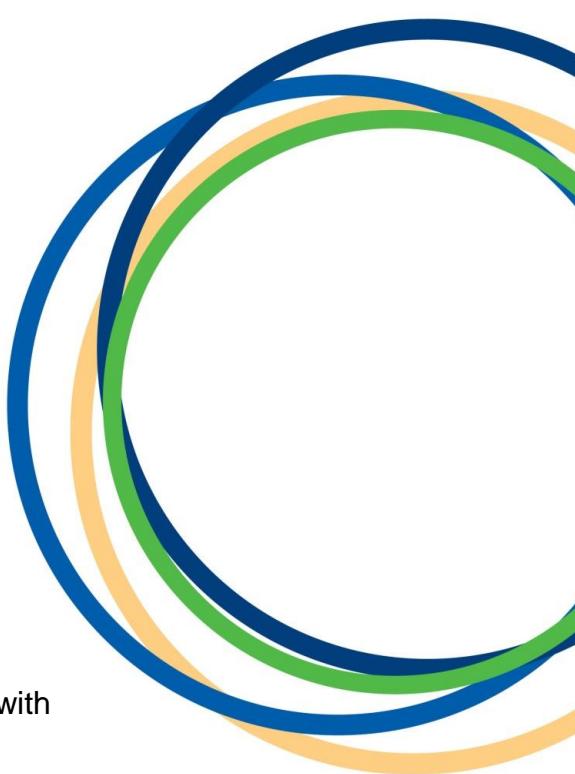


Agenda

Overview and Scrutiny Committee



Thursday, 9 September 2021 at 7.30 pm

New Council Chamber, Town Hall, Reigate



Meetings will take place in accordance with Government guidance.



Members of the public may attend remotely and can observe the proceedings live on the Council's [website](#).

Members:

M. S. Blacker	N. C. Moses
G. Buttironi	S. Parnall
Z. Cooper	S. Sinden
M. Elbourne	M. Tary
J. C. S. Essex	R. S. Turner
P. Harp	S. T. Walsh
N. D. Harrison	C. T. H. Whinney
A. King	

Substitutes:

Conservatives:	R. Absalom, J. Baker, A. C. J. Horwood, J. P. King and C. Stevens
Residents Group:	G. Adamson and R. Harper
Green Party:	J. Booton, P. Chandler, S. McKenna, R. Ritter and D. Torra
Liberal Democrats	J. E. Philpott

For enquiries regarding this agenda;

Contact: 01737 276182

Email: democratic@reigate-banstead.gov.uk

Published 02 September 2021

Mari Roberts-Wood
Interim Head of Paid Service

1. Apologies for absence and substitutions

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

2. Minutes (Pages 5 - 14)

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

3. Declarations of interest

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

4. Presentation on the work of Raven Housing Trust (Pages 15 - 30)

To receive a presentation from social housing provider, Raven Housing Trust Directors, Amy Cheswick, Director of Customers and Partners, and Jo Hills, Director of Assets & Services.

5. Quarter 1 Performance Report 2021/22 (Pages 31 - 60)

That the Committee:

- (i) Note Key Performance Indicator (KPI) performance for Q1 2021/22 as detailed in the report and at Annex 1 and make any observations to the Executive;
- (ii) Note the Budget Monitoring forecasts for Q1 2021/22 as detailed in the report and at Annex 2 and make any observations to the Executive.

6. Local Plan Scrutiny Panel report - Climate Change and Sustainable Construction SPD (Pages 61 - 66)

To consider the Minutes from the Local Plan Scrutiny Panel which met on 25 August 2021 to review the public consultation responses to the Climate Change and Sustainable Construction Supplementary Planning Document (SPD).

7. Hybrid Working Scrutiny Panel update (Pages 67 - 72)

To receive the Minutes and note the recommendations from the Hybrid Working Scrutiny Panel which met on 19 August 2021.

**8. Overview and Scrutiny Committee Forward Work (Pages 73 - 82)
Programme**

To consider and agree any changes to the schedule for Overview and Scrutiny Committee's Forward Work Programme 2021/22 and consider the Action Tracker from the previous meeting.

9. 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.

10. 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.)

Our meetings

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



Streaming of meetings

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



Accessibility

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



Notice is given of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

This page is intentionally left blank

Agenda Item 2

Overview and Scrutiny Committee
July 2021

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, 15 July 2021 at 7.30 pm.

Present: Councillors G. Buttironi, Z. Cooper, M. Elbourne, J. C. S. Essex, P. Harp, N. D. Harrison (Chair), A. King, N. C. Moses, S. Sinden, M. Tary and S. T. Walsh (Vice-Chair)

Also present: Councillors R. Ashford, M. Brunt, T. Schofield

13. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Councillor Parnall and Councillor Whinney. There were no substitutions.

Councillor Blacker and Councillor Turner attended remotely so could not vote.

14. MINUTES

The Minutes of the last meeting on 17 June 2021 were approved.

15. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

16. LEADER'S UPDATE

Members received an update from the Leader, Councillor Brunt about the ongoing activities and key work ahead for the Council.

The response to COVID-19 was continuing and the third wave was expected to peak in August/September this year. Some social distancing measures still needed to be maintained after 19 July including in the Town Hall offices for staff. There remained a need to be cautious while virus rates were rising. Council officers had been involved in supporting the recent surge testing in the Borough and the Leader thanked them for their work in this and their continuing work going the extra mile to respond to the pandemic and support residents. The Council continued to maintain its services despite all the challenges. The Leader was keen to make sure staff took some holiday over the summer as there would be further challenges in the autumn and winter months. Vaccination rates were progressing well with slightly lower take up in Redhill and in the north of the Borough. A number of pop-up vaccination centres were proving to be popular.

Agenda Item 2

Overview and Scrutiny Committee
July 2021

Minutes

The Mayor's Volunteer Awards were focusing on recognising the voluntary work during the pandemic and the winners would be announced in September. The Council was continuing to support local businesses during COVID-19 and beyond with business grants and through the work of the Economic Prosperity team. It had recently run an entrepreneurs' academy which had attracted a number of candidates. A 'Dragon's Den' type scenario had been organised and the judges were impressed with the quality of ideas from the entrants.

The Leader thanked the work of the Interim Head of Finance, Pat Main, finance team and Portfolio Holder for Finance and Governance, Councillor Schofield, for their work on the budget last year. The Council had come out in a relatively strong position, despite COVID-19 challenges, with the team working to ensure that all COVID-19 costs (including the recent surge testing) were recovered for the Council from central government.

The local elections had been delivered safely and successfully despite the challenges of COVID-19, social distancing and running three elections simultaneously. It was a credit to the elections team and all those who worked during the elections that the process had run so smoothly.

Ongoing activity included Marketfield Way which was a major development in Redhill. This continued to move forward at a good pace and was due to open in 2022. The development aimed to attract visitors to Redhill, in particular in the evenings. The Leader stressed it was important for the Council to continue to invest and support development in Redhill. The Harlequin had benefited from a £100k culture recovery fund grant from central government and would be reopening in the next week. It was still offering socially distanced seating for those residents who were still concerned about going out and offering socially distanced screenings.

The Leader reported that there was a backlog of housing evictions which was putting additional pressure on the housing team. Effective plans were in place, but it would be a challenge to respond to the rising number of residents at risk of homelessness. The proposals for the Community Centres was on the meeting agenda and good progress had been made.

Service and financial planning for the coming year was well underway and Members were urged to put forward their ideas before the plans were discussed in December. This included ways to bridge funding gaps to bring more revenue into the Council and avoid reducing services.

Delivering affordable homes was a priority for the Leader and the first houses set out initially in the housing strategy were almost ready in Pitwood Park. Work on the flats in Cromwell Road, Redhill was ahead of schedule. A task force was being set up to bring about the sustainability action plan which needed the support of residents and businesses across the Borough. The Council had also developed effective strategic partnerships such as with the NHS. Health partners had seen the Council in new light during the pandemic and there were greater connections locally. The Leader had met the new Leader in Epsom and Ewell to discuss ways of working in the future to deliver shared services and benefits for both communities.

The pandemic had offered an opportunity to work closely with residents and support the most vulnerable. The communities were more open to volunteering, such as

Agenda Item 2

litter picking and understood more about the work of the Council and the support offered during COVID-19.

The government was continuing to look at local government reform and planning reform which will require the Council to respond and will take Member and officer time and resource. The Leader looked for support from Committee Members going forward.

Members made the following comments and observations:

Vaccination take-up – Members asked the Leader what the Council was doing to encourage people to take up a first and second dose of the Covid vaccine. The Leader said the Council was working closely with Primary Care Networks (PCNs) on the vaccination programmes that had been delivered across the Borough such as in Woodhatch Place, Reigate. They worked with the communications teams to support the messaging although they had received very little notice about the pop-up clinics. There was a role for Members to reinforce the messages. The information given to the Incident Management Team (IMT) was that there would be a peak in August/September of COVID-19.

Litter bin locations – Members reported that residents had been putting out plastic bags to collect litter in certain areas and had put in requests for a Council litter bins in these areas. They asked if the Council was doing a post-Covid survey of litter bin locations to support this work. It was confirmed that there was ongoing work to map locations of litter bins and if Members and residents had suggestions then to let officers know. Bins needed to be easily accessible from the road to make collection possible. A social media campaign was underway to remind dog owners to take home the bags of dog poo from their pets to remind people that it was socially unacceptable to leave dog poo lying around.

Working with the NHS – Members asked about further work with NHS partners in the north of the Borough. The Leader confirmed he was happy to do this and there were opportunities to work with colleagues in Epsom and Ewell as PCNs crossed different Council boundaries.

RESOLVED that the Committee noted the Leader's update.

17. COMMUNITY CENTRES

Members received a report on the transformation of the three community centres in Banstead, Horley and Woodhatch.

Councillor Ashford, Executive Member and Portfolio Holder for Community Partnerships, gave an introduction and overview to the report which set out progress made and public surveys that had been carried out. It found that the community centres operated in an outdated over-50s club model with the Council's approach needing to be refreshed. The new multi-use community centres will continue to welcome existing users but plan to offer services for more residents of different age groups. The COVID-19 pandemic had severely curtailed service delivery from the centres, although some services have continued to be delivered. More than 1200 residents had responded to the survey regarding the proposed changes and there was huge interest from people who wanted a place to meet and connect with others. Community development teams could also use the centres to

Agenda Item 2

Overview and Scrutiny Committee
July 2021

Minutes

support people. A food club had been set up in Woodhatch and Horley, and a new programme was being developed in Horley to support under-fives. A dementia support group was being set up in Horley.

The plan was to bolster the team and develop leadership and market the changes with a local promotion and engagement campaign. The programme was seeking an additional budget growth proposal of £71k for new staff resource through service and financial planning for 2022/23 onwards to deliver and sustain the planned changes. The programme was also bidding for £15k from the Corporate Plan Delivery Fund Reserve in 2021/22 to deliver re-branding and marketing for the centres.

Councillor Ashford thanked officers, particularly Head of Community Partnerships, Justine Chatfield, and Transformation Manager, Isabel Wootton, for their work and commitment to the project. Councillor Ashford asked for the Committee to note the proposals and make any observations for the Executive to consider.

Members welcomed the report and update and made the following observations and comments:

Learning and development – Members asked if this was for the staff and volunteers or for the residents themselves? It was confirmed that this was for staff and volunteers and there was an opportunity to increase this learning and development with the Council and other partner organisations.

Future look of the community centres – Members asked what good would look like in regard to the community centres in two years' time. This would not be a 'once size fits all' approach and services would develop differently in the three local community centres, driven by what local people wanted to see. There were opportunities to expand services later in the day and at weekends and to make use of these spaces throughout the week. The plan was to engage with a wider age range of residents and more diverse communities with different activities organised for different groups.

Engaging with local schools – Members wanted to know more about engagement with local schools to find out what services could be provided and extend the care given within schools where families needed additional support. If communities wanted to take this forward then this would be facilitated. For example, Woodhatch community centre had engaged with Sandcross School locally. This had taken place because there were good local links with this school. Post Covid lockdowns, there was more opportunity to develop and generate good links with local schools in other areas.

Learning from other projects in the Borough – the Council was drawing on the knowledge and experience of other hubs in the Borough, for example the Merstham hub which had developed in recent years. The three community centres however, had hundreds of established members so they wanted to tread carefully and make sure current members were not alienated and to build services around them.

Projected income – Members noted the bar charts in the report which showed that income would increase in the centres by going to multi-use and using the space more frequently. They asked if the rental charges would be going up. Councillor Ashford reassured Members that the intention was not to price out current users but

Agenda Item 2

to bring the community in to using the centres, and to address current anomalies in room hire rates. The commercial rates would depend on usage but the income growth projected was due to increased footfall and room hire rather than increased prices.

Linking the community centres with a wider catchment area – Members questioned how the community centres would link to other hubs such as the Harlequin and other community hubs in town centres such as Redhill so there was an equal service to all residents. Officers confirmed that work was ongoing to map services locally with partner organisations and other community organisations. They were also looking at developing an outreach programme to look at how to fill gaps and community provision across the Borough.

Research undertaken – Officers had visited seven community centres in Elmbridge pre-Covid to look at best practice and looked at their services. They had also worked with colleagues in Tandridge District Council, Woking Borough Council and in Surrey County Council to research information and ideas to support the new approach.

Remit with older people – Members were concerned that a wider remit may crowd out older people's space and needed to make sure that the current usage for older people did not decrease over time. Councillor Ashford reassured the Committee that it was the Council's ambition to keep services for older people but also use the centres at the times of the day when they were not being used. The Council was not winding down services for older people but adding to them. There were also wellbeing opportunities for older people to mix with younger people, including children.

Loneliness and isolation – combatting loneliness was one of the top three reasons identified by residents for wanting to use the centres with wellbeing workshops and issues of dementia being explored. There were longstanding community centres in Banstead, Woodhatch and Horley but there were gaps in other areas such as Nork. Transport needed to be in place to ensure that all residents could benefit from the services at these centres. It was noted that work was ongoing with partner organisations such as an outreach service with Dementia First in Horley, as the charity had its base in Tandridge. There would be services which were specific to each community centre.

Membership of centres – the issue of membership or non-membership was discussed. Before the community centres were taken back in-house then residents were required to join as members of individual centres. However, this system did not work well as people wanted to visit each centre and this was felt to be the wrong approach. Post the pandemic, it was proposed that there would be an optional loyalty scheme so there was an element of belonging to a centre with discounts on lunch or other activities but not a membership scheme. This would avoid penalising families or vulnerable residents who could not afford or did not want to pay a membership fee and would encourage more residents to use the centres.

Future capital funding – Members asked about future funding available for the community centres. There was provision in the capital programme for capital expenditure that may be necessary in future such as replacing a boiler or roofing.

Agenda Item 2

Overview and Scrutiny Committee
July 2021

Minutes

Timing of revenue funding – the Executive would be asked to agree £15k for a rebranding and marketing exercise to bring in short term expertise to market and reposition the centres to a wider audience. The request for additional resource was for use in this financial year to enable the transformation plans to be delivered. The funding for the Team Leader post was being sought from 2022/23 as there was sufficient funding for 2021/22 within existing budgets due to savings from some vacancies as a result of COVID-19 earlier this year, and there was capacity in the 2021/22 budget to recruit for the Team Leader position.

Local museum facilities – Councillor Harp asked about the possibility of having a local museum facility, for example, in the Banstead centre as there was no museum currently in the Borough. It was noted that there was an active history society in Banstead. Councillor Ashford said there was an opportunity for local groups to come and use these centres and make an offer to their communities. Those interested in this type of project should come and talk to the Council.

RESOLVED that the Committee:

- (i) Noted the proposals for the community centres and set out the observations in the Minutes to be considered by the Executive.

18. MEDIUM TERM FINANCIAL STRATEGY 2022/23 TO 2026/27

Members received a report and update on the Medium-Term Financial Plan 2022/23 to 2026/27 from Councillor Schofield, Deputy Leader and Executive Member for Finance and Governance.

The report to the Committee set out the background and context for the budget elements of service and financial planning for 2022/23 onwards. It provided an early opportunity for Members to consider the factors that will be taken into account when preparing draft budget estimates that are scheduled to be reported in November. Similar to other local authorities, the Council was facing a challenging financial future with an underlying budget gap. Budget efficiencies had been achieved and Reserves remained buoyant, but the Council was seeking new sustainable income streams and sources of income. The report excluded service growth and savings and the outcome of the fees and charges review as well as any government funding announcements. Councillor Schofield asked for the Committee to note the report and provide any comments which could be taken into account as work on the budget progressed.

Members welcomed the report and made the following observations and comments:

Costs and inflation – it was noted that the budget report included an updated forecast for pay cost inflation. Members asked about short and medium-term risks and cost increases and inflation, particularly with uncertainty of cuts from central government. A working assumption in the document was that there would be a similar pay rise to last year. More detail would be known when consultation started between the Council as employer and the unions. The Council recognised that inflation was rising and was keeping a close eye on this. There may be increased costs from suppliers, and, where significant, these would be reflected in the draft budget in the autumn. Cost inflation was recognised as a MTFP key risk in the report.

