



Agenda

Overview and Scrutiny Committee

Thursday, 20 January 2022 at 7.30 pm

Remote meeting via video link



This meeting will be held **remotely**. Committee Members will be provided with the details of how to connect to the meeting.



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

Members:

N. D. Harrison (Chair)

M. S. Blacker

G. Buttironi

Z. Cooper

M. Elbourne

J. C. S. Essex

P. Harp

A. King

N. C. Moses

S. Parnall

S. Sinden

M. Tary

R. S. Turner

S. T. Walsh

C. T. H. Whinney

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;

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Mari Roberts-Wood
Head of Paid Service

1. Minutes (Pages 5 - 16)

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

2. Apologies for absence and substitutions

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

3. Declarations of interest

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

4. People Portfolio Holders Update (Pages 17 - 50)

To receive a briefing from Executive Members of the People Portfolio areas of work: Housing & Support, Leisure & Culture and Community Partnerships and to consider any issues that arise.

5. Leader's Update - January 2022

To receive a six-monthly update from the Leader of the Council, Mark Brunt.

6. Budget and Capital Programme 2022/23 - Update for Overview and Scrutiny Committee

To consider the updated elements of the Budget 2022/23 and Capital Programme 2022 to 2027 proposals before Executive on 27 January.

7. Calendar of Meetings 2022/23 (Pages 51 - 56)

To consider the Calendar of Meetings 2022/23 and make any observations before Executive on 27 January 2022 and approval at Council on 10 February 2022.

8. Overview and Scrutiny Committee Forward Work Programme 2021/22 (Pages 57 - 64)

To consider and agree any changes to the schedule for Overview and Scrutiny Committee's Forward Work Programme 2021/22 (Annex 1) and note the Action Tracker (Annex 2).

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.)

BOROUGH OF REIGATE AND BANSTEAD

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee held at the Remote - Virtual meeting on Thursday, 9 December 2021 at 7.30 pm.

Present: Councillors Blacker, Buttironi, Cooper, Elbourne, Essex, Harrison (Chair), Harp, A. King, Sinden, Tary, Turner, Walsh

Also present Visiting Members: Councillors Archer, Brunt (Leader), Neame, Schofield

46. MINUTES

The Minutes of the previous meeting on 21 October 2021 were approved.

The Exempt Minute of the previous meeting – Companies Performance Update, Autumn 2021 (Exempt) was approved.

47. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Moses, Councillor Parnall and Councillor Whinney. There were no substitutions.

The meeting took place virtually due to COVID-19 restrictions.

48. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

49. HOMELESSNESS & ROUGH SLEEPING STRATEGY 2022-2027

The Committee received a report on the activities and actions to tackle homelessness set out in the report, Homelessness Review at Annex 1, the Homelessness and Rough Sleeping Strategy 2022-2027 at Annex 2 and the Action Plan at Annex 3.

Councillor Neame, Portfolio Holder for Housing and Support, gave an overview of the Homelessness Review and Homelessness and Rough Sleeping Strategy which the Council is required to publish every five years under the Homelessness Act 2002. The current strategy expires in March 2022. The new strategy, set within a revised legislative framework, contained priority activities and actions to prevent homelessness and support those who are homeless, including the increasing numbers of applicants with multiple support needs, and setting out proposals to secure more suitable accommodation options. The approved Revenue Budget

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2020/21 of £1m in the report set out each area of spending. Private bed and breakfast emergency accommodation accounted for around a third of the current year's budget.

Councillor Neame praised the dedicated work of the housing team over the last five years for their support for homeless people or those at risk of becoming homeless. She highlighted successes such as providing services under the significant changes to legal duties set out in the Homelessness Reduction Act 2017, delivering the Council's own emergency temporary accommodation to allow clients to stay in the Borough close to their own and family support teams and using the in-house advice service to support residents with budget and welfare needs at the earliest opportunity to prevent homelessness.

The Strategy looked to build on these successes to make services more user friendly give a wider choice to prevent homelessness and support on longer term basis for a stable home with more chance to obtain permanent employment. Key areas in the 2022-27 Strategy are to:

- Prevent homelessness and sustain and secure tenancies.
- Respond to residents with priority support needs – making multiple referrals to support agencies and accommodation providers.
- Tackle rough sleepers, many with complex needs through the supported housing scheme and tenancy support.
- Improve access to additional housing options and the range of accommodation available including delivering new affordable homes, council-led schemes, government 'Move-on' funding and funding our partners to deliver housing.

Members asked questions and made comments on the following areas:

Homelessness Reduction Act 2017 – Members asked about the distinction between the three duties set out in the legislation for the way local authorities manage homelessness applications: Prevention Duty, Relief Duty and Main Duty. Head of Housing, Richard Robinson, gave an overview for the Committee and explained the main differences. Prevention Duty (provides a personalised housing plan (PHP) if anyone is threatened with homelessness and ends after 56 days if the applicant becomes homeless. The period of 56 days gave the Council longer than the previous 28 days and allowed staff to see people a lot earlier and work with them to prevent homelessness. Relief Duty follows these 56 days, when the applicant is homeless. Relief Duty ends if suitable accommodation is available for six months or the person is no longer at risk of homelessness. Main Duty applies to only priority need applicants who are homeless.

