPI, contextual measure)	Report on the overall work of the service, annually in Q4. Including debt recovered; savings from fraud detected, etc.
	Cllr Lewanski	Corporate complaints information (not a KPI, contextual measure)	Overall figures on corporate complaints

Agenda Item 9



SIGNED OFF BY	Head of Legal and Governance
AUTHOR	Catriona Marchant, Democratic Services Officer
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TO	Overview and Scrutiny Committee
DATE	Thursday 20 February 2020
EXECUTIVE MEMBER	Not applicable

KEY DECISION REQUIRED	No
WARDS AFFECTED	All Wards

SUBJECT	Overview and Scrutiny Committee's Work Programme 2020
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RECOMMENDATIONS
<ul style="list-style-type: none"> i. To consider the proposed future work programme for the Overview and Scrutiny Committee, set out in Annex 1; and ii. To note the Action Tracker (Annex 2) from the last meeting.
REASONS FOR RECOMMENDATIONS
<p>The work programme for the Overview and Scrutiny Committee was recommended by the Overview and Scrutiny Committee at its meeting on 14 February 2019 and was agreed by Council on 11 April 2019. The Proposed Work Programme 2020/21 is scheduled to come to the Committee at its 20 February 2020 meeting.</p> <p>Arrangements for implementing the work programme have progressed and the latest plans are outlined in Annex 1. In addition an Action Tracker (Annex 2) which sets out the resolutions and requests from the previous meeting is added to the Agenda.</p> <p>This is a standing item to keep the Committee informed and to prepare for upcoming business.</p>

Agenda Item 9

EXECUTIVE SUMMARY

Background information

The selection and prioritisation of work is essential if the scrutiny function is to be successful, add value and retain credibility. This proposed standing item gives the Committee an opportunity to view and comment on future planning of the Overview and Scrutiny work programme.

Work Programme 2020

The Work Programme 2020 is a useful tool in planning the overview and scrutiny work programme. The Future Work Programme will be updated before each meeting and feed into the Corporate Forward Plan.

Action Tracker

The Action Tracker sets out the Resolutions and requests for information from the previous meeting.

STATUTORY POWERS

1. The *Local Government Act 2000* (as amended) established Overview and Scrutiny Committees within the Leader with Cabinet model of governance. Subsequent legislation including the *Police and Justice Act 2006*, the *Local Government Public Involvement in Health Act 2007*, the *Local Democracy, Economic Development and Construction Act 2009*, the *Localism Act 2011* and the *Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2012* has provided additional responsibilities on the Committee.

BACKGROUND

2. The Overview and Scrutiny Committee Work Programme 2019/20 was agreed earlier in 2019 and sets out a programme of activity that is in line with the Council's priorities.
3. This report requests the Committee to use the Overview and Scrutiny Committee Work Programme 2019/20 and Action Tracker as a tool to assist the Committee in managing its activities during the year.

OPTIONS

4. The Committee has the option to approve, add to or remove items from the Work Programme or to ask Officers to review the position and report back on alternative options to include any new resource implications.

LEGAL IMPLICATIONS

5. There are no immediate legal implications arising from this report.

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FINANCIAL IMPLICATIONS

6. There are no financial implications arising from the recommendations set out in this report. Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

EQUALITIES IMPLICATIONS

7. The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age; disability; gender reassignment; pregnancy/maternity; race; religion/faith; sex and sexual orientation. In addition, marriage and civil partnership status applies to the first part of the duty.

8. The Committee should ensure that it has regard for these duties by considering them through the course of its work. This should include considering:
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to service and fair representation of all groups within the Borough;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

COMMUNICATION IMPLICATIONS

9. There are no communication implications.

RISK MANAGEMENT CONSIDERATIONS

10. There are no risk management considerations.

CONSULTATION

11. Consultation with the Chair and Vice-Chair of the Overview and Scrutiny Committee will take place as part of the Agenda planning process of each meeting.

Agenda Item 9

POLICY FRAMEWORK

12. The Committee's activities through its work programme are designed to support the corporate direction of the Council.
13. The Chair of the Committee will meet regularly with the Leader of the Council to link the Committee's work programme to the Corporate Forward Plan of business.

BACKGROUND PAPERS

Overview and Scrutiny Committee Work Programme 2019/20 report (14 February 2019).
Corporate Plan 2015-20 - www.reigate-banstead.gov.uk/council_and_democracy/about_the_council/plans_and_policies/corporate_plan/index.asp

ANNEXES

- Annex 1 – Future Work Programme 2020
- Annex 2 – Committee Action Tracker

REIGATE AND BANSTEAD BOROUGH COUNCIL:

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME



Date of issue: 11 February 2020

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
20 February 2020								
<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	<p>Progress Update on 2019/2020 Statement of Accounts</p> <p>A report requested by Overview and Scrutiny to provide a progress update on Statement of Accounts 2019/20 preparations.</p>	20 Feb 2020			Open	
<i>Luci Mould, Director of Place, Luci Mould, Director of Place</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place and Economic Prosperity, Portfolio Holder for Planning Policy	Director of Place	<p>Portfolio Holder Briefing - Place Portfolios</p> <p>To receive a briefing from the Place Portfolio Holders regarding the Place business areas and their portfolios.</p>	20 Feb 2020			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Draft Key Performance Indicators - 2020/21 To receive the latest draft of KPIs for 2020/21	20 Feb 2020			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	Overview and Scrutiny Committee: Proposed Work Programme 2020/21 To consider the proposed work programme for the Committee for 2020/21.	20 Feb 2020	27 Feb 2020	9 Apr 2020	Open	
19 March 2020								
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal audit 2019/20 - Q3 progress report To consider progress in Q3 against delivery of the 2019/20 internal audit plan.	19 Mar 2020			Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal Audit Plan 2020/21 To endorse the draft Internal Audit Plan for 2020/21.	19 Mar 2020			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Shanti Satheeskumar, Trading Support Accountant</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	Treasury Management Strategy 2020-2021 To consider the Treasury Management Strategy for 2020-21.	19 Mar 2020	27 Feb 2020 26 Mar 2020	9 Apr 2020	Open	PFP
<i>Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance and Assets	Quarterly Performance Report (Q3 2019/20) To consider Council performance in the third quarter of 2019/20 in regards to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	19 Mar 2020	26 Mar 2020		Open	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance and Assets	Companies Performance Update To receive an update on the performance of Council companies.	19 Mar 2020			Part exempt	
<i>Tom Borer, Policy Officer, Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Neighbourhood Services	Director of Place	Environmental Sustainability Strategy To consider the proposed Environmental Sustainability Strategy.	19 Mar 2020	26 Mar 2020		Open	

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Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
16 April 2020								
<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	<p>Annual Governance Statement</p> <p>The Council is required to publish an annual statement on its corporate governance arrangements. This should accompany the Council's annual Statement of Accounts.</p> <p>Statutory regulations recommend that the body charged with overall responsibility for governance within the Council should review and endorse the statement prior to its formal signature by the Leader of the Council and the Chief Executive.</p>	19 Mar 2020			Open	
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance	Director of Finance and Organisation	<p>External Audit Plan 2019/20</p> <p>To endorse the draft External Audit Plan for 2019/20.</p>	16 Apr 2020			Open	

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Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	Overview and Scrutiny Committee: Annual Report 2019/20 To consider the Annual Report of the Committee's work.	16 Apr 2020		28 May 2020	Open	
To be scheduled								
<i>Simon Rosser, Head of Revenues, Benefits and Fraud</i>	Portfolio Holder for Investment and Companies	Director of People	A Local Authority Trading Company for Provision of Revenues, Benefits and Fraud Services, and Loan Facilities Incorporation of the company and associated governance requirements.				Part exempt	KEY

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Action tracker - Overview and Scrutiny Committee 2019/20 – Updated 11 February 2020

Meeting 2019	Subject and request	Action	Who	When	Completed and Archived
23 Jan 2020	Item 4 – Community Safety Partnership 2019/20	Alternative giving campaign – Members asked for more information about this campaign work which supports the local charity, Renewed Hope Trust.	Request to officers	Completed	Briefing note shared with Members via email on 11 February 2020.
23 Jan 2020	Item 5 – Portfolio Holder Briefings – People Portfolios	Harlequin theatre – Members requested information on the box office financial takings.	Request to officers	In progress	
17 Dec	Item 5 – Budget Scrutiny Panel Report: Service and Financial Planning 2020/21	Trust Funds – Members asked officers to confirm the actions necessary to gain approval to spend capital sums relating to the Reigate Baths Trust Fund and Commons Trust. Officers to report back with the outcome and options.	Request to officers	In progress	Collection work on the trust documents is on-going and once available they will be reviewed by Head of Legal and Governance.
17 Oct	Item 6 – Portfolio Holder Briefing – Organisation Portfolios	Procurement – Members requested sight of the review report of the procurement and contract management processes and its recommendations when completed.	Request to officers	Completed	The review has been carried out and the draft report is underway. A summary will be prepared to share with all Members.
17 Oct	Item 9 – Future Work Programme – October 2019	Projects Reporting – Members requested further detailed project and programme information to understand the current performance of the major development projects: Marketfield Way, Cromwell Road, Lee Street and Pitwood Park. This followed a written	Request to officers	Completed	A set of monthly theme dashboards that are shared with Portfolio Holders are now made available to all Members via ModGov intranet Library.

		response emailed to Committee Members on 15 October 2019.			
11 July	Item 5 – Five Year Performance Plan report 2018/19	Money Support Team – it was identified that the Council had supported families but little was known about the work done by the team and the services offered. Members asked for more information about this service.	Request to officers	Completed	Briefing on the work of the Money Support Team part of the Portfolio Holder's presentation to O&S on 23 January.