Agenda Item 2

Borrowing for capital projects – Members welcomed the capital projects that were underway and asked about the borrowing that needed to be paid back as there would be a lag between completing a project and an income stream being established. It was confirmed that financial forecasts for each project were set out in the project business case initially and revenue budget was allocated for interest payments and capital repayments (MRP) costs. There was also a balance to be achieved between purely financial returns and wider social benefits of a project for the community. For example, the Cromwell Road development included different types of housing tenancies for social benefit. The Commercial Ventures Executive Sub-Committee analysed the financial implications of business cases to ensure they deliver value for residents.

Capital programme – the report set out the previously-approved capital programme for 2021/22 to 2025/26. This included the Cromwell Road development as well as Marketfield Way development in Redhill. Members asked if further information about the commercial returns for Marketfield Way and other capital projects and the housing programme could be included in future reports. Councillor Schofield confirmed that MTFP forecasts do not yet include revenue projections for projects not yet completed. Pat Main, Interim Head of Finance, confirmed that when a new asset comes into use, operating costs and income budgets will be included in the budget for the commencement year. Councillor Essex noted that the forecast budget gap was therefore a pessimistic forecast as it did not set out in detail where the additional income streams would come from and did not include information about income from projects already in the pipeline. It was confirmed this would be addressed in more detail in the Commercial Strategy Part 2 and in future budget reports when the details are confirmed.

Commercial strategy – Members highlighted the Commercial Strategy which was outlined in the report. Part 1 had been published but Part 2 was not yet available. There were pressures on delivering projects currently as well as the impact of the continuing response to COVID-19 and there was no commercial director in post at present. The Chair of Overview and Scrutiny expressed concern about the continued absence of Part 2 of the strategy. If income was required from commercial property to balance the budget then the Council needed to be looking out for these opportunities to provide new commercial returns. The Interim Head of Paid Service, Mari Roberts-Wood reassured Members. Part 2 of the Strategy was a critical document and an officer task force had been set up to identify the work and resources needed to progress it as well as identify any skills gaps. The Council was acting on any approaches regarding potential property purchases and considering each on their merits. The next step would be to engage with the O&S Commercial Scrutiny Panel shortly to start to discuss Part 2.

Environmental Sustainability strategy – Members asked if this could be looked at in tandem with the commercial strategy so that these issues could be considered as a whole. The Committee was due to review the Environmental Sustainability strategy in the autumn and the outcome would be reflected in future budget proposals as appropriate.

RESOLVED that the Committee:

- (i) Noted the report and raised comments for consideration by the Executive as set out in the Minutes.

Agenda Item 2

Overview and Scrutiny Committee
July 2021

Minutes

19. CAPITAL INVESTMENT STRATEGY 2022/23

The Committee received a report and briefing on the Capital Investment Strategy 2022/23 from Councillor Schofield, Deputy Leader and Executive Member for Finance and Governance.

It reflected further development work in this area over the past year and set out the approach to capital investment plans and priorities and covered the assets that the Council owns and their performance. It confirmed that new capital investment decisions took account of stewardship, value for money, prudence, sustainability, affordability, and risks.

Horley Business Park – Members asked about the Horley Business Park project and how this was captured in this Strategy. The Interim Head of Finance, Pat Main, confirmed that the loan to purchase the site was reported in the Council's annual statement of accounts with Greensands Holdings Limited owning the land assets.

Council assets – Members noted that Table 3 in the report set out the Council assets and gross yields for 2020/21. This included Crown House, Redhill and Regent House, Redhill. Table 2 included significant assets such as Marketfield Way. Members asked when these properties would be revalued as they had not been valued since 1 March 2020. It was confirmed that updated property valuations would be prepared for the final accounts for 2020/21. Members asked about the Council's investment in Pathway for Care. It was confirmed that this comprised of preference shares and were therefore excluded from the physical assets list. They also asked for a list of other properties the Council owned but were not listed in Table 2. It was confirmed that the Strategy included a link to where they were reported on the Council's website as part of the Local Government Transparency Code.

Commercial activity action plan and annual outturn report – Members asked for more information about these reports (refer to pages 176 and 181). A written response would be provided.

Commercial developments and investment – funds have previously been allocated in the Capital Programme for commercial development and commercial investment, but these investments had not yet been made (as set out in Table 6). Members asked for confirmation whether these were commitments to a general investment intention rather than a specific project? Councillor Schofield explained that, as the commercial strategy Part 2 takes form, this would confirm the likely timeline for when these investments would be made. The response to COVID-19 had delayed work on the Strategy but it was now resuming.

Commercial governance framework – Members asked if there were plans to update the commercial governance framework 2019. It was confirmed that this framework was still valid and provided a logical progression for making commercial decisions. It was not out of date although there were other mechanisms that could be used in conjunction with this framework.

RESOLVED that the Committee:

- (i) Noted the report and raised comments for consideration by Executive that are set out in the Minutes.

Agenda Item 2

20. CONSTITUTION OF HYBRID WORKING PANEL

The Committee received a report to constitute a Hybrid Working Scrutiny Panel to consider proposals on post COVID-19 remote working. It considered membership, the draft timetable and the scope and Terms of Reference of the Panel's work.

It was agreed that Group Leaders would finalise the nomination of members of the panel from each political group.

It was also agreed that a second Panel which had been set up at an earlier meeting – the Local Plan Scrutiny Panel – would be increased from five Members to seven Members.

RESOLVED that the Committee:

- (i) Constituted O&S Hybrid Working Panel to consider proposals on post COVID-19 remote working;
- (ii) Agreed that the O&S Local Plan Scrutiny Panel membership be increased to 7 members from 5 members.

21. O&S WORK PROGRAMME SCHEDULE 2021/22

Members considered the future work programme for the Committee as set out in Annex 1 to the report. It was confirmed that representatives from Raven Housing Trust had been invited to speak to the Committee at their next meeting in September as well as the Portfolio Holder for Housing & Support.

The Action Tracker was noted. Members asked for a date on the flats recycling roll-out timeline and updated plan.

RESOLVED that the Committee:

- (i) Noted the proposed future work programme of the Committee and the updated Action Tracker.

22. 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 Procedure Rules.

23. ANY OTHER URGENT BUSINESS

There was no urgent business.

The Meeting closed at 9.46 pm

This page is intentionally left blank



17

Raven HT

Jo Hills

Amy Cheswick

Agenda Item 4

Leadership team – who we are

Agenda Item 4



Jonathan Higgs
CEO



Amy Cheswick
Director of Customers & Partners



Mark Baker
Director of Finance & Governance



Jo Hills
Director of Assets & Services



Julia Mixter
Director of Transformation



Ali Bennett
Director of Development & Sales



Nigel Newman
Director of Strategy & Growth

What's important?

- BAU & core services – challenges and what is going well
- Development – Planned schemes and Joint Venture
- Affordability – improving homes and lives
- Net Zero Carbon journey
- Fire safety and Health & Safety – including Nobel House



Service delivery priorities and challenges

Agenda Item 4

- Covid response
 - Compliance
 - Customer support & welfare checks
 - Hardship fund & support
 - Level up (joint with VARB)
 - Essential repairs/com
 - Continued lettings



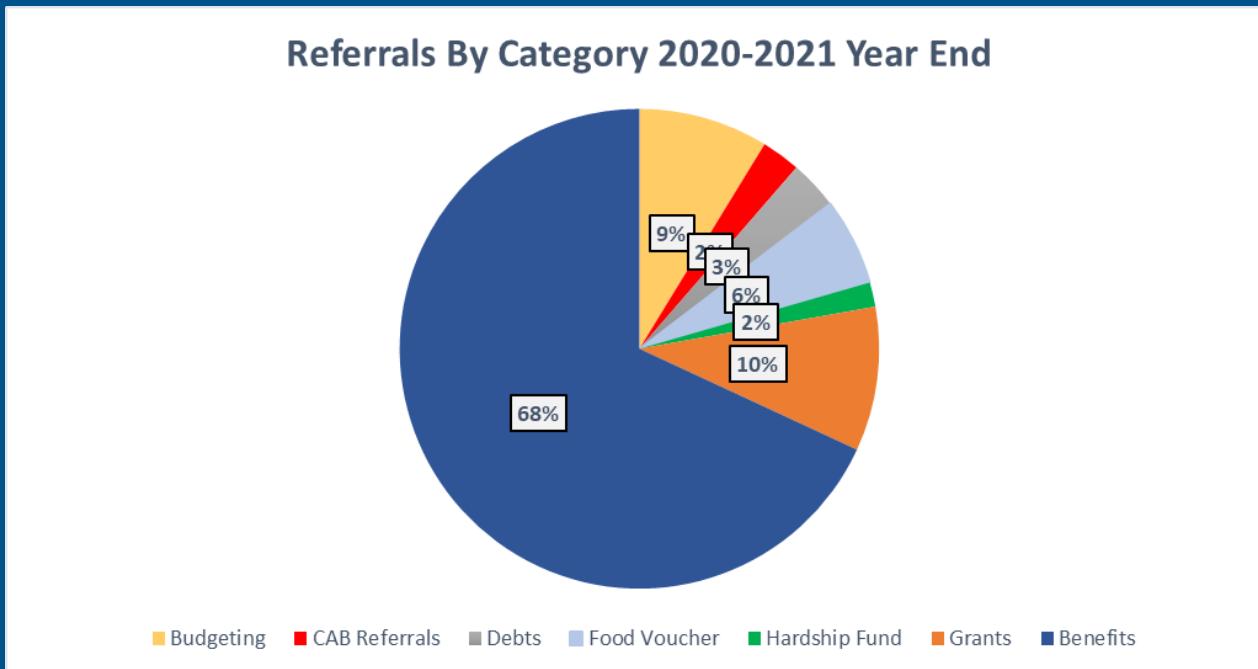
20

- Digital & business transformation – new systems, improved processes. Will complete 2023/24
- Customer experience & engagement – Customer priorities



Performance – rent and money

- Rent arrears only rose 0.25% in 2020 to 2.54%
- C1000 new UC claimants in 3 months
- Reduced impact – legacy benefit switchover
- Moneywise - increase in referrals



21

Agenda Item 4

- £2,139,345.00 benefits and grants – 58% increase in last 2 years
- Employment support extended



Performance – Housing Services

22

- Overall satisfaction 84% 20/21. Consistent with 19/20 High of 89% Feb 21
- 78% Trust Raven to do what is right
- 78% believe Raven listens to and acts on resident's views
- 473 lettings, 81 TA, 47 Sheltered
- RBBC – 277 GN/sheltered, 22 TA
- Parashoot 86 referrals RBBC - extended to Sussex with additional funding
- ASB – Surrey Pledge – focus on community resilience and support
- Social value – over £5 million





Development

Development and Sales Strategy 2021-22 to 2025-26

- 933 homes over five years;
 - Average of 130 affordable homes pa;
 - 30 market sale homes pa.

The main principles of the strategy are:

24

- A focus on land-led delivery through site acquisition and investing in our existing assets;
- Supporting the financial position of the business through market sale programme;
- Seeking Joint Ventures and Partnership working to maximise our delivery of new homes;
- Maximising capital grant to support delivery;
- Focusing on place making and how we build; seeking net zero carbon wherever possible.

Southridge Homes – joint venture between Raven and RBBC

- Working together for Place Making, targeting 50% affordable on sites and building sustainable communities.

Sites under consideration

25

- Horley site, c40 new homes
- Further potential sites as part of Raven's regeneration programme, particularly where Raven land abuts RBBC/ SCC land eg Horley
- Other sites available on the open market, including SCC land disposals



High Quality, Sustainable & Affordable Homes

Regeneration

Vision - all our homes are desirable, comfortable and affordable to run, with zero net carbon emissions

- A long term programme of regeneration for areas that are in need, starting with Chavecroft
- Disposing of unviable and unpopular homes
- 27 • Replacing with high-quality, sustainable and affordable homes.

Balance

Lower numbers from
regen/sales sites offset by
new sites
= 531 net extra new
homes over 5 years



Performance - Health and safety

- **Decent Homes compliancy** – Continued 100% decency in 2021-22
- **Healthy Homes** – Proactively tackling damp, mould & condensation through £1.2m investment from 2020-2023 across 866 homes
- **Building Safety**
 - Investing £8.5m over 5 years to address learning from Grenfell, Fire Safety Act and Building Safety Bill
 - Challenges with access for compliance checks
- **Nobel House, Redhill**
 - An Avon Rents Ltd building. Cladding safety issues costing ~£14m to remediate. ~£100k per flat could pass to leaseholders
 - Supporting and informing residents alongside local councillors & MP



Performance: Investment and Repairs

- **Affordability and Home standards**
 - We consulted residents last year and, in response, propose to improve kitchen, bathroom, fencing and voids standards. Awaiting finance
- **Repairs & estates satisfaction data, Jul 2021:**
 - Most recent repair 91%
 - Quality of home 82%
 - Grounds maintenance and cleaning 82%
- **Resourcing challenges:**
 - Costs - ~5% increase, materials shortages & delays for some products (timber, electronics, decorating, roof tiles), staff/skills scarcity

29



Net Zero Carbon programme

Raven owns ~1 in 10 homes in RBBC & is fully committed to Zero Carbon

- Benefits: Lower emissions, better affordability for residents, early learning/case studies from local projects, setting an example
- Partnership with RBBC:
 - Grant consortia - SHDF and LAD funds
 - Clawback agreement on void disposals pre 2022
- How is Raven going to pay for the rest of NZC:
 - Income from disposal of 288 expensive inefficient homes, replaced with more affordable ones
 - Renegotiation with lenders; 'carve out' of building safety costs to assist in meeting covenants
 - Savings from efficiencies from our new digital investments
- Retrofit plans: 12 homes 2021 (complete); £0.6m this year and £1.8m for following 2 years TBC, + grant leverage



Thank you

Joanna.Hills@ravenht.org.uk

Amy.Cheswick@ravenht.org.uk

Contact us:

t 0300 123 3399

e raven@ravenht.org.uk

www.ravenht.org.uk

This page is intentionally left blank

Agenda Item 5



SIGNED OFF BY	Interim Head of Finance
AUTHOR	David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Interim Head of Finance
TELEPHONE	Tel: 01737 276519, Tel: 01737 276063
EMAIL	David.Brown@reigate-banstead.gov.uk, Luke.Harvey@reigate-banstead.gov.uk, Pat.Main@reigate-banstead.gov.uk
TO	Overview and Scrutiny Committee Executive
DATE	Overview and Scrutiny Committee, Thursday, 9 September 2021; Executive, Thursday, 16 September 2021
EXECUTIVE MEMBER	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Quarter 1 Performance Report 2021/22
----------------	--------------------------------------

RECOMMENDATIONS
That the Overview and Scrutiny Committee:
(i) Note Key Performance Indicator (KPI) performance for Q1 2021/22 as detailed in the report and at Annex 1 and make any observations to the Executive;

Agenda Item 5

- (ii) Note the Budget Monitoring forecasts for Q1 2021/22 as detailed in the report and at Annex 2 and make any observations to the Executive;

That the Executive:

- (iii) Note Key performance Indicator performance for Q1 2021/22 as detailed in the report and at annex 1
- (iv) Note the Budget Monitoring forecasts for Q1 2021/22 as detailed in the report and at Annex 2

REASONS FOR RECOMMENDATIONS

For the Council's performance to be reviewed and for appropriate KPI reporting and budget monitoring arrangements to be in place.

EXECUTIVE SUMMARY

This report provides an overview of the Council's performance for Q1 2021/22, including Key Performance Indicator (KPI) reporting, as well as revenue and capital budget monitoring.

Of the ten KPIs reported on in Q1, eight are on target or within tolerance. Two indicators are off target.

Service and Central budgets are currently forecast to be in line with the Revenue Budget for 2021/22 that was approved in February 2021. The approved budget included separate forecasts for the ongoing financial impacts of the COVID-19 pandemic and this report includes updated forecasts based on the current position.

The impacts of the pandemic continue to be monitored closely and, while additional expenditure has continued to be contained within the funding provided by Government, use of Earmarked Reserves is likely to be necessary to offset forecast income losses if additional Government funding is not provided. Further details are provided in this report and at Annex 2.

The Capital Programme forecast for the year is £56.29m which is £84.79m (60%) below the approved Programme for the year. The variance is as a result of £84.28m slippage and a net underspend of £0.51m. Further details are provided in this report and at Annex 3.

The Overview and Scrutiny Committee and Executive have the authority to approve their respective recommendations.

STATUTORY POWERS

1. Following the abolition of Best Value Performance Indicators (BVPI) in 2008 and the National Indicator Set (NIS) in 2010, there is no statutorily imposed framework for local authorities to manage performance.
2. The Local Government Act 1972 requires the Council to set the associated annual budget as part of proper financial management. This monitoring report is part of that process.