Temporary emergency accommodation – Members asked about the numbers in temporary accommodation and how this compared to previous years. Head of Housing confirmed that the Council has access to around 115 to 120 units of self-contained temporary accommodation all of which are located within the Borough. As of 9 December, there were 27 households in bed and breakfast emergency accommodation including 15 single households. At the height of the pandemic this went up to 50 households. Currently, this was slightly higher than prior to the Homelessness Reduction Act came into force in 2018.

Impact of the COVID-19 pandemic – Members questioned the impact of the pandemic and pressure on the Borough Council as a result of the lockdowns in 2020 and early 2021 and how this would be addressed? The Portfolio Holder and officers confirmed that the numbers had peaked slightly when the courts had reopened. There had not been as many evictions as initially predicted with revenue funding used for arrears in the social and private rented sectors. There were a higher number of single applicants than before housed in emergency accommodation and at risk of becoming street homeless rough sleepers. The temporary cabins set up in Doynygs leisure centre car park had been successful at taking rough sleepers off the streets during the pandemic. These cabins were due to be moved shortly as this had been a temporary solution during COVID-19.

Delivery of new homes – it was noted that there was a percentage of affordable housing in new homes schemes to deliver 30% on Council-owned land. This was set out in the Housing Delivery Strategy published in 2020 as opposed to the Homelessness Strategy. Members asked about the Cromwell Road, Redhill development of 32 one and two bedroom private rent flats. A proportion of these flats (to be confirmed) would be let at below market rents to assist lower income households, with tenancies offered for up to three years.

Additional emergency accommodation – It was confirmed that options of additional emergency accommodation were being investigated in the borough for larger families. This was more cost effective than private bed and breakfast accommodation and would keep families with children in the Borough, at local schools and with access to family and support networks. It was harder to secure support when placed out of Borough such as in Croydon or Crawley. The Leader, Councillor Brunt, said that if there was surplus accommodation available this could be used on a chargeable basis by other local authorities. Following Member questions it was confirmed that there were some temporary accommodation units in Tadworth but most of the temporary accommodation was in the south of the Borough which had the greatest area of need. Those in the north of the Borough could find themselves in the south of the Borough for a time.

Priorities in Homelessness Strategy Action Plan 2022 – 2027 – Members questioned the range of accommodation options and why improving access to accommodation was considered a lower priority 4? It was confirmed by officers that all priorities had equal weight and it was **Agreed** to list as four objectives rather than four priorities.

Work with partners – the effective work with partners such as with Transform Housing & Support and YMCA East Surrey was highlighted by the Leader of the Council; £350k of Section 106 money had been secured to provide more supported accommodation for young people in the Borough.

Quality of housing – Members asked about the local housing allowance (LHA) which covered the cost of only below average rents in the area and risked applicants being placed in lower cost and poorer quality private sector rented housing. It was noted that properties were offered with the standard requirements that came with assured shorthold tenancies such as gas and electricity checks. The Council could use discretionary housing budget to bridge some gaps, if assessed and required. This benefits cap affected larger families as there was a shortage of larger accommodation.

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Empty office blocks – empty office space was also under consideration as a future option for accommodation as part of quality conversions or builds. A registered provider had recently purchased a quality office block in the Borough for a proposed residential build for permanent accommodation.

RESOLVED – that the Committee:

1. Endorses the activities and actions to tackle homelessness set out in the Homelessness Review at Annex 1 and the Homelessness and Rough Sleeping Strategy 2022-2027 at Annex 2, the Action Plan at Annex 3; Equality Impact Assessment at Annex 4; and
2. Provides observations for consideration by the Executive set out in this Committee's Minute 49 of 9 December 2021 meeting, emphasising the need for further accommodation in the Borough with a wider mix and quality of homes and purchase of property, where possible.

50. **OBSERVATIONS ON BUDGET PROPOSALS - BUDGET SCRUTINY PANEL REPORT**

Members received the report from the O&S Budget Scrutiny Panel which met on 1 December 2021 to consider the provisional Budget proposals for 2022/23 and make recommendations to the Executive in line with the Council's budget and policy procedure rules.

Councillor Schofield, Portfolio Holder for Finance and Governance, advised the Committee that the proposed Budget 2022/23 was not yet finalised as central Government was still to publish the final financial settlement which was expected later in December. Further work was ongoing to address the forecast budget gap. There were encouraging signs that parking revenue was slowly improving; leisure centre visitors were also increasing towards pre-pandemic levels. The final Service and Financial Planning 2022/23 report was due to come to Executive on 27 January for approval and recommendation to Full Council on 10 February. It was agreed that the updated proposals would be discussed at Overview and Scrutiny Committee on 20 January.

Chair of the Panel, Councillor Harrison, summarised the findings from the Panel to the Committee which was set out in the report to the Committee as an Addendum to the agenda pack, and in the Recommendations set out above. He thanked the Portfolio Holder and the Interim Head of Finance and finance team for their responses to the Advance Questions and supplementary questions raised at the Panel meeting.

Members made comments and asked questions on the following areas, discussing the proposals to make savings in the community partnerships area, such as ceasing provision of taxi vouchers and pausing Medium Grants and Small Grants.

Budget savings – Members noted the forecast budget gap of £700k and asked about wider service savings to bridge this gap. They discussed the proposals to pause the Medium Grants and Small Grants scheme, to withdraw the taxi vouchers scheme and reduce the Borough News publication to a single issue a year. Had other savings been considered, for example, exploring further savings on staff salary costs if posts had not been filled? It was noted that saving costs by sharing

services across local authorities generated some opportunities but also presented some risks.

It was confirmed that there were 22 full-time equivalent staff (FTE) vacant posts at the time of the Panel meeting, equating to £1m salary and on-costs. Head of Paid Service, Mari Roberts-Wood, advised that the vacancy rate was a snapshot at any one time. The current vacancy rate was within the usual range with less than 5 per cent of the total workforce. She confirmed that all vacant posts were reviewed by HR and senior managers when vacancies arose and before going out to recruitment.

Taxi vouchers – Members discussed the proposed to withdraw the taxi voucher scheme to save £43k costs a year. This would affect mainly elderly residents with mobility issues who currently received up to £120 of taxi vouchers per annum. The Panel had noted that this budget was consistently underspent each year by about £20k. Members asked whether the budget had been underspent due to the pandemic lockdowns when this group of people was self-isolating and could it be tested again under more normal circumstances. It was confirmed that this budget had been consistently underspent over a number of years.

In response to further Members' questions it was confirmed by the Portfolio Holder for Finance and Governance that the proposal was to cut the taxi voucher scheme permanently. The intention was to work with residents to help find alternative means of transport such as neighbourhood or community transport schemes, transport provided by Surrey County Council and use of volunteer drivers. Officers reassured Members that since the pandemic more was known about this group of people who could be supported locally to make sure they were driven to appointments or to local community centres, for example. The Head of Paid Service, Mari Roberts-Wood, gave further reassurance to the Committee that those residents would not be left without transport suddenly. RBBC would make sure that those vulnerable individuals who were reliant on this transport will be picked up so as not to leave a gaping hole for people.

Medium Grants and Small Grants – it was confirmed that the proposals were to pause these grants for local voluntary and community groups to save £50k on Medium Grants and £45k on Small Grants. It was noted that the Community Partnerships team would continue to work closely with the voluntary and community sector further to support them and assist them where needed but not through direct grant giving.

Executive Members recognised that it was an uncomfortable period with some difficult budget decisions to be made.

Environmental sustainability funding – one Member noted that the proposed budget for the environmental sustainability service area was modest and did not allow for potential increased income from additional recycling roll-out to flats, for example, or for increased staffing for environmental initiatives. It was noted that recycling trends currently showed a positive income but there was an element of risk in this area and a prudent budget was advisable.

The Committee agreed to support the Recommendations set out in the Budget Scrutiny Panel's report to go forward to the Executive at its meeting on 16 December 2021.

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RESOLVED – That in response to the Service and Financial Planning 2022/23 report and supporting documents to Executive on 18 November 2021, the following Recommendations from the Budget Scrutiny Panel, and approved by Overview and Scrutiny Committee on 9 December 2021, be submitted for consideration by the Executive, that:

- (i) The national and local policy context and significant uncertainties at this stage of the budget-setting process were noted.
- (ii) The Service and Financial Planning 2022/23 report forecasts a budget gap of over £700k. In the light of this and given that assumptions and individual budgets were to be reconsidered following the December Government financial settlement announcement, the Committee did not draw a conclusion on the overall Budget proposals for 2022/23.
- (iii) The Committee requested that the final Service and Financial Planning 2022/23 report to Executive on 27 January to be an agenda item for discussion at Overview and Scrutiny Committee on 20 January.
- (iv) The Committee considered the explanations in the Budget report for year on year changes in the budget and found the following to be achievable, realistic and based on sound financial practices and reasonable assumptions, subject to the outstanding matters set out in (i) and (ii):
 - a. Medium Term Financial Plan Summary
 - b. Revenue Budget Savings and additional income proposals totalling £0.566m
 - c. Revenue Budget Growth proposals totalling £0.567m
 - d. Forecast ongoing income budget pressures in 2022/23 onwards as a consequence of the COVID-19 pandemic totalling £1.3m
 - e. Revenue Reserve Balances as of 1 April 2021 of £41.738m.
- (v) The Committee reviewed savings proposals in service delivery: to pause the Medium Grants and Small Grants scheme, to withdraw the taxi voucher scheme and to reduce the Borough News publication to a single issue a year, and asked they be reconsidered.
- (vi) The Committee expressed concerns about recent inflationary pressures with short term inflation well above the Bank of England 2% target which would put unbudgeted upward pressure on the cost of goods and services and on staff costs/pay demands.
- (vii) In relation to potential future cost savings the Committee supported initiatives to:
 - Assess the potential reduction of office space reflecting the impact of hybrid working.
 - Implement joint working with the boroughs and districts in East Surrey to share costs and improve services.The Committee asked these initiatives to be accelerated.
- (viii) The Committee recommended that the need to fill vacant headcount positions be reconsidered (currently 22 full-time equivalent staff (FTE) equating to £1m salary and on-costs). These vacancies had been confirmed as part of the Service and Financial Planning reconciliation of HR establishment records and service budgets for all services.
- (ix) Implementation of the Council's Commercial Strategy was vital to meeting budget gaps in future years, as Government funding is further reduced. Part 2 of the Commercial Strategy report was an agenda