Agenda Item 5

3. The Chief Finance Officer has a key role to play in fulfilling the requirements of the statutory duty under the Local Government Act 2003 to keep the authority's finances under review during the year and take action if there is evidence that financial pressures will result in a budget overspend or if there is a shortfall in income.

BACKGROUND

4. Each quarter the Overview and Scrutiny Committee and Executive receive an update on the Council's performance. The report provides an overview of KPI as well as budgetary performance.
5. KPIs are service level performance measures and are set in order to demonstrate performance against key corporate objectives.
6. Quarterly budget monitoring is a key financial control mechanism that demonstrates that the Council is fulfilling its responsibilities for managing public funds.

KEY INFORMATION

Key Performance Indicators

7. Ten KPIs are reported on in Q1, the full detail of which is provided in annex 1.
8. Of the ten KPIs reported on, eight are on target or within the agreed tolerance. Two indicators are off target.
9. Those that are off target:
 - **KPI 2 – Business rates collection.** The recent recalculation of Retail Rate Relief (Covid-19 related) led to a number of first quarter instalments being set back to 1 August, resulting in this quarter's target not being met. Rates have been recalculated for the remainder of the year; we are therefore expecting collection to catch-up and improve in subsequent quarters.

There was £166k held in suspense at the end of the quarter, which, if included in the totals collected, would have brought the collection rate to within tolerance. A suspense account is used in instances where payment for business rates has been received but the payer is yet to be identified, thereby preventing allocation of the monies received to an account. Work is underway to allocate these balances.

- **KPI 10 – Recycling (reported one quarter in arrears).** Achieving the target of 60% is a stretch target, set within Surrey's Joint Waste Management Strategy, to which the Council is a signatory. Covid-19 continues to impact on tonnages and the composition of household waste. Despite this indicator being off target, however, Q4 of 2020/21 was the best result recorded for a Q4 by the Council. Q4 performance has helped to recover some of the losses from the impact of Covid-19 earlier in the year. Preliminary tonnages for 2020/21 show an approximate 2,500 net tonnage increase in paper and card, mixed recycling and food sent for reprocessing. However, this unfortunately was not enough to offset the increase in refuse and fly tipping, as well as the lost garden waste tonnage from the suspended service in Q1 of 2020/21.

Whilst the target for this indicator is a stretch target, the Council is actively taking steps to increase the borough's recycling performance by introducing the full

Agenda Item 5

kerbside collection service to more flats and introducing measures to prevent contamination at existing facilities. Since April 2021 an additional 500 flats have been added to the service at a time of unprecedented pressure from increased tonnages of recyclates and residual waste. In illustrating this positive direction of travel, in June 2021 the monthly recycling rate exceeded 60% for the first time.

Revenue Budget Forecast

10. The 2021/22 Original Revenue Budget approved by Council in February 2021 was £17.395m.
11. At 30 June the forecast outturn for Services and Central Budgets is £17.674m against a management budget of £17.696m, including one-off funding from Reserves, resulting in an overall net underspend of £0.023m (0.1%).

Table 1: REVENUE BUDGET MONITORING AT 31 JUNE 2021	Original Budget £m	In-Year Adjustments¹ £m	Management Budget £m	Forecast Outturn £m	Forecast Year-end Variance £m
Service Budgets	16.240	0.301	16.541	16.517	(0.024)
Central Budgets	1.155	0.000	1.155	1.157	0.002
Revenue Budget Forecast at 30 June	17.395	0.301	17.696	17.674	(0.022)
Income losses due to ongoing COVID-19 impacts	0.000	0.000	0.000	2.319	2.319
Government Funding to offset Income Losses	0.000	0.000	0.000	(0.465)	(0.465)
Revenue Budget Forecast at 30 June Including COVID-19 Income Losses	17.395	0.301	17.696	19.528	1.832

Note: in-year budget adjustments reflect the drawdown of Earmarked Reserves during the year and amounts carried forward from the prior year to fund approved expenditure.

Service Budgets

12. The 2021/22 Original Budget for Services approved by Council in February 2021 was £16.240m.
13. At 30 June the full year outturn is forecast to be £16.517m against a management budget of £16.541m resulting in an underspend of £0.024m (0.1%).
14. The key variances are:

Organisation:

- Electoral Services £0.177m underspend due to lower than expected election costs and review of long term contracts .
- ICT £0.065k overspend due to increased maintenance costs.

Place:

- Refuse & Recycling £0.158m overspend due to higher staff costs.

People

- Revenues, Benefits & Fraud £114k underspend due to lower staff costs partially offset by lower commercial income.

Further details of Service budget variances are provided at Sections 1 and 2 of Annex 2.

COVID-19 Expenditure and Funding

15. The Revenue Budget for 2021/22 that was approved by Council in February 2021 did not include specific budgets for ongoing expenditure relating to the Council's response to the pandemic but it did provide an outline of the types of spending that were likely to be incurred and assumptions regarding how they would be funded based on the information available at the time.
16. The latest forecast for additional expenditure and funding during 2021/22 are summarised below. This confirms that expenditure and associated funding are currently forecast to balance. These forecasts are however based on current assumptions regarding national and local recovery following the pandemic and may change. Some of the forecast Government funding is also subject to final confirmation. The majority of pandemic funding is received direct from the Government but some continues to be paid via Surrey County Council

Table 2: COVID-19 FORECAST ADDITIONAL EXPENDITURE & FUNDING at August 2021	Forecast Expenditure £m	Forecast Funding £m
Homelessness Prevention	0.230	
Welfare Response	0.228	
'Welcome Back' Initiatives	0.166	(0.166)
Additional Capacity – Revenues & Benefits, Communications, Data Insight, Finance	0.428	(0.184)
ICT Support costs	0.086	
Environmental Services/Waste Team	0.073	
Cultural, Sports, Leisure	0.031	
Surge Testing Funding	0.026	(0.026)
Contain Outbreak Management Funding		(0.274)
Government COVID-19 Funding Allocation 2021/22		(0.638)
Forecast Expenditure and Funding 2021/22	1.268	(1.288)

COVID-19 Income Losses

17. The main area for concern relates to ongoing income losses as a consequence of the pandemic. At 30 June the forecast total income loss is £1.854m after taking account of forecast Government funding for losses to 30 June (only).

Agenda Item 5

Table 3: COVID-19 FORECAST INCOME LOSSES AND FUNDING at August 2021		Forecast Income Loss £m
Car Parking		1.720
Leisure Services (management fee waived, lower football income)		0.282
Harlequin (lower ticket sales, hire and catering income)		0.155
Property & Facilities (lower income from commercial properties)		0.051
Planning Policy (lower fee income)		0.048
Revenues & Benefits (lower commercial income)		0.040
Environmental Licencing (lower premises/taxi licencing & MOT income)		0.023
Forecast Income Loss		2.319
Government Funding (Q1 Losses Only)		(0.465)
Net Forecast Income Loss 2021/22		1.854

18. The net forecast shortfall can be funded on a one-off basis through drawing on the £2.0 million Earmarked Reserve that was set aside at the end of 2020/21 in anticipation of continued income losses.
19. Looking forward beyond 2021/22 there remain concerns that ongoing income losses (in particular relating to car parking) will add significantly to the forecast budget gap over the medium term as there is no current prospect of further Government funding for the majority of these pressures beyond the end of June 2021.
20. The ongoing unfunded impacts will have to be accommodated within future budget-setting decisions and will result in a further call on Reserves until sustainable solutions are implemented. This will have to be addressed as a priority during budget-setting for 2022/23 for services there is no prospect of income streams returning to pre-pandemic levels.
21. As previously-reported, over the medium term, the main options for mitigating the financial impacts of COVID-19 include:
 - Continue to lobby Central Government for additional funding in recognition of the residual impacts of income losses on district Councils and their ability to deliver services.
 - Look to make offsetting savings and efficiencies where possible before calling on Reserves.
 - Make use of Earmarked Revenue Reserves to close the gap. This has implications for the projects and services and other potential risks that were intended to be funded from these resources.
22. As a final resort it would be necessary to apply for permission from Government to capitalise some of the costs and financial impacts to enable the Council to borrow and fund them on a long-term basis. This would place the Council in the spotlight as being at risk of financial failure.
23. Further updates on forecast impacts on costs and income and how they might be funded will continue to be included in the quarterly budget monitoring reports throughout 2021/22.

Central Budgets

24. The 2021/22 Original Budget for Central budgets approved by Council in February 2021 was £1.155m.
25. At 30 June the forecast outturn is £1.157m against a management budget of £1.155m resulting in an overspend of £0.002m (0.18%).
26. This overspend is mainly as a result of small adjustments to the forecast.
Further details are provided at Annex 2.

Capital Programme Monitoring

27. At 30 June 2021, the Capital Programme budget was £141.08m (including £99.456m of approved carry-forward capital allocations from 2020/21).
28. The forecast outturn position is £56.29m which is £84.79m (60%) below the approved Programme for the year. The variance is as a result of £84.28m slippage and a net underspend of £0.51m.
29. Slippage at 31 March will be carried forward to the Programme for 2022/23 onwards. The main reasons for forecast slippage at the end of Quarter 1 were:
 - Housing Delivery Programme (£20.0m slippage) – these capital funds have been allocated to fund investment in new affordable housing. There are no specific developments planned at this time. Forecasts will be updated when new business cases are developed.
 - Commercial Investments Programme (£63.97m slippage) - these capital funds have been allocated to fund investment in new developments and commercial assets & activities to deliver a sustainable net income stream. There are no specific developments or asset purchases planned at this time. Forecasts will be updated when new business cases or investment opportunities are developed.
30. The forecast net underspend is mainly as a result of:
 - Disabled Facilities Grant £0.242m lower expenditure due to COVID-related delays to works.
 - ICT Disaster Recovery £0.200m lower expenditure due to activity being funded from elsewhere in the capital programme.

Further details are provided at Annex 3.

OPTIONS

31. The Overview and Scrutiny Committee has two options:

- Option 1:** Note Q1 2021/22 KPI and budget performance and make no observations/comments.
- Option 2:** Note Q1 2021/22 KPI and budget performance and make any observations to the Executive.

Agenda Item 5

32. The Executive has two options:

Option 1: Note the Q1 2021/22 KPI and budget performance and make no observations/comments.

Option 2: Note the Q1 2021/22 KPI and budget performance and many observations/comments to the Head of Corporate Policy, Projects and Business Assurance and/or Head of Finance.

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

34. There are no additional financial implications arising from this report.

EQUALITIES IMPLICATIONS

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

COMMUNICATION IMPLICATIONS

36. There are no communication implications arising from this report.

RISK MANAGEMENT CONSIDERATIONS

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

38. The annual budget report and supporting strategies include full risk assessments of budget proposals.

OTHER IMPLICATIONS

39. There are no other implications arising from this report.

CONSULTATION

40. The performance report has been reviewed by the Council's Corporate Governance Group.

41. There are no other consultation implications arising from this report.

POLICY FRAMEWORK

42. Robust performance management is integral to measuring the extent to which policy objectives have been achieved.

BACKGROUND PAPERS

None.

Q1 2021/22 Key Performance Indicators

KPI	Status	Portfolio Holder
KPI 1 – Council Tax collection	GREEN	Cllr Schofield
KPI 2 – Business rates collection	RED	Cllr Schofield
KPI 3 – Staff turnover	GREEN	Cllr Lewanski
KPI 4 – Staff sickness	GREEN	Cllr Lewanski
KPI 5 – Homelessness positive outcomes ↓	GREEN	Cllr Neame
KPI 6 – Housing completions	AMBER	Cllr Biggs
KPI 7 – Affordable housing completions	AMBER	Cllr Biggs
KPI 8 – Local Environmental Quality Surveys	GREEN	Cllr Bramhall
KPI 9 – Missed bins	GREEN	Cllr Bramhall
KPI 10 – Recycling	RED	Cllr Bramhall

KPI 1 – The % of Council Tax collected

	TARGET	ACTUAL	STATUS
Q1	29%	29.09%	GREEN

Description

This indicator measures the percentage of Council Tax collected by the Council. The performance reported is cumulative for the year to date.

Narrative

Performance in Q1 of this financial year is on target and has shown an increase compared to the same quarter last year.

42

Council tax collection



KPI 2 – The % of Business Rates collected

	TARGET	ACTUAL	STATUS
Q1	31%	29.77%	RED

Description

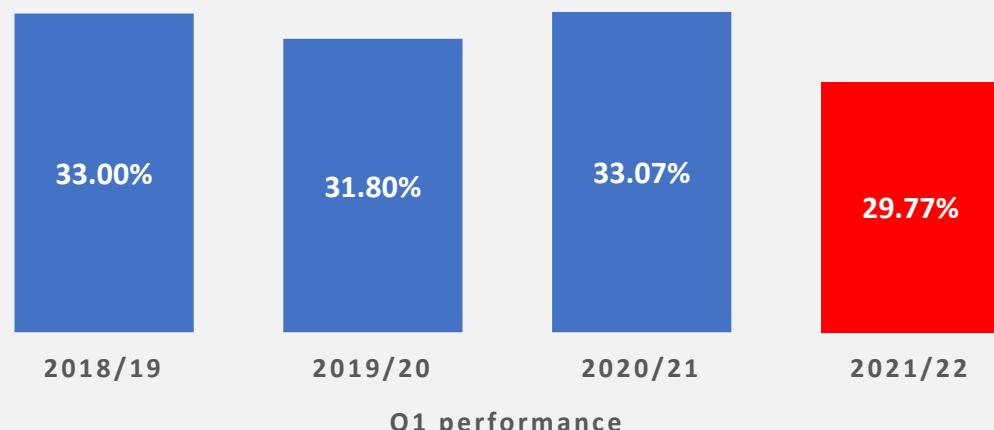
This indicator measures the percentage of non-domestic rates (NNDR) collected by the Council. The performance reported is cumulative for the year to date. A tolerance of 1% is applied each quarter.

Narrative

The recent recalculation of Retail Rate Relief (Covid-19 related) led to a number of first quarter instalments being set back to 1 August, resulting in this quarter's target not being met. Rates have been recalculated for the remainder of the year; we are therefore expecting collection to catch-up and improve in subsequent quarters.

There was £166k held in suspense at the end of the quarter, which, if included in the totals collected, would have brought the collection rate to within tolerance. A suspense account is used in instances where payment for business rates has been received but the payer is yet to be identified, thereby preventing allocation of the monies received to an account. Work is underway to allocate these balances.

Business Rates collection



KPI 3 – Staff turnover

	TARGET	ACTUAL	STATUS
Q1	12%	7%	GREEN

Description

This indicator tracks the percentage of staff that leave the organisation on a voluntary basis. The performance reported is for a cumulative rolling 12 month period.

Narrative

Staff turnover has continued to be on target in Q1. The Employment Committee received an update on Key Workforce Data at its meeting on [23 June 2021](#), which included additional information on staff turnover.



KPI 4 – Staff sickness absence

	TARGET	ACTUAL	STATUS
Q1	4 days	3.21 days	GREEN

Description

This indicator tracks the average duration of short term sickness absence per employee. The performance reported at the end of each quarter is for a cumulative rolling 12 month period. The indicator measures all non Covid-19 short term sickness absence.

Narrative

Despite a small uptick, short-term staff sickness absence continues to be within target. The Employment Committee received an update on Key Workforce Data at its meeting on [23 June 2021](#), which included additional information on staff sickness.

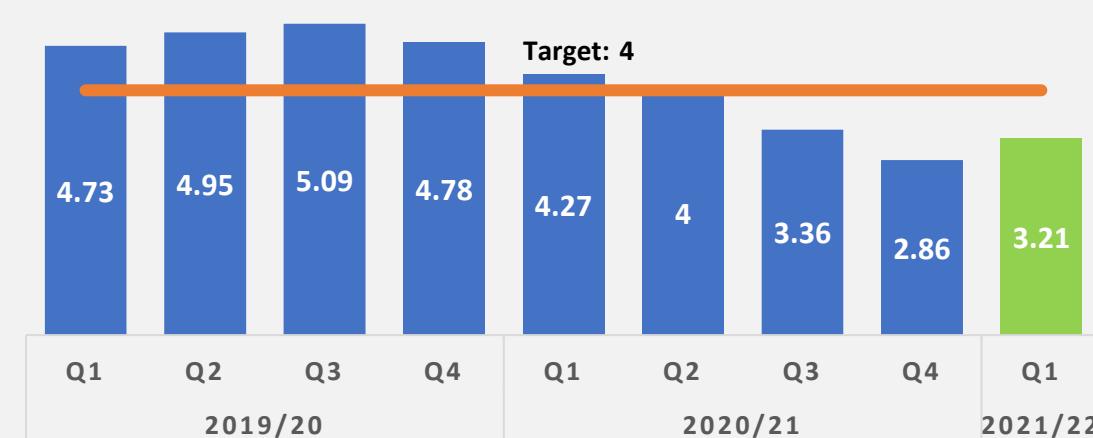
Staff turnover

Target: 12%



Staff sickness absence (days)

Target: 4



KPI 5 – The % of positive homelessness prevention and relief outcomes

	TARGET	ACTUAL	STATUS
Q1	55%	74%	GREEN

Description

This indicator measures the Council's performance in preventing and relieving homelessness where a household has approached the Council for support and where the Council has a statutory obligation to provide it under the Homelessness Reduction Act.