item at Overview and Scrutiny Committee on 9 December and due to be approved by Executive on 16 December. At this stage the Committee noted that no substantial additional commercial income from investments was included in the current 2022/23 budget.

- (x) The Committee noted that the Executive intends to come forward with a Financial Sustainability Plan to be integrated with the Medium Term Financial Plan (MTFP) in Quarter 1 2022/23.

The Committee thanked Portfolio Holders and Officers for the substantial work in preparing the Budget 2022/23 report and for the written responses to 60 Advance Questions from Budget Scrutiny Panel Members.

51. **QUARTER 2 PERFORMANCE REPORT 2021/22**

The Committee received the Performance Reports for Quarter 2 2021/22 including Key Performance Indicator (KPI) performance and the Budget Monitoring forecasts Q2 2021/22 – both revenue and capital.

Quarter 2 KPI performance 2021/22

Councillor Lewanski, Portfolio Holder for Corporate Policy & Resources, gave an overview of the KPI performance: of the ten KPIs reported on in Quarter 2, eight were on target. Two indicators were not on target and were therefore red-rated: KPI 2 – Business rates collection and KPI 7 – Affordable Housing Completions. KPI 2 was affected by the recalculation of Retail Rate Relief which led to new instalment plans but it was expected that performance would catch up during the year. KPI 7 was off target currently as affordable housing developments were often completed and then delivered in batches through the year.

Affordable housing – the lower number of social rent affordable completions by tenure compared to shared ownership delivery was noted. Members also commented that high performance delivery in developments such as Pitwood Park in Tadworth and Cromwell Road in Redhill were not captured in the targets.

Quarter 2 Budget Monitoring 2021/22

Councillor Schofield, Portfolio Holder for Finance and Governance, gave an overview of the Quarter 2 Budget Monitoring set out in the report and Annex 1.

There was a small overspend in Service and Central budgets, currently forecast to be only £0.061m (0.4%) higher than the Revenue Budget for 2021/22 that was approved in February 2021.

The report included separate forecasts for the additional expenditure and funding related to the COVID-19 pandemic (which is currently forecast to be in balance), and for income shortfalls due to the pandemic. The forecast income loss was £1.418m as of 30 September 2021, with car parking accounting for the majority at £1.228. Car parking income was steadily starting to improve. The net shortfall can be funded on a one-off basis through drawing on the Earmarked Reserve set aside in anticipation at the end of 2020/21.

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The Capital Programme forecast for the year is £53.07m which is below the approved programme as a result of £87.36m slippage and a net underspend due to the lack of viable housing schemes and commercial investments coming forward.

Members made comments and discussed the following areas:

Community centres – it was noted that operating costs of the three community centres in the Borough were reported on in the revenue budget. The review of the community centres had been highlighted to the Committee earlier in the year, with changes well underway, supported by one-off funding from the Corporate Plan Delivery Fund. There were more family-related activities as well as activities for older people, and a positive response to home cooked food provided for those attending the centres.

Revenue, Benefits and Fraud – a reported £393k overspend in this service area was discussed by Members. This was due to a lower DWP subsidy, as more clients moved to Universal Credit, and higher Housing Benefit, partially offset by lower staff costs. The high number of vacancies (six posts) was commented on. Staff had been engaged in the pandemic response. Recruitment was ongoing to fill the vacant posts as some members of the team had moved to London Boroughs which could offer higher salaries without staff needing to travel to offices in London.

Leisure Services – the Committee questioned the forecast income loss from the management fee for the Leisure Services contractor (£278k as at 30 June 2021) and whether this would continue into next year? The Portfolio Holder told the Committee that the Council was seeking to recover the management fees. Officers confirmed that the Head of Service had met with the contractor's representatives recently. Fee payments were expected to resume from 1 October and arrangements were also in place for the contractor to repay the first two quarters of the current year over a period of time.

Additional COVID-19 expenditure and funding – Members reviewed the latest forecasts in the context of the coming year. Interim Head of Finance, Pat Main, told the Committee that her team were monitoring the remaining pandemic-related transactions closely in the second half of the financial year and were confident that expenditure in this area was showing a downward trend.

Disabled residents – It was noted that there was a shortfall in spending in Disabled Facilities Grants and also on the Handy Person Scheme due to the pandemic. Questions were raised regarding the availability of funding for vulnerable residents for the cost of essential items such as replacement batteries and repairs for items that had been installed but were later out of manufacturers' warranty when they broke down. Officers agreed to look into this and come back to Members.

Housing Delivery Programme – the £20m slippage on the allocation in the Capital Programme was discussed. This was in part due to the pandemic: increased building costs were making potential projects commercially unviable. Executive Members highlighted that the programme was to support delivery of the five-year Corporate Plan to 2025. Funds would be spent as future projects that met business case thresholds came forward.

RESOLVED that the Committee:

1. Note Key Performance Indicator (KPI) performance for Quarter 2 2021/22 as detailed in the report to the Committee and in Annex 1 and the observations to Executive as set out in the Minutes; and
2. Note the Budget Monitoring forecasts for Quarter 2 2021/22 as detailed in the report to the Committee and at Annex 2 and the observations to Executive as set out in the Minutes.

52. COMMERCIAL STRATEGY - PART 2

The Committee received the Commercial Strategy Part 2 Report and its Annexes 1 to 6 and the Summary of the O&S Commercial Strategy Scrutiny Panel which met on 2 November 2021 (Annex 2).

Councillor Archer, Portfolio Holder for Investments & Companies, introduced the Commercial Strategy Part 2 report (*Funding our Services: A Commercial Strategy Part 2 – Explaining the Reigate and Banstead approach to commercial investment*). This followed on from the Commercial Strategy (Part 1) which set the direction for the Council's commercial activity and was approved by Executive in November 2020.

Part 2 of the Strategy set out the current approach, taking into account the challenges of the current financial position, latest borrowing rules and experiences with commercial activity to date. The 'Plan on a Page' Summary in the published agenda pack (p143) set out the proposed commercial approach. This includes to maintain existing income streams from our assets (currently around £4m a year); to grow income from these assets and also develop new income streams, such as repurposing poorly performing assets; to invest in new assets to deliver corporate objectives and income/savings; to continue to sell or trade services; and to take a more commercial approach to non-statutory fees and charges.

It was noted that the draft strategy approach was reviewed thoroughly by Panel Members at the O&S Commercial Strategy Scrutiny Panel in November with opportunity for further consultation on the final document. The final strategy was due to be approved by Executive on 16 December.

Commercial Strategy Scrutiny Panel Chair, Councillor Walsh, gave a verbal update of the Panel's discussions on 2 November. This included the need to learn from past commercial decisions both at Reigate and Banstead and in other local authorities. He highlighted the importance of effective commercial governance and oversight including robust business cases which were monitored as schemes developed.

In conclusion, Councillor Walsh recommended that the skills required for instigating, development of and managing commercial ventures by the Council is thoroughly reviewed and secured so that the Borough has all the necessary skills to undertake and successfully deliver the strategy.

Members discussed and made observations on the following areas:

Commercial skills – Members strongly supported the points raised by the Panel that the Council must ensure it has access to appropriate commercial skills,

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awareness and expertise for the strategy to succeed. This included drawing in additional expertise if needed such as use of external advisors to support in-house staff or provide specialist advice to oversee certain commercial projects.

Learning from experience – Members commented that it was important that lessons were learned, from previous projects and analysis of business cases. Best practice included listening to residents' feedback from previous projects. Taking an evidence-based approach and applying the Council's project management framework, including risk management, as set out in the report, was recognised as important to be able to deliver the income generation activities to build financial resilience as set out in the Corporate Plan, Reigate and Banstead 2025.

Environmental and social benefits – Members noted that these were also key elements to include as a measure of success when progressing commercial schemes in addition to financial gains such as in housing development projects and recognised that the Council is no longer able to invest purely for yield.

Reporting on commercial activity – quarterly commercial income updates were proposed to be reported to Overview and Scrutiny Committee as well as quarterly updates on portfolio performance to Commercial Ventures Executive Sub-Committee (CVESC) members. It was noted that these updates were to the Sub-Committee and information should be made available (on a Part 2 basis if required) to all Members of the Council to ensure accountability and performance of the portfolio. The Portfolio Holder agreed this would be clarified in the strategy. Six-monthly updates on the Council's companies performance are also provided to the Committee. The Portfolio holder confirmed that there would be an annual report back on the Commercial Assets Action Plan (Annex 4) and the Commercial Services Action Plan (Annex 6). The Chairman also noted that the strategy encompassed the Council's activity in housing projects.

The Leader, Councillor Brunt, told the Committee that the importance of in-house skill and expertise, investing in staff, fixed-term staff resources, working with a range of local partners and drawing on external advice with topic-specific experience, where needed, was recognised by the Executive and set out in the Commercial Strategy - Part 2 (p8 of the strategy, section 1, par 11 and p30 of the strategy, section 6, pars 96 to 98). He therefore supported the Committee's observations in this regard.