Prevention and relief are terms that are defined by the Act. The indicator measures the percentage of positive outcomes achieved in the quarter against approaches to the Council that were made in the quarter.

Additional information on homelessness and the responsibilities placed on local authorities is available on the [government's website](#).

Narrative

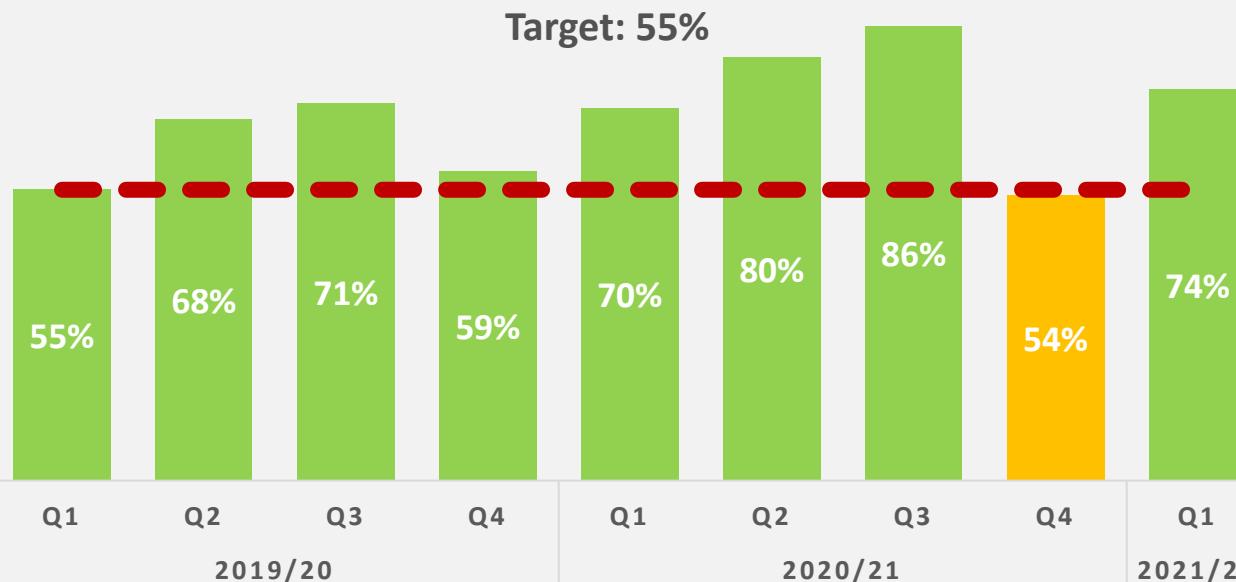
As reported in previous quarters, homelessness approaches continue to be at a high level. Despite the high level of approaches, the Council is continuing to achieve a high percentage of positive outcomes.

In Q1 there were 278 total homelessness approaches made to the Council. Approaches made in April and May were relatively low, however, June saw a high number of approaches with 122 made. This follows the end of the ban on bailiff enforcement which expired on 31 May.

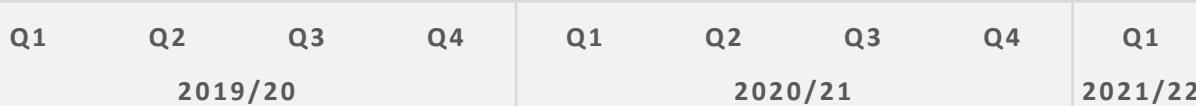
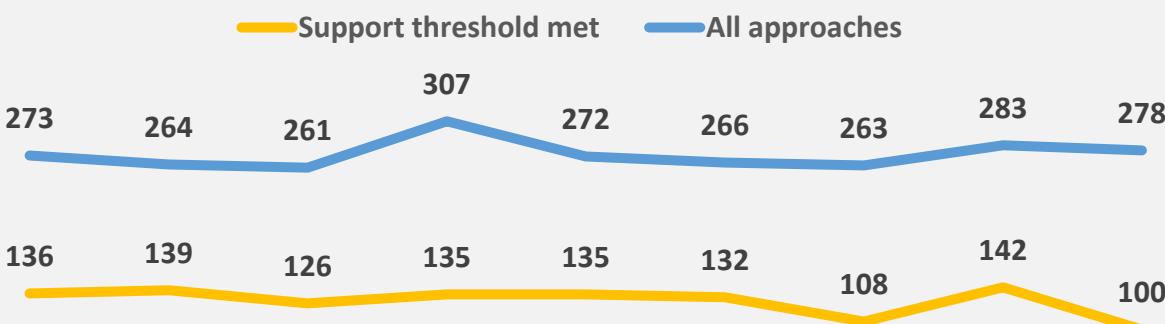
Of the 278 approaches, 100 were where the support threshold was met. In Q1 there were 74 positive prevention and relief outcomes.

Additional contextual performance information is provided overleaf.

Positive homelessness prevention and relief outcomes

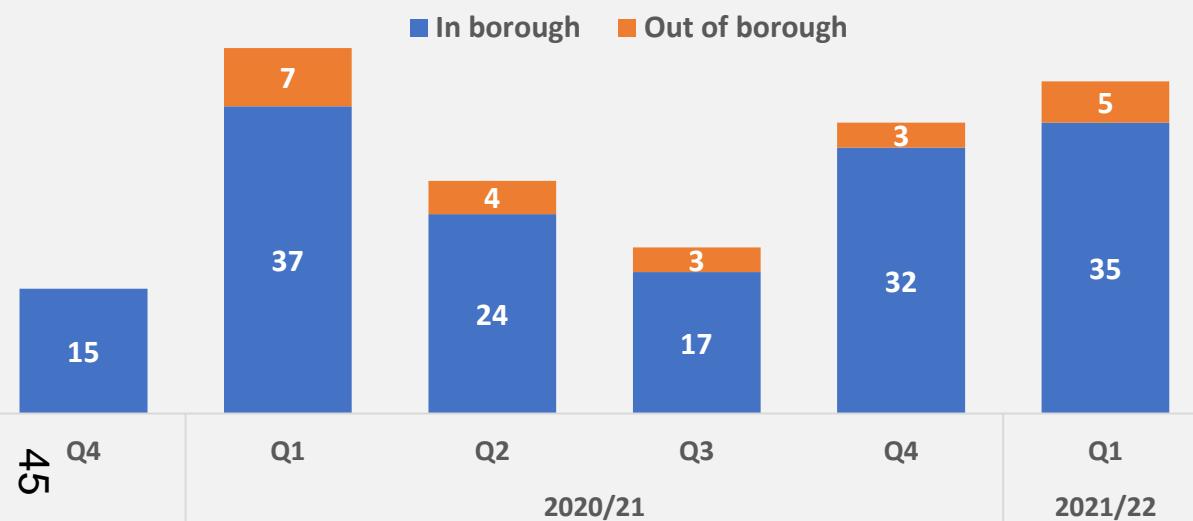


Homelessness approaches (contextual)



KPI 5 – The % of positive homelessness prevention and relief outcomes (continued)

Average number of households in temporary emergency accommodation (contextual)



Temporary emergency accommodation

The average number of households placed in temporary emergency accommodation (not Council owned) has increased marginally in Q1, though is nevertheless lower than at the same point last year. This is due in part to the ongoing requirement to house rough sleepers as well as those at risk of rough sleeping following a request from the Ministry of Housing, Communities and Local Government in January 2021.

Single persons also make up an increasing share of those placed in temporary emergency accommodation, a client group and trend that continues from previous years. The Council was successful in applying for a grant from MHCLG to place and support single persons in temporary emergency accommodation who otherwise would not have met the threshold for support. This therefore also explains the increase in placements.

The end of the ban on bailiff enforced evictions on 31 May and consequent uptick in homelessness approaches can also be expected to result in an increase in temporary emergency accommodation placements.

As demonstrated in the performance of KPI 5, however, despite high levels of homelessness approaches the Council is continuing to secure similarly high levels of positive prevention and relief outcomes.

The use of temporary emergency accommodation is also being impacted by **Council owned emergency accommodation** being operated at a reduced capacity in order to ensure social distancing and the avoidance of facilities being shared. The occupancy of Massetts Road in Q1 stood at 46%.

Main duty acceptances (contextual)



Main duty acceptances

In Q1 there were 19 main duty homelessness acceptances.

The main housing duty is a duty to provide accommodation until more secure accommodation is found.

KPI 6 – Net housing completions

		TARGET	ACTUAL	STATUS
20/21	Q1	115	45	RED
	Q2	230	277	GREEN
	Q3	345	606	GREEN
	Q4	460	794	GREEN
21/22	Q1	115	112	AMBER

Description

This indicator measures the net number of residential housing completions that have taken place in the borough. It includes all completions – i.e. at both market and affordable rates. The targets mirror those set in the Council's Development Management Plan. Performance reported is cumulative for the year. Given the fluctuations in housing completions throughout the year, a tolerance of 60 applies each quarter.

Narrative

Net housing completions for Q1 2021/22 are off target, though are within the expected fluctuation in performance.

The majority of completions in Q1 came from large sites, such as the Horley North-West sector, the former laboratory at Pitwood Park, Portland Drive and the former Liquid & Envy site. The Pitwood Park site is a Council scheme that delivered 25 homes, many of which are affordable. See KPI 7 for information on affordable housing completions. Good progress is being made in securing the occupation of the completed market sale units at Pitwood Park.

At the end of Q1 there were 1,706 dwellings under construction, with 67 commencing during the quarter.

Housing completions by quarter (contextual)



Total number of dwellings under construction (contextual)



KPI 7 – Net affordable housing completions

		TARGET	ACTUAL	STATUS
20/21	Q1	25	21	AMBER
	Q2	50	23	RED
	Q3	75	67	AMBER
	Q4	100	93	AMBER
21/22	Q1	25	15	AMBER

Description

KPI 7 measures the number of net affordable housing completions in the borough. The targets mirror those set in the Council's Development Management Plan. Performance reported is cumulative for the year. Given the fluctuations in housing completions throughout the year, a tolerance of 10% applies each quarter.

Narrative

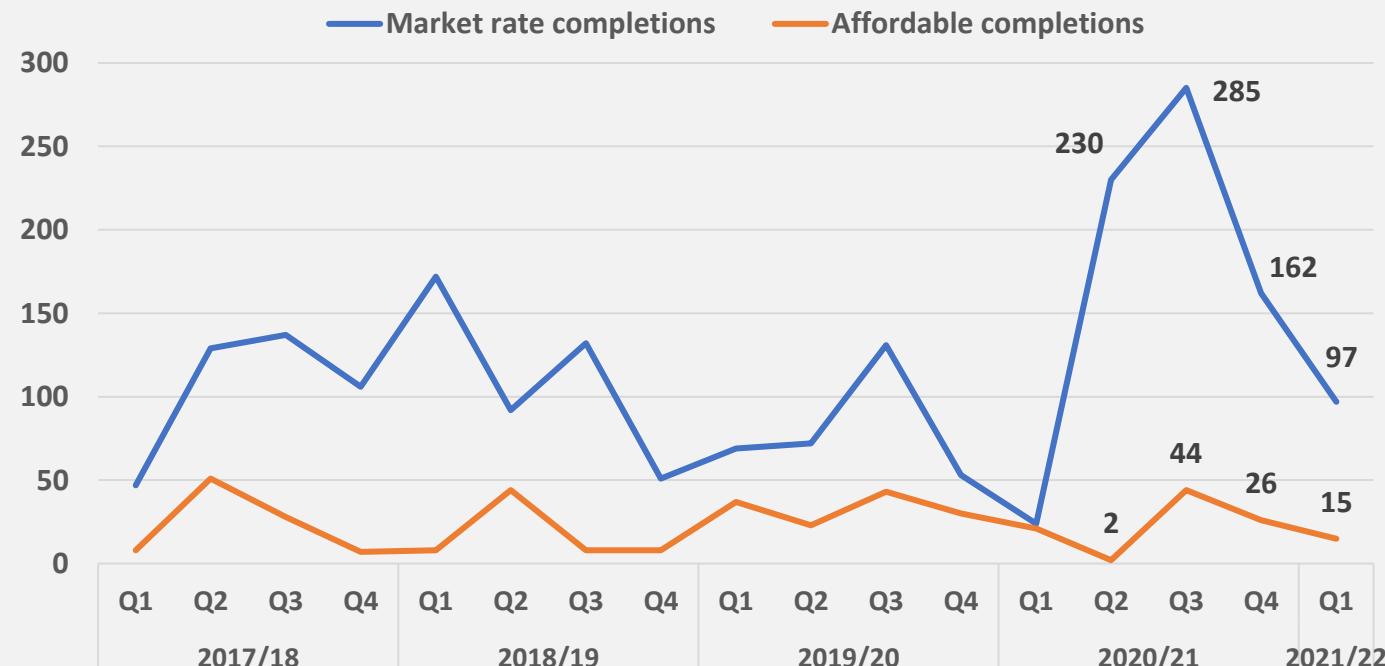
During Q1, 15 affordable housing units have been completed. Whilst affordable housing completions this quarter are off target, these units are often completed in batches. It is therefore expected that the delivery at large sites such as the Horley North West Sector, former RNIB site and Quarryside business park will come through later in the year.

Of the 15 completions in Q1, the Council was responsible for 11 at the Pitwood Park scheme in Tadworth. These are to be handed over to Raven Housing Trust in Q2.

Of the 1,706 dwellings under construction at the end of Q1, 238 are for affordable units. During Q1 10 affordable units were commenced.

Affordable completions by tenure (contextual)				
	Reporting period	Social rent	Shared ownership	Total
2020/21	Q1	21	0	21
	Q2	2	0	2
	Q3	4	40	44
	Q4	5	21	26
2021/22	Q1	1	14	15

Housing completions by quarter (contextual)



KPI 8 - Local Environmental Quality surveys

	TARGET	ACTUAL	STATUS
Q1	90% of sites at grade B	100%	GREEN

Description

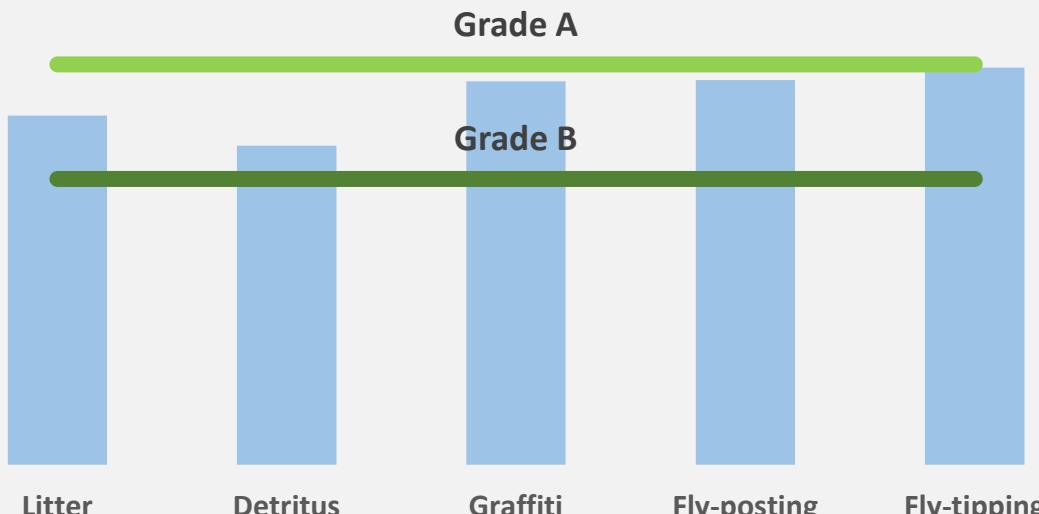
Local Environmental Quality Surveys (LEQs) are a robust and well recognised methodology for measuring the cleanliness of places. The methodology is developed and maintained by [Keep Britain Tidy](#). A selection of sites in the borough are assessed in the following categories: litter, detritus, fly-tipping, fly-posting and graffiti. The average of the scores achieved in each category gives an overall score for each site that is surveyed.

Narrative

Of the 95 surveys carried out in Q1, all scored at grade B and above. The chart below details the average score for each individual category. Detritus was the lowest scoring category in Q1, though was nevertheless in excess of the target.

88

Average site scores by category



KPI 9 - Number of missed bins per 1,000 collected

	TARGET	ACTUAL	STATUS
Q1	10	1.32	GREEN

Description

This indicator tracks how many refuse and recycling bins have been missed per 1,000 that are collected. Performance is measured and reported on quarterly.