RESOLVED – that the Committee:

1. Notes the Commercial Strategy Part 2 Report and Annex 1 and the Summary (Annex 1) and discussions from the O&S Commercial Strategy Scrutiny Panel meeting on 2 November 2021; and
2. Provides observations set out in the Minutes for consideration to Executive, including that the Commercial Strategy (Part 2) stresses the importance of in-house commercial skills needed to manage and support commercial activity, pulling in necessary external resource, if required, to successfully deliver the strategy.

53. OVERVIEW AND SCRUTINY COMMITTEE FORWARD WORK PROGRAMME 2021/22

Members considered the Forward Work Programme 2021/22 for the Committee set out in Annex 1 to the report.

There were not any significant changes to report. The updated changes to Service and Financial Planning 2022/23 (Budget 2022/23) would be considered on 20 January 2022 meeting.

It was **Agreed** that the Head of Legal and Governance/legal team be asked to give regular progress reports on the Charitable Trusts matter set out on the Action Tracker to Councillors Sinden and Essex. The issue could come back to the O&S Chair, if Members were not satisfied, to be reconsidered as part of the meeting agenda.

RESOLVED – that the Committee noted its proposed Forward Work Programme 2021/22 and the change agreed above.

54. EXEMPT BUSINESS

There was no discussion by the Committee on this agenda item.

55. 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.

56. ANY OTHER URGENT BUSINESS

There were no items of urgent business.

The Meeting closed at 9.55 pm

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Agenda Item 4



Signed off by	Director of People
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To	Overview and Scrutiny Committee
Date	Thursday, 20 January 2022
Executive Member	Portfolio Holder for Housing and Support, Portfolio Holder for Leisure and Culture, Portfolio Holder for Community Partnerships

Key Decision Required	N
Wards Affected	(All Wards);

Subject	People Portfolio Holders update
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Recommendations
To note the Portfolio Holder Briefings on the People Portfolios, as set out in this report, and to provide any observations for consideration by Executive Members.
Reasons for Recommendations
To consider the progress of work in the People Portfolio objectives, as of January 2022, including achievements, priorities and challenges.
Executive Summary
<ol style="list-style-type: none"> 1. This report provides an overview of the activities undertaken within the People Portfolio areas in the Municipal Year to date. 2. The three People Portfolios are Housing & Support, Leisure & Culture and Community Partnerships.

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Key Information

Executive Portfolios

1. Following the Annual Council meeting on 27 May 2021, the Leader of the Council appointed the Members of the Executive for the Municipal Year 2020/21. Each Member of the Executive undertook an area of responsibility, known as a portfolio.
2. For operational purposes, these portfolios are aligned with the three themes of the Council's current and emerging Corporate Plans, these being People, Place and Organisation.
3. The three portfolios aligned with the People theme are Housing & Support, Leisure & Culture and Community Partnerships.
4. The areas of responsibility of these portfolios are as follows:
 - **Housing & Support:** Housing Delivery Strategy, Housing Support, Homelessness, Housing Benefits, Housing Register, Family Support, Money Support, Refugee Support, Safeguarding, Housing Benefit & Council Tax Support, Discretionary Housing Payments and Test & Trace Self-Isolation Payments.
 - **Leisure & Culture:** Leisure Strategy, Leisure Centres, Leisure Activities, Arts & Culture, Harlequin.
 - **Community Partnerships:** Community Centres, Community Safety, Community Development, Health Partnerships, Voluntary, Community and Faith Sector.

Portfolio Objectives

5. Following their appointment, Executive Members agreed objectives for their portfolio areas for the Municipal Year.
6. The COVID-19 Pandemic has continued to have an impact on the work of the People Portfolios as these services are on the frontline in the community. In particular, Community Partnerships leads our COVID-19 welfare response, and Revenues, Benefits and Fraud assess applications and issue payments to businesses and individuals such as test and trace self-isolation support.
7. Updates including the challenges, highlights and new projects are set out in the presentation slides from each Portfolio Holder to the Committee set out in Annex 1 to this report.

Overview and Scrutiny

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

observations will then be considered to help inform future activities within these portfolios.

Equalities Implications

11. A substantial proportion of our People Services are focused on supporting our most vulnerable residents, including residents from across all of the protected groups. Our services have equalities considerations at their core, for example:

- The Housing Register & Allocations Policy and the Homeless & Rough Sleeping Strategy is framed to positively support protected groups, recognising and responding to specific housing needs which include age, disability, gender etc. We offer an individual housing advice service tailored to the needs of each client.
- Our community development activities are centred around increasing participation and engagement and have a positive impact on equalities.
- We consider equalities issues in the delivery of community safety services, helping to protect vulnerable residents and communities.

Annex

1. Portfolio Holder presentation slides

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People

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Housing & Support update

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Portfolio Updates

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Homeless statistics end of Q4 (21/22 estimated Q4)

	<u>21/22</u>	<u>20/21</u>	<u>19/20</u>
• Homeless Approaches:	1151	1098	1111
• Owed a 'Prevention duty':	239	295	376
• Owed a 'Relief duty':	184	236	173
• Positive Outcomes:	294	345	340
• Main duty Acceptances:	50	47	73
• Average number in B&B:	34	32	19

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Housing Register - (21/22 estimated Q4)

	<u>21/22</u>	<u>20/21</u>	<u>19/20</u>
• Nominations to social tenancies:	223	253	292
• No. of households on list at 31/12:	1221	1130	875
• New Home Choice system went live in June 21, much improved customer experience, now mobile compatible, includes integrated forms and customers can upload their own documents.			
• 8 more social rented homes delivered on Westvale as well as shared ownership			
• 7 submarket private rented homes delivered in Marketfield Court Redhill – vacancies taken by households on the list			

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Challenges *(no particular order)*

- The waiting list for social rented housing has been increasing by around 100 households each year for three consecutive years, whilst vacancies have been dropping
- Shortage of rented homes that are affordable (social and private sectors)
- Lack of supported housing for homeless single people with complex needs

Highlights

- Staff preventing homelessness for almost 300 households
- Amount of grant secured as highlighted at December 21 O&S
- Accepted on the Government's Help to Buy Scheme

Projects

- Increase the amount of RBBC owned emergency accommodation
- Increase the amount of RBBC owned temporary accommodation
- Purchase new rent accounting software to aid the management of RBBC properties and B&B accounts

Housing Delivery Strategy

- All 25 homes in Pitwood Park Tadworth development sold/under offer. 14 units for market sale (of which 6 sold using Help to Buy Scheme) and 11 houses to Raven for shared ownership.
- On site building 32 flats on Cromwell Rd. Many to be let at sub market rents (Local Housing Allowance level) and the remainder at market rent via a RBBC wholly owned company.
- 27 On site building 4 one bed units in Horley to be offered to homeless low paid / close to work singles. Properties to be retained by RBBC and let under Homeless powers. Secured £190k capital grant from Homes England towards build.
- Viability work continues on the High Street car park site Horley
- Other Council owned sites being considered
- Other partnership work ongoing with Raven and Transform Housing to deliver further affordable housing

Asylum Seekers – Home Office accommodation

- Skylane Hotel, Horley: Initial Accommodation accommodating for about 100 males
- Four Points Hotel, Horley: Initial Accommodation for about 136 people (mostly males and a couple of families)
- Bridge House Hotel, Reigate: Initial Accommodation for about 40 families
- 28 Quadrant House, Redhill: Overflow Dispersal Accommodation for about 65 women, most have one child
- Largest impact on local services sits with Health colleagues including maternity / new mother services and GP services. Also impacts on local voluntary and community sector partners, especially food banks and those focussed on supporting children.
- The number of homeless applications from QH is also being monitored

Revenue, Benefits & Fraud update

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Revenues, Benefits & Fraud

Housing Benefit & Council Tax Support

- From Q1 to Q3 in 2021/22, we dealt with 1,326 new applications for Housing Benefit and/or Council Tax Support, compared with 2,385 over the same period in 2020/21
- From Q1 to Q3 in 2021/22, we dealt with 29,758 changes in circumstances for benefit claims, compared with 42,699 over the same period in 2020/21
- Whilst Housing Benefit claims have reduced since the introduction of Universal Credit (housing costs), from March 2020 we saw an increase of 6% in households claiming Council Tax Support, primarily due to the negative economic impact of the COVID-pandemic and lockdown
- The Housing Benefit expenditure is forecast at £26.5m for 2021/22, with government subsidy covering around 99% of this cost. An increase in non-subsidised elements of the scheme, such as high rental supported accommodation, continue to have a negative impact on the subsidy level we receive

Revenues, Benefits & Fraud (con't)

COVID-19 Pandemic Pressures and Support

- The Council is responsible for administering Test & Trace Payments to residents who have been told to self-isolate. The scheme started in September 2020
- From September 2020 to December 2021, 568 payments of £500 were made to people who lost out on earnings due to self-isolating, and meet the criteria. Total number of applications to 31/12/21 was 1,665
- The scheme is currently set to end on 31/03/22, but is likely to be extended

Discretionary Housing Payments

- Discretionary Housing Payments – funding for 2021/22 was reduced to £257,948 compared to £340,034 in 2020/21. The payments are to assist with rental costs and prevent homelessness. As at 31/12/20 we had paid out 78% of the government funding
- Any overspend must be met by the Council, whereas any unspent funds are returned to the Department for Work and Pensions

Intervention update:

Family Support Programme, Refugee
Resettlement, Money Support Team

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Intervention: Family Support Programme

- 117 referrals this year – up slightly on last year
 - Wait times are dramatically reduced from last year to around 4 weeks
- COVID restrictions have continued to affect delivery
 - 33 - Virtual contact continues to be used, but only when face to face contact is not required
- Family complexity continues to increase, with workers needing to spend more time supporting families.