Narrative

Despite the continuing challenges presented by the Covid-19 pandemic and the heightened levels of waste seen during the year, the Council has maintained a reliable waste collection service for residents, with just over 1 bin reported as missed per 1,000 that were collected.

Missed bins per 1,000 collected



KPI 10 – Recycling: The percentage of household waste that is recycled and composted

		TARGET	ACTUAL	STATUS
20/21	Q1	60%	49.9%	RED
	Q2	60%	56.5%	AMBER
	Q3	60%	55.2%	AMBER
	Q4	60%	53.1%	RED

Description

This indicator measures the percentage of household waste collected by the Council that is recycled and composted. Performance is reported one quarter in arrears, with Q4 2020/21 performance reported in Q1 2021/22. The target for this indicator is a stretch target, set in the Joint Waste Management Strategy to which the Council is a signatory, along with Surrey County Council and all Surrey Districts and Boroughs.

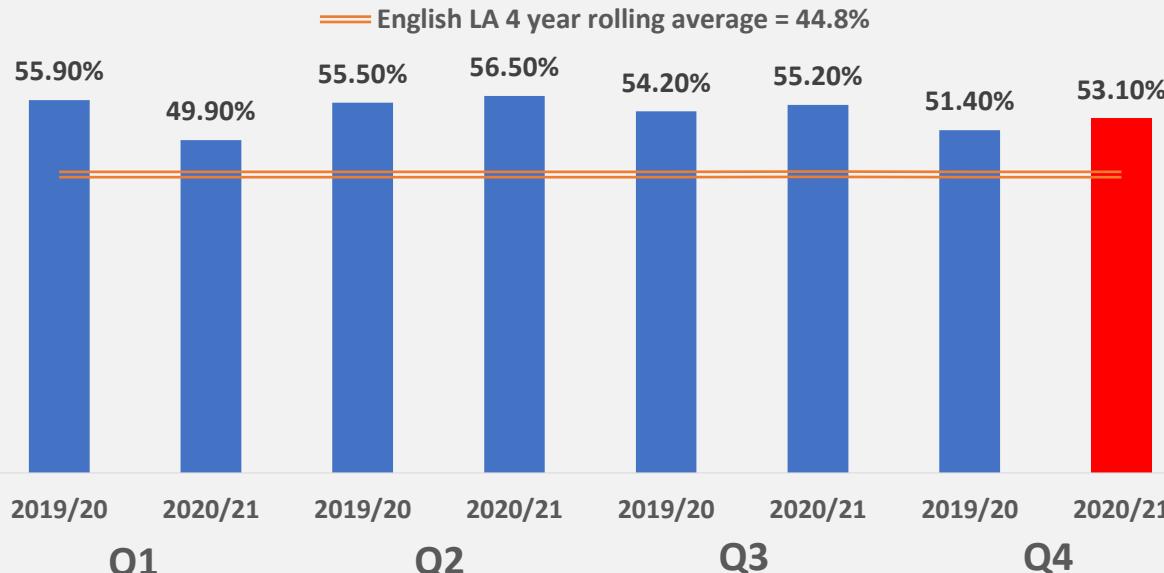
➔ **Narrative**

Covid-19 continues to impact on tonnages and the composition of household waste. Despite this indicator being off target, however, Q4 of 2020/21 was the best result recorded for a Q4 by the Council. The Council's overall recycling outturn for the year is 53.2%, a deficit of 1.1% when compared to 2019/20.

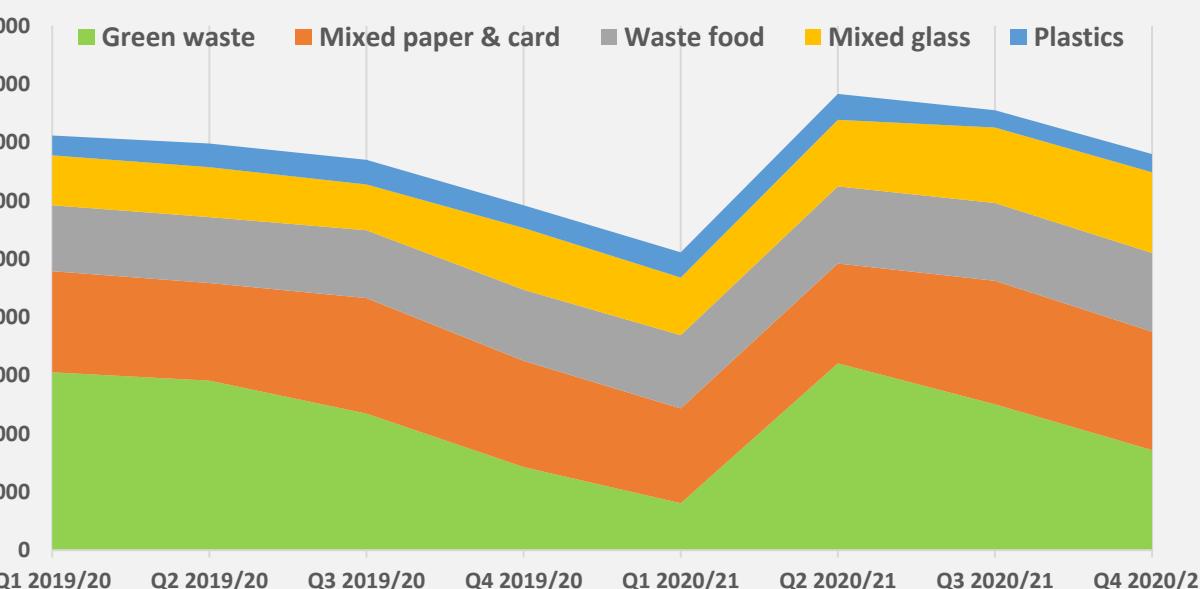
Q4 performance has helped to recover some of the losses from the impact of Covid-19 earlier in the year. Preliminary tonnages for 2020/21 show a near 2,500 net tonnage increase in paper and card, mixed recycling and food sent for reprocessing. However this unfortunately was not enough to offset the increase in refuse and fly tipping, as well as the lost garden waste tonnage from the suspended service in Q1 of 2020/21.

Whilst the target for this indicator is a stretch target, the Council is actively taking steps to increase the borough's recycling performance by introducing the full kerbside collection service to more flats and introducing measures to prevent contamination at existing facilities. Since April 2021 an additional 500 flats have been added to the service at a time of unprecedented pressure from increased tonnages of recyclates and residual waste. In illustrating this positive direction of travel, in June 2021 the monthly recycling rate exceeded 60% for the first time.

The % of household waste that is recycled and composted



Top recycling streams collected by tonnage (contextual)



This page is intentionally left blank

2021/22 Period 3: Revenue Budget Monitoring

Summary

The full year forecast at the end of Quarter 1 for Service budgets is £0.024m (0.1%) lower than the management budget; the Central budgets are reporting £0.002m higher than budget, resulting in an overall forecast of £0.022m (0.1%) lower than budget.

Ongoing COVID-19 income losses are forecast to be £2.319m, £0.465k of which are expected to be funded by the Q1 Sales Fees & Charges grant from Government. Inclusion of these losses results in a forecast of £1.832m (10.4%) higher than budget.

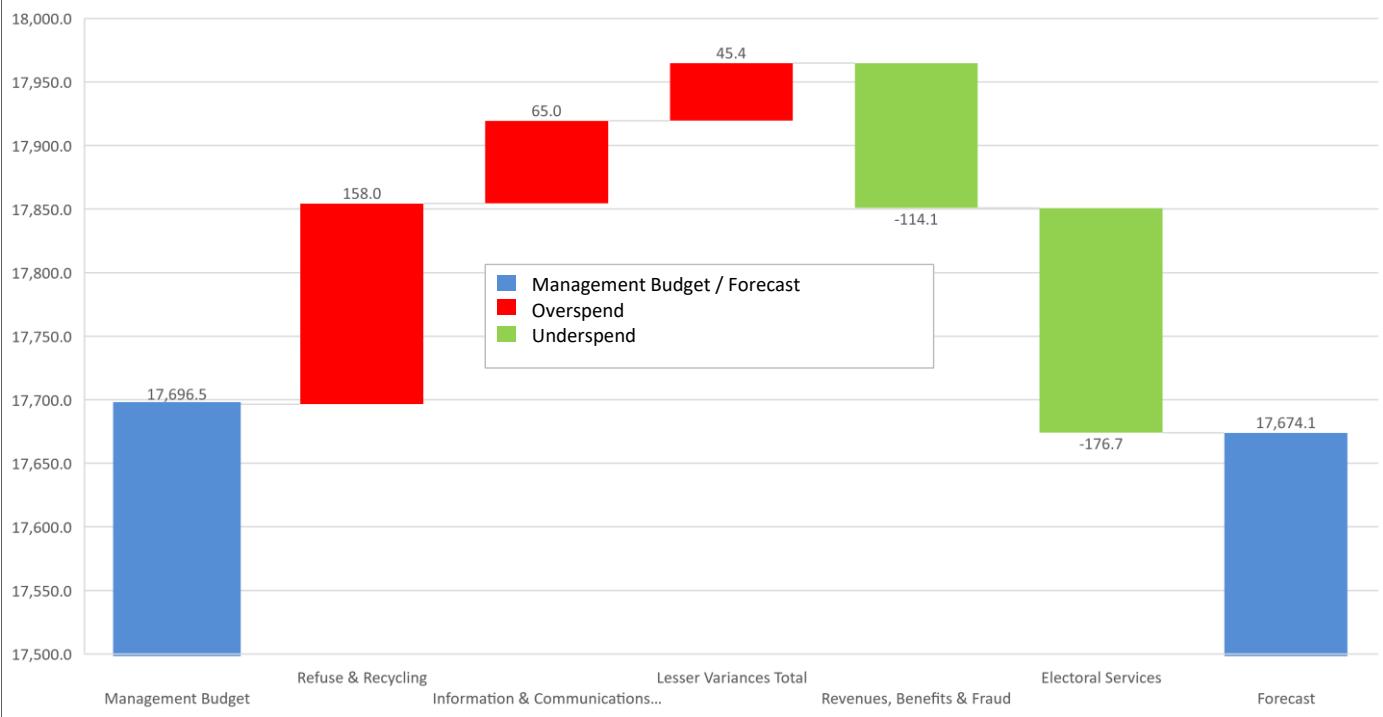
Reconciliation of Original Budget to Management Budget for 2021/22

	£000	£000
<u>Original Budget</u>		17,395.0
Unspent Budget brought forward from 2020/21	218.3	
<u>Transfers from Reserves:</u>		
Corporate Plan Delivery Fund Reserve	83.2	
		301.5
<u>Management Budget</u>		<u>17,696.5</u>

Headline Revenue Budget Information 2021/22

	£000
Management Budget	17,696.5
Year End Forecast	17,674.1
Projected underspend	<u>(22.4)</u> (-0.1% of the budget)
Year End Forecast	2,319.0
	<u>(465.0)</u>
Projected overspend	<u>1,831.6</u> (10.4% of the budget)

Revenue Budget Outturn Variances £000



Forecast for Services is £0.024m over budget. Significant variances summarised below:
Refuse and Recycling: £158k overspend is due to extra Temporary Staff costs of £152k, an overtime overspend of £69k is offset by a Salaries forecast underspend.
Information & Communications Technology: £65k overspend is mostly attributable to increased maintenance costs.
Revenues, Benefits & Fraud: £114k underspend is mostly attributable to a lower forecast on the salaries budget due to vacancies and slightly lower than budgeted commercial income.
Electoral Services: £177k underspend. The forecast reflects £100k lower than budgeted election costs and £76k savings resulting from a review of long term contracts.
Forecast for Central Budgets is £0.002m over budget. There are no significant variances.
COVID-19 Ongoing Income Losses
These are detailed at Section 2 and summarised above. To be funded by calling on Reserves set aside to mitigate this risk in 2020/21.
COVID-19 Ongoing Expenditure & Funding
These are detailed at Section 3

1. General Fund Reserve		
	£000	£000
Balance at start of year		3,000.0
Less: Transfers out (Payment of Three Year Employer Pension Contribution in advance)		0.0
Add: Projected underspend	at 31 March 2022	-22.4
Anticipated balance at End of Year before Reserves Review/Reallocations*		<u>2,977.6</u>
*Maximum General Fund Balance Required (2021/22 = £3m)		2,609.3
2. Corporate Plan Delivery Fund (CPDF) Reserve		
	£000	£000
Balance at start of year		860.6
V21-03 CPDF Community Centre Review (carried forward from 20-21)	Community Centres	83.2
Balance before any further transfers in year		<u>777.4</u>
3. Capital Schemes (Feasibility Studies) Reserve		
The Capital Schemes (Feasibility Studies) Reserve was established to ensure that funding is available to prepare business cases and obtain external professional advice for new initiatives designed to deliver new capital schemes, including new sources of sustainable commercial income streams. Once a Capital scheme is approved by Executive, the costs can be capitalised and the funds will recycle back to the Capital Schemes (Feasibility Studies) Reserve.		
	£000	£000
Balance at start of year		2,334.7
		<u>2,334.7</u>
4. Economic Development Initiatives Reserve		
The Economic Development Initiatives Reserve was established to fund initiatives to raise awareness amongst local people of quality local employment opportunities.		
	£000	£000
Balance at start of year		656.5
		<u>656.5</u>

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
---------------------	---------	----------------------	-----------------------	------------------------	-----------------------	------------------------	------------

1. Service Budgets

1a. Organisation

Catherine Rose	Corporate Policy	227.8	0.0	227.8	231.9	4.1	Minor variance
	Projects & Business Assurance	204.4	0.0	204.4	192.1	(12.3)	Minor variance
Carys Jones	Communications	700.8	0.0	700.8	700.8	0.0	Nil
	Customer Contact	400.4	0.0	400.4	400.4	0.0	Nil
Darren Wray	Information & Communications Technology	1,767.4	0.0	1,767.4	1,832.4	65.0	Increase in maintenance costs.
Kate Brown	Organisational Development & Human Resources	785.8	0.0	785.8	785.8	0.0	Nil
Joyce Hamilton	Legal Services	816.6	0.0	816.6	816.6	0.0	Nil
	Land Charges	-105.6	0.0	-105.6	-105.6	0.0	Nil
	Democratic Services	861.1	0.0	861.1	843.3	(17.8)	Savings due to review of unused budget lines.
	Electoral Services	447.9	169.3	617.2	440.5	(176.7)	£100k lower elections costs, £75k saving due to review of unused budget lines
	Corporate Support	184.0	0.0	184.0	184.0	0.0	Nil
Pat Main	Finance	1,326.6	0.0	1,326.6	1,326.2	(0.4)	Minor variance
	Property & Facilities	-1,495.1	0.0	-1,495.1	-1,495.1	0.0	Review in progress
	Property & Facilities - ongoing COVID income loss	0.0	0.0	0.0	51.0	51.0	Redhill Hotel £40k, Horley Leisure Centre £9k, Priory Park Pavilion £2k.
	Commercial & Investment	143.4	0.0	143.4	143.4	0.0	Nil

1b. Place

Simon Bland	Economic Prosperity	353.6	0.0	353.6	346.6	(7.0)	Slight overspend of 9k against salary budget to reflect employee contractual payments in P3. Another P/T member of staff is planning to increase hours from P6. Market Operations are currently expecting an overall underspend of £16k as the rates are now expected to be £16k less following a government initiative to support traders with the payment of Business Rates.
Morag Williams	Fleet	886.6	0.0	886.6	900.4	13.8	Minor variance
	Refuse & Recycling	1,348.1	0.0	1,348.1	1,506.1	158.0	£152k Temporary Staff and £69k Overtime overspends are partially offset by a £69k Salaries underspend.
	Engineering & Construction	60.9	0.0	60.9	60.9	0.0	Nil
	Environmental Health & JET	1,101.4	0.0	1,101.4	1,123.1	21.7	Unachievable external income from Contaminated Land £8k, Pest Control £4k, H&S £10k and other minor favourable variances.
	Environmental Licencing	-203.6	0.0	-203.6	-203.6	0.0	Nil
	Environmental Licencing - ongoing COVID income loss	0.0	0.0	0.0	23.0	23.0	Premises & Taxi licences £19k, MOT income £4k.
	Greenspaces	1,481.8	0.0	1,481.8	1,481.5	(0.3)	Minor variance
	Car Parking	-2,024.8	0.0	-2,024.8	-1,978.3	46.5	Higher than budgeted processing costs.
	Car Parking - ongoing COVID-19 income loss	0.0	0.0	0.0	1,720.0	1,720.0	Off-street £1.6m, on-street £0.1m (latest forecast).
	Street Cleansing	1,006.7	0.0	1,006.7	1,012.4	5.7	Minor variance
Peter Boarder	Place Delivery	354.5	0.0	354.5	339.2	(15.3)	£26k underspend against consultancy budget, as only £7k spend expected by year end. However, a slight overspend of £11k against the salary budget is expected to reflect employee contractual increases paid in P3.
Andrew Benson	Building Control	45.0	0.0	45.0	45.0	0.0	As of Q1, Salaries are forecast to underspend by £237k due to 5 vacancies across the Planning budget. In contrast, there is an overspend of £193k against consultancy and a further £24k overspend against Casual Wages, to fill the vacant gaps within the team structure. However, there is anticipation that both consultancy and casual wages should see a reduction in their respective forecasts as the service recruits to the vacant posts.
	Development Services	225.4	2.0	227.4	229.7	2.3	
	Planning Policy	457.9	18.0	475.9	448.9	(27.0)	
	Planning Policy - ongoing COVID income loss	0.0	0.0	0.0	48.0	48.0	Planning fee income (worst case).

Responsible Officer	Service	Original Budget £000	Total Variations £000	Management Budget £000	Year End Outturn £000	Year End Variance £000	Commentary
1c. People							
Justine Chatfield	Community Development	453.8	13.5	467.3	467.3	0.0	Nil
	Partnerships	406.4	15.5	421.9	421.9	0.0	Nil
	Community Centres	292.1	83.2	375.3	375.9	0.6	Minor variance
	Voluntary Sector Support	295.1	0.0	295.1	295.1	0.0	Nil
Richard Robinson	Housing Services	999.3	0.0	999.3	999.3	0.0	Nil
Simon Rosser	Benefit Paid/Subsidy Received	623.0	0.0	623.0	623.0	0.0	Salary underspend of £112k as there are currently 3 vacancies across Revenues & Benefits.
	Revenues, Benefits & Fraud	-112.9	136.4	23.5	-90.6	(114.1)	There is also a small deficit of £10k within commercial trading, compared to a budgeted surplus of £18k; this is under review as a further contract is due to be agreed towards the end of Q2.
	Commercial Trading Account - Revenue & Benefits	118.0	-136.4	-18.4	10.3	28.7	
	Commercial Trading Account - ongoing COVID income loss	0.0	0.0	0.0	40.0	40.0	External contract opportunity not pursued due to COVID staff redeployments.
Duane Kirkland	Supporting People	161.4	0.0	161.4	161.4	0.0	Nil
	Supporting Families	90.0	0.0	90.0	90.0	0.0	Nil
	Harlequin	446.0	0.0	446.0	446.0	0.0	Nil
	Harlequin - ongoing COVID income loss	0.0	0.0	0.0	155.0	155.0	Ticket sales, room hire, equipment hire, catering income.
	Leisure Services	-89.1	0.0	-89.1	-89.1	0.0	Nil
	Leisure Services - ongoing COVID income loss	0.0	0.0	0.0	282.0	282.0	GLL leisure fee waived (£262k), pitch hire income £20k.
1d. Management Team							
Mari Roberts-Wood	Management Team	1,158.2	0.0	1,158.2	1,158.2	0.0	Nil
Frank Etheridge	Emergency Planning	39.7	0.0	39.7	39.7	0.0	Nil
Total Services including COVID-19 income losses		16,240.0	301.5	16,541.5	18,836.0	2,294.5	13.87%
Ongoing COVID-19 income losses		0.0	0.0	0.0	2,319.0	2,319.0	
Total Services - underlying		16,240.0	301.5	16,541.5	16,517.0	-24.5	(0.15%)
2. Central Budgets							
Pat Main	Insurance	460.1	4.9	465.0	457.0	(8.0)	Minor variance
	Treasury Management - Interest on Investments	-1,216.1	21.1	-1,195.0	-1,202.6	(7.6)	Minor variance
	Treasury Management - Interest on Borrowing	165.0	-60.0	105.0	127.7	22.7	Minor variance
	Treasury Management - Interest on Trust Funds	18.0	0.0	18.0	14.0	(4.0)	Minor variance
	Minimum Revenue Provision	1,361.0	0.0	1,361.0	1,360.9	(0.1)	Minor variance
	Employer Pension costs	0.0	0.0	0.0	0.0	0.0	Nil
	Apprenticeship Levy	74.5	0.0	74.5	74.5	0.0	Nil
Kate Brown	Recruitment Expenses	40.0	0.0	40.0	40.0	0.0	Nil
	Corporate Human Resources Expenses	86.8	0.0	86.8	86.8	0.0	Nil
	Central Budget Contingencies	0.0	50.2	50.2	50.2	0.0	Nil
Pat Main	Preceptor Grants	37.5	0.0	37.5	37.5	0.0	Nil
	External Audit Fees	67.0	-14.0	53.0	52.6	(0.4)	Minor variance
	Internal Audit	61.2	-2.2	59.0	58.5	(0.5)	Minor variance
	Total Central Items	1,155.0	0.0	1,155.0	1,157.1	2.1	0.18%
COVID-19 Income Losses funding (Q1 Claim)							
0.0							
Grand Total							
17,395.0							
301.5							
17,696.5							
19,528.1							
1,831.6							
10.35%							

2021/22 COVID EXPENDITURE & FUNDING (latest forecast at August 2021)	Forecast Expenditure £m	Forecast Funding £m
Homelessness Prevention	0.230	
Welfare Response	0.228	
'Welcome Back' Expenditure & Funding	0.166	(0.166)
Revenues & Benefits Team - additional capacity	0.136	
Communications/Contact Centre/Data & Insight Team - additional capacity	0.119	
ICT support costs	0.086	
Environmental Services/Waste Team - additional capacity	0.073	
Revenues & Benefits - other	0.061	
Financial Management & Monitoring	0.060	
Other expenditure (including Elections)	0.052	(0.039)
Cultural, Sports, Leisure	0.031	
Surge Testing	0.026	(0.026)
Test & Trace Administration Funding		(0.050)
New Burdens Funding		(0.095)
Contain Outbreak Management Funding		(0.274)
Government COVID-19 Funding Allocation 2021/22		(0.638)
Forecast Expenditure and Income 2021/22	1.268	(1.288)

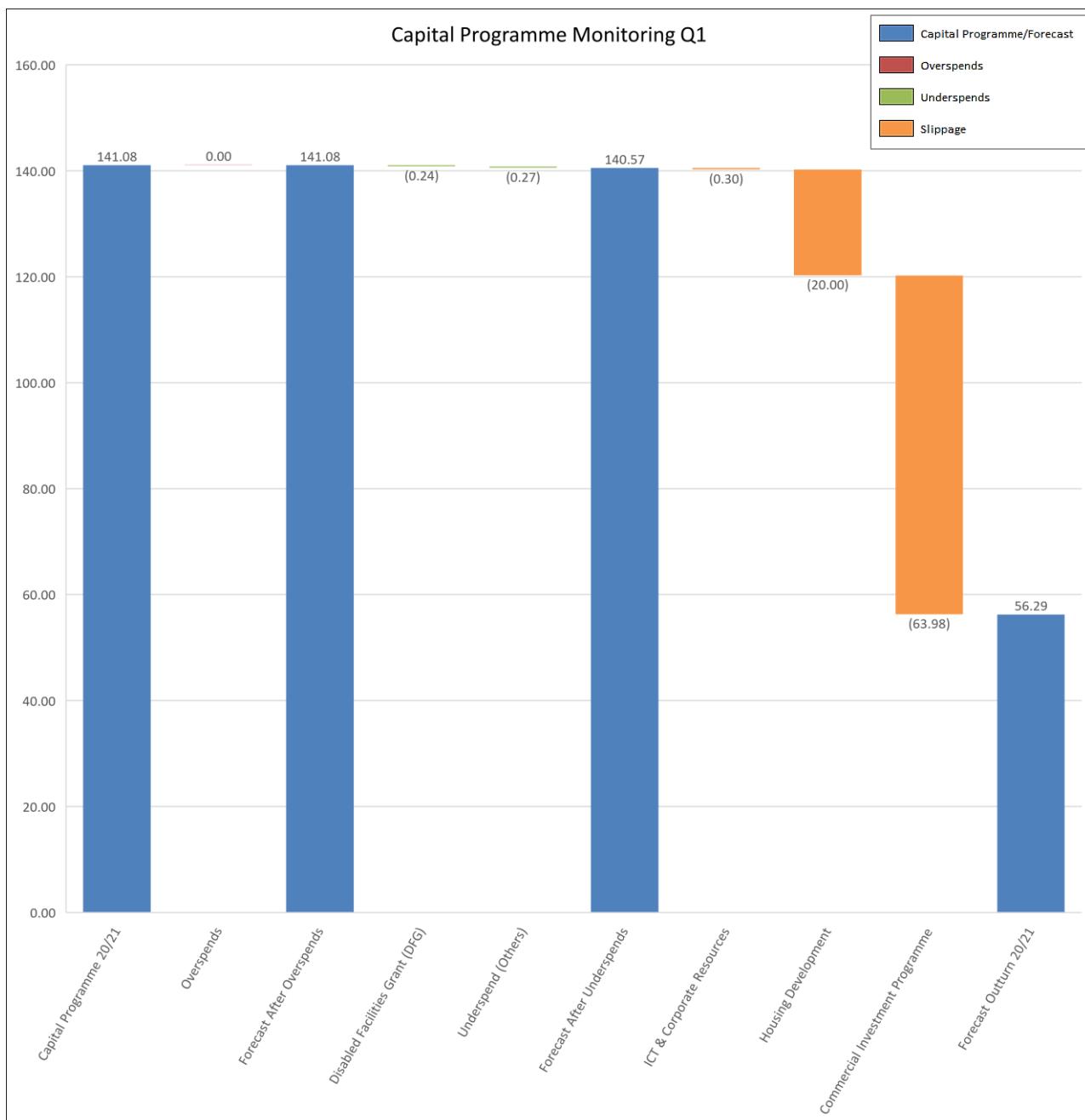
2021-22 Outturn Capital Programme Monitoring Q1

Summary

Forecast full year expenditure against the Capital Programme at the end of Quarter 1 is £56.29m which is £84.79m (60.1%) below the approved Programme for the year. The variance is predominantly a result of £20m slippage from Housing Development and £63.98m from the Commercial Investment Programme.

Headline Capital Budget Information 2021-22

	£m
Current Budget (Section 1):	141.08
Projected Net Overspends	0.00 (0 % of Programme)
Projected Net Underspends	(0.51) (0 % of Programme)
Projected Slippage	(84.28) (60 % of Programme)
Total Capital Expenditure	56.29



Overspends

There are no overspends forecast at Q1.

Underspends

Disabled Facilities Grant (DFG)	DFG (£0.2m underspend) - COVID-19 has had an impact on the number of referrals for DFG works, with these stopping during the early part of lockdown. Works in properties were also temporarily suspended for several weeks, due to contractors suspending their operations and vulnerable clients unwilling to allow works in their homes. Work is now underway again, but a lower than budget spend over the year is expected. Grants may be repaid under certain conditions as per the agreement (for example, when a property is sold). This can occur at any time and therefore cannot be forecast in advance.
Other	Handy Person Scheme (£0.04m underspend) - COVID-19 has resulted in fewer applications being received and progressed for Small Works Grants and Loans than might otherwise be expected.
	Contaminated Land - Investigation work (£0.03m underspend) - This is a contingency budget that is no longer required and will be given up as a saving from the Capital Programme in 2022/23.
	Disaster Recovery (£0.2m underspend) - This spend will now be charged to the ICT Replacement Programme (CC61014) and hence, the budget is no longer required and will be given up as a saving from the Capital Programme in 2022/23.

Slippage

Housing	Housing Delivery Programme (£20.0m slippage) - Capital funds allocated to fund investment in new affordable housing. There are no specific developments planned at this time. Forecasts will be updated when new business cases are developed.
Commercial Investment	Commercial Investments Programme (£63.97m slippage) - Capital funds allocated to fund investment in new developments and commercial assets & activities to deliver a sustainable net income stream. There are no specific developments or asset purchases planned at this time. Forecasts will be updated when new business cases or investment opportunities are developed.
Other	Investments in Technology Projects (£0.30m slippage) - No projects currently identified.

Capital ANNEX 3: Section 1

Reconciliation of Capital Programme to Approved Budgets 2021-22

	£000
Original Capital Budget	41,624.4
Budget approved but not yet released ¹	0.0
	<hr/>
	41,624.4
Additions	
Budget carry-forwards from previous year	99,455.6
Budgets released during the year ¹	0.0
Reprofiling of projects	0.0
Other changes	0.0
Current Capital Budget	<hr/> 141,080.0

Notes

- 1 Some budgets are approved as part of the Capital Programme but are not released pending further approval. These are added once the project documentation has been approved.

Capital Budget Monitoring: Summary by Programme and Project 2021-22

Programme/Project	Year to Date	Original Budget	Carry Forwards	Current Budget	Year End Outturn	Year End Variance	Quarter 1: Explanation of Significant Variances
	£'000	£'000	£'000	£'000	£'000	£'000	
Operational Buildings	0.0	145.0	132.0	277.0	277.0	0.0	
Day Centres Programme	0.9	85.0	16.0	101.0	101.0	0.0	
Existing Pavilions Programme	0.0	110.0	86.0	196.0	196.0	0.0	
Leisure Centre Maintenance	8.9	30.0	9.0	39.0	39.0	0.0	
Harlequin Property Maintenance	11.9	140.0	41.0	181.0	181.0	0.0	
Tenanted Properties	26.7	100.0	92.0	192.0	192.0	0.0	
Crown House	0.0	135.0	75.0	210.0	210.0	0.0	
Units 1-5 Redhill Dist Centre Salfords	0.0	17.3	40.0	57.3	57.3	0.0	
Linden House, 51B High Street Reigate	0.0	11.3	17.0	28.3	28.3	0.0	
Unit 61E Albert Road North	0.0	11.5	55.0	66.5	66.5	0.0	
Forum House, Brighton Road Redhill	0.0	100.0	70.0	170.0	170.0	0.0	
Beech House, London Road Reigate	0.0	0.0	3,000.0	3,000.0	3,000.0	0.0	
Regent House, 1-3 Queensway Redhill	0.0	50.0	25.0	75.0	75.0	0.0	
Commercial Investment Properties	0.9	76.0	0.0	76.0	76.0	0.0	
Infra-structure (walls)	5.9	10.0	44.0	54.0	54.0	0.0	
Car Parks Capital Works Programme	35.5	195.0	239.0	434.0	434.0	0.0	
Earlswood Depot/Park Farm Depot	5.9	20.0	68.0	88.0	88.0	0.0	
Public Conveniences	0.0	4.0	34.0	38.0	38.0	0.0	
Cemeteries & Chapel	0.0	20.0	40.0	60.0	60.0	0.0	
Allotments	0.0	12.0	18.0	30.0	30.0	0.0	
Building Maintenance - Support Cost	0.0	50.0	0.0	50.0	50.0	0.0	
Pavilion Replacement - Woodmansterne	0.0	0.0	20.0	20.0	20.0	0.0	
Priory Park Maintenance	0.0	10.0	203.0	213.0	213.0	0.0	
Strategic Property	96.6	1,332.0	4,324.0	5,656.0	5,656.0	0.0	
ICT Replacement Programme	194.0	425.0	325.0	750.0	750.0	0.0	
Investment in Technology Projects	0.0	300.0	0.0	300.0	0.0	-300.0	No development projects currently identified.
Disaster Recovery	28.0	200.0	0.0	200.0	0.0	-200.0	
Environmental Strategy Delivery	0.0	250.0	0.0	250.0	250.0	0.0	
ICT & Corporate Resources	222.1	1,175.0	325.0	1,500.0	1,000.0	-500.0	
Great Workplace Programme - Phase 2	-7.8	250.0	222.0	472.0	472.0	0.0	
Workplace Facilities	0.0	10.0	0.0	10.0	10.0	0.0	
Organisational Development	-7.8	260.0	222.0	482.0	482.0	0.0	
ORGANISATION	310.9	2,767.0	4,871.0	7,638.0	7,138.0	-500.0	
Handy Person Scheme	5.4	50.0	0.0	50.0	10.0	-40.0	
Home Improvement Agency SCC Grant	30.0	120.0	0.0	120.0	120.0	0.0	
Disabled Facilities Grant	199.8	1,134.0	0.0	1,134.0	892.0	-242.0	
Repossession Prevention Fund	17.5	30.0	0.0	30.0	30.0	0.0	
Lee Street Bungalows	0.0	190.0	603.3	793.3	793.3	0.0	
64 Massetts Road	2.6	0.0	0.0	0.0	0.0	0.0	
58 Massetts Rd (YMCA East Surrey)	100.0	100.0	0.0	100.0	100.0	0.0	
Housing Delivery Programme	0.0	10,000.0	10,000.0	20,000.0	0.0	-20000.0	No specific development opportunities currently identified.
Development of Court Lodge Residential Site	0.6	0.0	0.0	0.0	0.0	0.0	
Cromwell Road Development 2016	1,412.2	0.0	5,815.2	5,815.2	5,815.2	0.0	
Pitwood Park/Camelia Close, Tadworth	987.6	71.0	2,277.8	2,348.8	2,348.8	0.0	
Housing	2,755.6	11,695.0	18,696.3	30,391.3	10,109.3	-20282.0	
Harlequin - Service Development	0.0	100.0	100.0	200.0	200.0	0.0	
Harlequin Maintenance	0.0	40.0	35.9	75.9	75.9	0.0	
Leisure & Intervention	0.0	140.0	135.9	275.9	275.9	0.0	
CCTV Rolling Programme	4.4	30.0	60.0	90.0	90.0	0.0	
Community Partnerships	4.4	30.0	60.0	90.0	90.0	0.0	
PEOPLE SERVICES	2,760.0	11,865.0	18,892.2	30,757.2	10,475.2	-20282.0	

Capital Budget Monitoring: Summary by Programme and Project 2021-22

Programme/Project	Year to Date	Original Budget	Carry Forwards	Current Budget	Year End Outturn	Year End Variance	Quarter 1: Explanation of Significant Variances
	£000	£000	£000	£000	£000	£000	
Vehicles & Plant Programme	1,251.6	1,914.0	316.5	2,230.5	2,230.5	0.0	
Fleet Vehicle Wash-Bay Replacement	0.0	0.0	350.0	350.0	350.0	0.0	
Land Flood Prevention Programme	0.0	10.5	11.8	22.3	22.3	0.0	
Play Area Improvement Programme	5.6	230.0	0.0	230.0	230.0	0.0	
Parks & Countryside - Infrastructure & Fencing	11.2	45.0	23.8	68.8	68.8	0.0	
Air Quality Monitoring Equipment	-92.8	40.0	0.0	40.0	40.0	0.0	
Contaminated Land - Investigation work	0.0	30.0	0.0	30.0	0.0	-30.0	
Contribution to Surrey Transit Site	0.0	127.0	0.0	127.0	127.0	0.0	
Neighbourhood Operations	1,175.5	2,396.5	702.1	3,098.6	3,068.6	-30.0	
Pay-on-Exit Car Parking at Central Car Park and Victoria Road Car Park, Horley	0.0	53.9	0.0	53.9	53.9	0.0	
Horley Public Realm Improvements - Phase 2 and 3	0.0	500.0	100.0	600.0	600.0	0.0	
Horley Public Realm Improvements - Phase 4	2.6	0.0	0.0	0.0	0.0	0.0	
Subway Refurbishment, Horley	2.9	0.0	0.0	0.0	0.0	0.0	
Marketfield Way Redevelopment	3,059.4	23,212.0	9,661.2	32,873.2	32,873.2	0.0	
Redhill Public Realm Improvements	0.0	30.0	0.0	30.0	30.0	0.0	
Merstham Recreation Ground	0.0	700.0	796.0	1,496.0	1,496.0	0.0	
Preston - Parking Improvements	-37.0	0.0	456.0	456.0	456.0	0.0	
Place Delivery	3,027.8	24,495.9	11,013.2	35,509.1	35,509.1	0.0	
Vibrant Towns & Villages	0.0	100.0	0.0	100.0	100.0	0.0	
Economic Prosperity	0.0	100.0	0.0	100.0	100.0	0.0	
PLACE SERVICES	4,203.3	26,992.4	11,715.3	38,707.7	38,677.7	-30.0	
Commercial Investments Programme	0.0	0.0	63,977.1	63,977.1	0.0	- 63,977.1	No specific development or investment opportunities currently identified.
Commercial Investments	0.0	0.0	63,977.1	63,977.1	0.0	- 63,977.1	
CORPORATE	0.0	0.0	63,977.1	63,977.1	0.0	- 63,977.1	
TOTAL CAPITAL PROGRAMME	7,274.2	41,624.4	99,455.6	141,080.0	56,290.9	- 84,789.1	

This page is intentionally left blank

Agenda Item 6

Local Plan Scrutiny Review Panel
25 August 2021

Minutes

BOROUGH OF REIGATE AND BANSTEAD LOCAL PLAN SCRUTINY REVIEW PANEL

Minutes of a meeting of the Local Plan Scrutiny Review Panel held Remotely - Virtual Meeting on 25 August 2021 at 6.30 pm.

Present: Councillors: Councillors R. Absalom, M. Blacker, S. Kulka, S. McKenna, S. Parnall, M. Tary, C. Whinney

Officers: Ian Dunsford (Planning Policy Manager), Jessica Ferguson (Planning Policy Officer)

1. APOLOGIES

Apologies for absence were received from Councillor McKenna.

2. ELECTION OF PANEL CHAIR

Councillor Parnall was elected as Chair of the Panel (proposed by Councillor Blacker and seconded by Councillor Absalom).

3. PUBLIC CONSULTATION REPRESENTATIONS TO CLIMATE CHANGE AND SUSTAINABLE CONSTRUCTION SPD AND RESPONSES

Ian Dunsford, Planning Policy Manager, gave an overview of the public consultation representations to the Climate Change and Sustainable Construction Supplementary Planning Document (SPD) set out in the Panel's agenda pack. This would form Annex 1 of the report to Overview and Scrutiny Committee on 9 September and to Executive for final approval of the SPD on 16 September. This included the Planning Policy team's responses to each of the consultees' representations set out over 48 pages. There were 27 responses, many quite detailed, to the public consultation (and some no comments). Consultees ranged from individuals to local residents' associations and statutory bodies such as Gatwick Airport and Historic England. It was noted that the final published SPD document was an advisory document for planners and residents to be used in any pre-planning applications discussions and to support planning applications.

In response to Member questions, it was confirmed that the Council was required to review the Local Plan Core Strategy by July 2024 and therefore the Development Management Plan also and that this future review would include revisiting existing climate change and sustainable development policies. This would be clarified once future proposed legislative changes to planning reform was published by the Government following the *Planning for the Future* White Paper consultation last year.

Agenda Item 6

Local Plan Scrutiny Review Panel
25 August 2021

Minutes

Members agreed that there needed to be a reference to compliance with changes to national policy and legislation, in regard to the White Paper.

The colour code in Annex 1 was Yellow (no suggestions made), Green (suggestions taken on board) and Blue (suggestions agreed). Panel Members reviewed the suggestions highlighted in green in Annex 1 and made other comments and observations on the document set out below. Further comments on the changes to the SPD document itself were circulated to Panel Members and officers following the meeting.

4. PANEL DISCUSSION AND OBSERVATIONS

Panel Members made the following observations and comments:

- **Net Zero Carbon Pledge** – (representation 0009 – chapters 1 and 2). It was noted that the Full Council had agreed not to join the Net Zero Carbon Pledge but through the Local Plan and Environmental Sustainability Action Plan, the Council was working towards reducing carbon emissions in line with national objectives. Members asked how the Council's approach differed from the pledge. Members also asked how the timelines on sustainability were being measured although it was recognised that this did not form part of the SPD's remit (although the document does address some of the Action Plan's indicators). (*Clerk's note: Environmental Sustainability Strategy on Overview & Scrutiny Committee's Forward Work Programme 2021/22 for review in October*).
- **Building Regulations** – the Buildings Regulations consultation 2021 – Future Buildings Standard had been added to the document in para 2.23, in response to representation 022. Part of these recent proposals included a significant uplift in the required standards above the 2013 standards on which Local Plan policies are based. It was noted that the SPD was advisory and drawn up and published in a set point of time. The SPD was based on the 2013 standards as the consultation was ongoing with the new regulations to be adopted in 2022 but points in the direction of likely future requirements.
- **Electric vehicle charging points** – para 3.18 in the SPD highlighted that charging points should be located in safe, accessible, and convenient locations and developments should provide the advance provisions of cabling and ducting in line with national planning policy. Members requested clarification about electric vehicle charging points in flats and houses of multiple occupancy – could developers be compelled to put charging points in relevant car parking areas? It was confirmed that this was part of current planning policy. Members requested specific clarification in the SPD to confirm to residents' associations that this was already part of planning policy.
- **Larger parking spaces for EV charging** – Relating to representation 0015 in chapter 3, it was noted that the DMP (adopted in 2019) set car parking standard which included the size of parking spaces and requirements for EV charging infrastructure.

Agenda Item 6

- **Underground parking** – raised by representation 0019 – Members questioned as to why it only stated that it was noted. It was agreed that there was a need for comment and for the response to be colour coded. Parking underground was recognised as a good idea in some ways but also costly (possibly in environmental terms as well as financial).
- **Battery charging and storage facilities** – Representation 0022 (in chapter 6) was debated. This was the observation that there was ‘a sea change in the efficiency of battery storage was underway which will change the face of domestic microgeneration’. Officers confirmed that reference to battery systems was included in the SPD but there remained limitations in the quantity of rare earths available to meet long term demand.
- **Residential developments and 20 mph zones** – Raised in relation to representation 0019 regarding chapter 3. Members commented that although these zones did contribute to road safety prevention for residents, they were often not enforced by the police. However, it was a Surrey County Council matter who were carrying out a public consultation on the SCC Local Transport Plan until 24 October 2021.
- **Construction management statements** – the Tadworth & Walton Residents’ Association’s response (representation 0009) that construction management statements should cover all environmental issues was raised. It was agreed that these statements needed to be proportionate for the scale and type of development proposed. The inclusion of all environmental issues could be onerous for small and modest scale developments. Members requested alternative wording to allow for careful choices in what should be included.
- **House standards - Passivhaus** – Relating to representation 0003 – it was agreed that house standards (such as Passivhaus) were commendable but too difficult to impose and build and could make housing too expensive for potential buyers. (The SPD set out suggested standards).
- **Crane heights** – Gatwick Airport Ltd had raised issues in regard to crane heights and other construction management areas which had been noted. These were outside the remit of this SPD which was to amplify policy in regard to climate/sustainability issues.
- **Extensions to older buildings** – representation 0015 suggested that extensions to older buildings should be fully insulated (over a threshold size), such as insulation of suspended floors of 1930s housing stock, but it was agreed that this was a Building Regulations matter and consequently outside the remit of this SPD.
- **Gas boilers** – (Representation 0015). The Panel discussed the Government’s intention to halt the installation of gas boilers in new development from 2025; gas connections were already becoming less common in new developments. However, future occupiers still would have the choice to install such connections. Micro CHP boilers use a variety of fuel options including main supplied gas

Agenda Item 6

Local Plan Scrutiny Review Panel
25 August 2021

Minutes

- **Thermal mass** – (Representation 0022/chapter 5) – it was identified that, if poorly designed, this can potentially exacerbate night-time temperatures without active cooling so areas of glazing may need to be limited and external shades were important. Officers noted an understanding of the consultee's concerns but that the SPD was seeking to provide guidance as to what was possible so as to minimise active cooling.
- **Shop front ventilation** – Inclusion of shop fronts and improved ventilation (representation 0027) in crowded shops was noted by officers as being more suitable for inclusion under a review of the shop fronts guidance when this occurred. It was also noted that this was addressed under building regulations.
- **Solar panels on roofs** – The importance of this technology was raised in several representations, including suggestions that it should become mandatory. It was noted that the draft SPD does not set new policy and cannot compel developers to use solar panels specifically. It sets out a range of measures to fulfil the Local Plan policy requirements which included the use of solar panels where appropriate. There was Panel discussion arising from this, including that the policy was changing quickly and that it could become mandatory anyway. It was also noted by Members that these were sometimes required under planning conditions or informatics. Officers highlighted that the document encouraged developers to consider a bespoke range of technologies for meeting the required targets.
- **Air and ground-source heat pumps** – These were raised in representations, including in regard to the use of multiple boreholes for ground-source heat pumps. The Panel discussed whether heat pumps could be made mandatory, but it was agreed that the SPD was not the right vehicle for this or that it could cover additional details on boreholes. It was discussed how the sustainability team was encouraging residents to do more to fit this source of heating homes but also how they were quite expensive and that developers should be mindful of the noise generated by pumps. New planning applications considered this area. It was noted that retrofitting was expensive or not possible.
- **Urban Blue Corridors or water features (blue infrastructure)** – (representation 0013 Environment Agency) – the Panel felt that these comments represented a way of thinking about opportunities and solutions to issues such as urban flood risk management. It was noted that water sources could attract mosquitos in a future climate change global warming scenario so to be mindful of this.
- **Wind turbines** – Raised in a number of representations – the document presented a range of options for use alone or in combination with other technologies. The need for energy from wind formed part of a wider energy strategy outside the remit of this SPD.
- **Pre-emptive tree felling** – In relation to responses from the public, Members discussed whether any tree or shrub which is removed in the six months

Agenda Item 6

before the submission of a planning application, and which provided shading and/or screening for neighbouring properties be replaced. It was discussed as to whether this could be addressed at a Local Plan review in the future along with general tree preservation.

- **Biomass combustion to heat large buildings** – responses highlighted that this was an important renewable energy source. However, there remained issues on removing trees to burn them which contributed to air pollution when they could be absorbing carbon from the atmosphere. Anaerobic digestion was also discussed and agreed to be a challenging issue outside the SPD's scope. A representor's request for an extended catchment from the airport to 13km was noted as this had been rejected as this was outside the Borough Council's boundaries.
- **Tree species** – There was some discussion regarding tree species and that some issues would be covered by a separate biodiversity SPD. Further guidance had been incorporated about different types of species raised by Surrey Wildlife Trust.
- **Subsidence and tree roots** – Relating to representation 0009 – the need for deep enough foundations to avoid subsidence close to trees, especially on clay, was noted. Such matters should be covered through building regulations.
- **Pre-planning applications** – there was a pre-application process and the sustainability checklist contained in the SPD would form part of the discussions for development management officers to use when reviewing those submitted as part of the applications and engaging with developers.
- **Off-site modern methods of construction** – agreed that additional wording in par 10.22 and a footnote would be added following representation from Raven Housing Trust about how off-site modern methods of construction can significantly reduce the amount of water used in construction.
- **Historic England** – references and links provided by the organisation on the impact of developments on heritage sites was included to inform the chapter on conservation areas.
- **Swift bricks** – it was clarified that swift bricks were nesting bricks in new developments for birds such as swifts.
- **Gatwick Airport flightpath and flocking birds** – Gatwick Airport Ltd had supported measures included to the draft but had requested a number of additional requirements. Paragraph 7.45 of the draft SPD included requirement for care to be taken in developments in the south of the borough close to the airport. Additional wording had been added to the SPD regarding careful consideration where there was open water or certain types of green roofs which can attract corvids and pigeons. Nonetheless, it was highlighted that most green roofs attract smaller birds, and these were of lower risk to aircraft. It was agreed that a careful judgement needed to be made for each

Agenda Item 6

Local Plan Scrutiny Review Panel
25 August 2021

Minutes

new planning application and that the document presented a reasoned requirement.

- **Water resources issues raised** – Members agreed regarding the document's content regarding water run-off. It was raised however that it should be recognised that much of the RBBC area is covered by South East Surrey Water (not just Thames Water). Grey water recommendations and advice were approved.
- **Other items** –a neutral stance had been taken on responses to a proposed crematorium in Woodhatch, as this was subject to a planning application.

Panel Members thanked Planning Policy Manager, Ian Dunsford, and Planning Policy Officer, Jessica Ferguson, for their work on updating the detailed Climate Change Supplementary Planning Document which would be an extremely useful reference guide for developers, planners, and residents alike. Any further feedback from Members was to be provided to Planning Policy.

It was **AGREED** that the Climate Change and Sustainable Supplementary Planning Document (SPD) be commended to Overview and Scrutiny Committee for consideration at its 9 September 2021 meeting with Panel Members' observations on the public consultation responses recorded in these Minutes.

5. ANY OTHER BUSINESS

There was no other business discussed.

The Meeting closed at 8.05pm.

BOROUGH OF REIGATE AND BANSTEAD

HYBRID WORKING SCRUTINY PANEL

Minutes of a meeting of the Hybrid Working Scrutiny Panel held at the Remote - Virtual Meeting on 19 August 2021 at 6.00 pm.

Present: Councillors G. Adamson, M. Elbourne, N. Moses, S. Parnall, S. Walsh

Other Councillors: Councillor V. Lewanski (Executive Member and Lead on Hybrid Working)

1. APOLOGIES

Apologies for absence were received from Councillor Buttironi and Councillor Essex.

2. ELECTION OF PANEL CHAIR

Councillor Walsh was elected Chair of the Panel (nominated by Councillor Parnall and seconded by Councillor Moses).

3. INTRODUCTION TO THE WORK OF THE HYBRID WORKING GROUP

Officers updated Members on progress and discussions to date on hybrid working. Strategic Head of Corporate Resources, Ann Slavin, programme manager leading on the hybrid working stream gave an overview of work as the organisation moved out of the emergency pandemic response to the post-pandemic world of work. The programme's ongoing work included analysing new models of hybrid and remote working for staff, whether office-based or home-based or continuing to operate on the frontline, a focus on Members and the democratic process. The aim was to ensure there were excellent services delivered for residents wherever Members and officers worked.

It was noted that the organisation needed:

- a safe and secure workspace
- a booking system for desks
- office space that could be used for collaborative working on projects.

Focus for the first phase had been on the physical building; an architect had been engaged to advise on the current office space. The next phase was to focus on HR considerations, such as the culture of the organisation, as well as enhancing the IT infrastructure.

Further government guidance was expected on the pandemic response as the organisation prepared for the coming winter months and any likely contingency plans.

Agenda Item 7

Hybrid Working Scrutiny Panel
19 August 2021

Minutes

Purpose of Panel

Members noted the terms of reference and the scope of the Panel to discuss and develop the democratic process and make the working environment as inclusive as possible so that the greatest number of people were able to participate with Members or the public, attending remotely or physically in the Council's Chamber.

Remote Committee meetings

Joyce Hamilton, Monitoring Officer and Head of Legal and Governance, gave an overview of preparations required for the next stage of Committee meetings. Following Government guidance, Members had returned to meeting physically for formal Committees in the New Council Chamber from May (with a quorum for Council meetings). Officers attended meetings remotely but there was limited officer attendance in the Chamber. Members of the public watched meetings on the live webcast remotely. This was part of a phased approach with social distancing restrictions, following risk-based assessments at each stage. However, although Members have been able to attend the meetings virtually since May and take part in debates, under current legislation, Committee Members have to be physically present in the Chamber to be able to vote in meetings.

Under consideration was what Member meetings should look like and an options paper was being produced. Under consideration were the following issues:

- How the Town Hall could accommodate more members of the public and additional officers to meetings in a safe and practical way.
- Whether members of the public view could view meetings from the Old Council Chamber
- Could an alternative external site accommodate all Members, officers, and the public for Full Council.

With the changing landscape and lifting restrictions, post COVID-19, it was becoming more difficult to justify the current phased approach without definitive legislation in place.

4. PANEL DISCUSSION AND OBSERVATIONS

Panel Members asked questions and made the following observations:

Constitution and remote working – Members asked whether the recent High Court judgement on hosting remote Council meetings necessitated any changes to the Council's Constitution. Monitoring Officer, Joyce Hamilton, confirmed that the Constitution set out the framework for how meetings were conducted. Current government guidance meant that Members needed to physically be in the Chamber to vote in formal Committee meetings (although they could take part in Committee discussions remotely); legislation was needed to facilitate voting in remote meetings, post pandemic.

Member participation in remote meetings – It was noted that some Members reported that they felt disenfranchised from the democratic process as they could participate in meetings from home but could not vote (when this had been possible throughout the pandemic under emergency legislation). Informal interactions before

Agenda Item 7

and after meetings between Members was harder to do remotely rather than face to face in the Council Chamber. This was the same for officers.

Organisational culture – the pandemic had led to a fundamental change to the culture of office work. Also, Committee meetings such as Full Council held in the Chamber had a much more formal atmosphere, whereas it felt less formal for Members dialling in to remote meetings from home. These different cultural aspects could be explored further as part of the work on the changing organisational culture of the Council.

Inclusivity for Members and Officers with family or caring responsibilities – Members with young families and caring responsibilities reported that they had been able to attend more formal and informal meetings when meeting virtually. Members could attend if self-isolating. The Panel reported that hybrid working was one of the few positive things to come out of Covid and had led to improvements for some people in their personal and family lives with a better work/life balance.

Environmental sustainability – with fewer journeys to the Town Hall, there were considerable benefits both for the environment, with fewer cars on the roads, and in considerable accumulated time (and money) saved from not travelling to Town Hall.

Overall objectives for hybrid working – Members requested more details on the overall business objectives on hybrid working and statistics such as numbers of staff working from home, resourcing, and programme timelines. Councillor Lewanski, Portfolio Holder for Corporate Policy and Resources, and Executive lead on the Hybrid Working Group, undertook to respond to these questions from Panel Chair, Councillor Walsh.

Effective working – working Members reported they could switch between their working lives and Council work within minutes and as a result felt they were more effective councillors for residents in their wards. It was noted that productivity had not dropped among former office-based staff who now worked remotely. Team meetings continued online, and teams could meet in a socially distanced way if this was needed.

Staff who requested to work in the Town Hall offices for personal physical or mental health reasons or homeworking environment issues (such as no suitable office space, those who had large/young families at home or were moving to a new house and had no broadband temporarily). They had the option of a Covid secure, risk-assessed and socially-distanced office space at the Town Hall. IT had worked hard to support staff and Members working remotely.

External businesses – it was noted that companies had moved forward in change management terms by about 10 years. The norm for travelling to the office for work was becoming one to three days a week in offices. It was noted that young people who did not have a spare bedroom had different experiences from older people and it suited some organisations rather than others. Members of Surrey County Council Full Council was meeting in person at its new headquarters in Woodhatch Place where there was a larger chamber.

Staff recruitment – new staff had been recruited and inducted online in the last 18 months and all interactions with the Council Members and employees had been

Agenda Item 7

Hybrid Working Scrutiny Panel
19 August 2021

Minutes

virtual which had become the norm and was manageable. People had adjusted to virtual working and in some cases employees saw hybrid and flexible working as a benefit.

Councillor Lewanski, Portfolio Holder for Corporate Policy and Resources, and Executive lead on the Hybrid Working Group, said it was a challenging programme of work as some Members preferred being in the Chamber for face-to-face meetings and others preferred attending meetings remotely. There were still COVID-19 health and safety considerations as well as support for Members who for health reasons, or those who had close family members with health issues, could not attend the Council offices currently and felt excluded if they joined meetings remotely. The Hybrid Working Group had acknowledged the feedback that it was problematic for Members who attended remotely and so could not vote.

Representations to central government – In response to Panel Members' questions on the Council's representations to central government on bringing forward legislative changes to host remote meetings, officers confirmed that this issue had been escalated through Surrey CEOs and District Council networks. It had also been raised by the Local Government Association, the Association of Democratic Services Officers and local authority Heads of Legal, including the Council's Head of Legal and Governance. However, there were no indications currently that the Secretary of State for Housing, Communities and Local Government was minded to review this imminently.

Members agreed that representing residents to ensure delivery of excellent services to the public was a fundamental part of the democratic process.

Post-pandemic position – It was noted that what was being proposed was a return to accommodating all 45 Members of the Council in the Chamber until there was definitive legislative change. There had always been cases when individual Members could not attend meetings if they or family members were unwell, or they were away due to work commitments or on holiday.

The Monitoring Officer advised that Members still needed to observe minimum meeting attendance and, as before the pandemic, whether they attended each meeting depended on individual circumstances. The difference would be that there still needed to have certain Covid-safety measures in place but without the emergency legislation. There also needed to be space for the public to attend and to facilitate a return to physical attendance.

Summary

Panel Members thanked officers for their update on the programme's work to date and responding to Members' questions.

The Panel **AGREED** that:

- Minutes from the O&S Hybrid Working Scrutiny Panel meeting on 19 August 2021 to be published with the Overview and Scrutiny Committee meeting agenda pack for 9 September 2021 setting out Member observations. Panel

Agenda Item 7

Hybrid Working Scrutiny Panel
19 August 2021

Minutes

Chair (Councillor Walsh) to give an overview on the Panel's initial findings to the Committee as set out in the Minutes.

- The Terms of Reference and scope for the Scrutiny Panel's work were noted.
- Maintaining the positive elements of hybrid working in a post-pandemic world was an opportunity to improve delivery of Council services for the benefit of residents.
- There were benefits and disadvantages to different models of hybrid working that Members and officers had experienced during the pandemic. Further work was needed to understand these changes.
- A fundamental shift in working practices for Members and officers had taken place as a result of the pandemic and the resulting cultural changes for the organisation needed to be analysed.
- The current legislative position on hosting remote Council meetings was hampering those Members who wanted to participate fully in the democratic process but could not vote if they attended meetings virtually.
- Councillor Lewanski, Portfolio Holder for Corporate Policy and Resources, and Executive lead on the Hybrid Working Group, undertook to respond to written questions from Panel Chair, Councillor Walsh, on overall business and programme objectives for developing hybrid working and resourcing and programme timelines.
- The Panel to reconvene for a second meeting.

5. ANY OTHER BUSINESS

There was no other business.

The Meeting closed at 7.20 pm

This page is intentionally left blank



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

SIGNED OFF BY	Head of Legal and Governance
AUTHOR	Catriona Marchant, Democratic Services Officer
TELEPHONE	Tel: 01737 276066
EMAIL	catriona.merchant@reigate-banstead.gov.uk
TO	Overview and Scrutiny Committee
DATE	Thursday 9 September 2021
MEMBER	Chair, Overview and Scrutiny

KEY DECISION REQUIRED	No
WARDS AFFECTED	All Wards

SUBJECT	Overview and Scrutiny Committee's Work Programme 2021/22
----------------	--

RECOMMENDATIONS
i. To consider the proposed future work programme for the Overview and Scrutiny Committee, set out in Annex 1 ; and the Action Tracker, set out in Annex 2 .

REASONS FOR RECOMMENDATIONS
The work programme for the Overview and Scrutiny Committee was recommended by the Overview and Scrutiny Committee at its meeting on 18 February 2021 and was recommended by Executive on 25 February 2021 that it be approved by Council.

Arrangements for implementing this year's 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 for this meeting.
--

This is a standing item to keep the Committee informed and to prepare for upcoming business.
--

EXECUTIVE SUMMARY
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.

Agenda Item 8

Work Programme 2021/22

The Work Programme 2021/22 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.

Local Plan Scrutiny Panel

A Local Plan Scrutiny Panel will consider the Climate Change and Sustainable Construction SPD public consultation feedback and Horley Business Park SPD public consultation feedback (when available).

Action Tracker

The Action Tracker will set 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.

ANNEXES

- Annex 1 – Future Work Programme 2021/22
- Annex 2 – Action Tracker

Reigate and Banstead Borough Council Overview and Scrutiny Committee Work Programme



Published:

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
9 September 2021								
Catriona Merchant, Democratic Services Officer	Portfolio Holder for Housing and Support	Director of People, Head of Housing	Work of Raven Housing Trust Scrutiny of social housing provider, Raven Housing Trust - representatives to attend O&S	9 Sep 2021			Open	
David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Interim Head of Finance and Assets	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Interim Head of Finance	Quarter 1 Performance Report 2021/22 To consider the Council's performance in Quarter 1 2021/22	9 Sep 2021	16 Sep 2021		Open	
Tom Borer, Policy Officer	Portfolio Holder for Investment and Companies	Commercial and Investment Director	Companies Performance Update - Autumn 2021 To consider an update on the performance of Council companies.	9 Sep 2021	18 Nov 2021		Part exempt Commercially Sensitive	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Merchant, Democratic Services Officer</i>	Portfolio Holder for Planning Policy and Place Delivery	Director of Place	Local Plan Scrutiny Panel report - Climate Change SPD Minutes from Local Plan Scrutiny Panel considering public consultation responses to the Climate Change Supplementary Planning Document (SPD)	9 Sep 2021			Open	
21 October 2021								
<i>Catriona Merchant, Democratic Services Officer</i> 78	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources, Portfolio Holder for Investment and Companies	Commercial and Investment Director, Director of People, Director of Place, Interim Head of Finance	Organisation Portfolio Holder Updates Updates from Executive Members in Corporate Policy & Resources, Finance & Governance, Investment & Companies	21 Oct 2021			Open	
<i>Dan Woodard, Sustainability Project Officer</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	Environmental Sustainability: Progress update To receive a progress update on the work towards the objectives set out in the Council's Environmental Sustainability Strategy.	21 Oct 2021	18 Nov 2021		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Merchant, Democratic Services Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Constitution of Budget Scrutiny Panel To establish the Budget Scrutiny Panel to review Service & Financial Plans 2022/23	21 Oct 2021			Open	
1 December 2021 (Budget Scrutiny Panel)								
<i>Catriona Merchant, Democratic Services Officer</i> 76	Councillor Nick Harrison	Interim Head of Finance	Budget Scrutiny Panel: Service and Financial Planning 2021/22 The report and recommendations of the Budget Scrutiny Panel including any observations on the Service and Financial Planning proposals for 2021/22, for consideration by the Executive in line with the Council's budget and policy procedure rules.	9 Dec 2020			Open	
9 December 2021								
<i>Richard Robinson, Head of Housing</i>	Portfolio Holder for Housing and Support	Head of Housing	Homelessness & Rough Sleeping Strategy 2022-2027 To consider and provide feedback on the priorities proposed in the Homelessness & Rough Sleeping Strategy 2022-27	9 Dec 2021	24 Mar 2022		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Interim Head of Finance	Quarter 2 Performance Report 2021/22 To consider the Council's performance in Quarter 2 2021/22	9 Dec 2021	16 Dec 2021		Open	
<i>Catriona Merchant, Democratic Services Officer</i> 08	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Observations on Budget Proposals - Budget Scrutiny Panel report Report from the Budget Scrutiny Panel - observations on the Budget Proposals (Service and Financial Planning 2022/23)	9 Dec 2021			Open	
20 January 2022								
<i>Mari Roberts- Wood, Director of People</i>	Leader of the Council	Chief Executive	Leader's Update (January 2022)					KEY
<i>Catriona Merchant, Democratic Services Officer</i>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Support, Portfolio Holder for Leisure and Culture	Director of People, Head of Community Partnerships, Head of Wellbeing and Intervention	People Portfolio Holders Update Update from Executive Members of Housing & Support, Leisure & Culture and Community Partnerships	20 Jan 2022			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
Catriona Merchant, Democratic Services Officer	Leader of the Council	Head of Legal and Governance	Calendar of Meetings 2022/23 Calendar of Meetings for 2022/23	20 Jan 2022	27 Jan 2022	10 Feb 2022	Open	
17 February 2022								
Catriona Merchant, Democratic Services Officer	Portfolio Holder for Community Partnerships	Director of People, Head of Community Partnerships	Annual Community Safety Partnership Scrutiny Annual 'crime and disorder' scrutiny - Community Partnership	17 Feb 2022			Open	
17 March 2022								
Catriona Merchant, Democratic Services Officer	Portfolio Holder for Economic Prosperity, Portfolio Holder for Neighbourhood Services, Portfolio Holder for Planning Policy and Place Delivery	Director of Place, Head of Economic Prosperity, Head of Neighbourhood Operations, Head of Planning	Place Portfolio Holders update Update from Place Executive Members of Planning Policy & Delivery, Neighbourhood Services and Economic Prosperity	17 Mar 2022			Open	
Luke Harvey, Project & Performance Team Leader, David Brown, Finance Manager, Pat Main, Interim Head of Finance and Assets	Portfolio Holder for Corporate Policy and Resources, Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Quarter 3 Performance Report 2021/22 To consider the Council's performance in Quarter 3 2021/22	17 Mar 2022	24 Mar 2022		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catriona Merchant, Democratic Services Officer</i>	Councillor Nick Harrison	Head of Legal and Governance, Interim Head of Paid Service	Overview and Scrutiny Annual Report 2021/22 Annual Report from the Overview and Scrutiny Committee 2021/22			7 Apr 2022	Open	
<i>Catriona Merchant, Democratic Services Officer</i>	Councillor Nick Harrison	Head of Legal and Governance	Overview and Scrutiny Annual Work Programme 2022/23 Overview and Scrutiny Committee's Forward Work Programme for the year ahead 2022/23			7 Apr 2022	Open	
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment and Companies	Commercial and Investment Director	Companies Performance Update - Spring 2022 To consider an update on the performance of Council companies.	17 Mar 2022	2 Jun 2022		Part exempt Commercially Sensitive .	
To be scheduled								
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment and Companies	Commercial and Investment Director	Commercial Strategy - Part 2 To consider Part 2 of the Council's Commercial Strategy.				Part exempt Commercially Sensitive .	KEY

Contact: Democratic Services Email: democratic@reigate-banstead.gov.uk Telephone: 01737 276812
Address: Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH

Action tracker - Overview and Scrutiny Committee 2021/22

Meeting 2020/21	Subject and request	Action	Who	When	Completed
15 July 2021	Item 7 – Capital Investment Strategy 2022/23	Commercial activity action plan and annual outturn report – Members requested more information (refers to printed pages 176 and 181).	Request to officers	Completed	<p>The Commercial Activity Action Plan (referred to at page 180 of the agenda pack for O&S on 15 July 2021) was reported to Executive in November 2020 when the Commercial Strategy Part 1 was approved (page 30 of the Executive agenda pack).</p> <p>The Capital Strategy Annual Outturn Report (referred to at page 185 of the agenda pack for O&S on 15 July 2021) will be reported to Executive as part of budget outturn reporting in June 2022 and annually thereafter.</p>

17 June 2021	Item 10 – Overview of Scrutiny	Charitable Trusts – Members requested updated information regarding consultation with the Charity Commission on Trust Funds, including the Reigate Baths Trust Fund and Commons Trust to identify what the funds can or cannot be used for.	Request to officers	In progress	Given complexity of this matter, before Legal can write to the Charities Commission to request a transfer into our management, they need to understand which Charitable Trusts RBBC is 'sole trustee' of and which is 'custodian trustee'. Seeking Counsel advice on this.
-----------------	--------------------------------	--	---------------------	-------------	--