Intervention: Refugee Resettlement (Syrian Scheme)

- No new arrivals this year
 - Arrivals suspended by Home Office for some of this period
- Continuing to support 8 households across RBBC
 - 5 due to leave the scheme in 2022
 - 3 due to leave the scheme in 2024
- 34 • All adults and children are positively engaging in support to ensure their independence
- Syrian Feast event hosted in October
 - Over 150 people attended
 - Recipe book published and over 200 copies sold
 - Funds raised used to directly support families

Intervention: Refugee Resettlement (Afghanistan Scheme)

- New commitment to resettle 3 households as part of the Afghan Relocations and Assistance Policy
- RBBC running the scheme for South East Surrey councils (as with the Syrian Scheme)
- ⌘ Difficulty in identifying appropriate and affordable housing
 - Despite lots of effort, no houses have yet been found

Intervention: Money Support Team

- Referrals are starting to return to pre-pandemic norms
 - 2021 – 135 referrals
 - 2020 – 215 referrals
 - 2019 – 121 referrals
- Length of intervention returned to around 6 weeks (15 weeks in 2020).
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 - Additional frontline staff to support due to increases in referrals and complexities due to pandemic
 - Impact of Universal Credit, Furlough and Redundancies are the biggest three impacts support this year.
- In 2021:
 - Over £33,000 in debts cleared, including £3,000 in Council Tax
 - over £20,000 of underpayments recovered for clients

Leisure & Culture update

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Portfolio Updates

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Leisure: GLL

- Challenging operating environment for GLL
 - All centres re-opened fully in September 2021
 - Improving financial situation,
 - contract is in deficit
 - Improving customer confidence in the sector
 - Membership numbers are rising
- Continuing to work closely with GLL to support their operational delivery
 - Staff redeployed to Community Support Centre and Welfare response

Leisure: Leisure Development

- School holiday programme ran from Summer 2021
 - Mixture of online and in person activities
 - Numbers lower than in previous years
- Introduction of 'Play Ranger' activities in Summer
 - ∞ - dedicated staff and volunteers supporting children to play out in their own streets and parks
 - 5 locations – Merstham Recreation Ground, Horley Recreation Ground, Reigate Priory Park, Banstead Lady Neville Park, Redhill Memorial Park
- Weekly sports coaching in Summer across the Borough
 - 7 sports

Leisure: Harlequin Theatre

- Very difficult year for theatres & cinemas
 - Changing COVID regulations
 - Customer confidence is slow to return
 - Film releases delayed to ensure success
- Busy year of shows, in part due to postponements from 2020.
 - Over 110 live shows & events (between May and November)
 - Screened over 80 films
- 40 • First 'large scale' outdoor event hosted in Summer
 - 250 people attended 'Comedy at the Castle' (in the Castle Grounds)
- Pantomime was successful, both financially and reputationally
 - The whole run – 43 shows – went un-interrupted
- Successful bid for £107000 from the Cultural Recovery Fund (National funding)
 - Money used to support COVID losses

Leisure: Future focus

- Leisure & Culture Strategy
 - to build on and explain further our Corporate Plan objective
- Continuation of recovery from pandemic
 - Harlequin visitor numbers to increase
 - High street visibility for Harlequin
 - Re-emergence of School Holiday activities
 - Re-introduction of large-scale activities, such as
 - Outdoor activity plan
- Future Leisure Centre contract decision

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Community Partnerships update

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Covid Welfare Calls & Support

Throughout 2021 we have continued our Covid welfare response service, adapting our response in relation to levels of need and Government guidance.

	2021	Notes
Responding to inbound requests for help (e.g. through website, customer contact)	355	Ongoing
Proactive calls to clinically extremely vulnerable (CEV) residents	545	CEV ceased Apr 21
↻ Calls to residents identified via NHS test and trace as potentially needing support	55	Commenced Apr 21
Wider welfare and befriending calls	500	Calls to residents with wider support needs (by staff and volunteer befrienders)
Total calls	1455	
Volunteers making befriending calls	c27	Service ended Jun 21

Covid Welfare: Food & Fuel Support

Community Partnerships continue to lead our Covid emergency food response.

- We work closely with the **food banks**, providing strategic and practical support including enabling them to access government Covid / welfare support funding to assist them in managing the ever growing need for their services.
- Working with community partners our Community Development Team has established **food clubs** in Woodhatch, Horley, Redhill, Merstham and Preston. Food clubs provide weekly access to affordable food, incl fresh food, for people who are struggling financially. For some food club members this is a step away from food bank dependency, for others it avoids the need for food bank support, and helps residents self-esteem. Food club members can access pop up financial support, including from Sutton and East Surrey Water and the Council's Money Support Team, whilst visiting food club.
- We have coordinated the work of partners to provide **school holiday meals** to families eligible for free school meals.
- Where no alternatives are available, we arrange **emergency food packs**.

Many residents are also experiencing fuel poverty, with some having to chose between heating and eating. We are working with 7 partners to provide fuel poverty top ups payments to residents on pre-payment meters who are in particular financial hardship.

Number of emergency food packs distributed in 2021	45
Referrals to food bank partners (due to food poverty/ need to isolate) (2021)	165
Individuals supported with utility top ups (Winter 20/21)	352

Community (Covid) Champions

At the start of 2021, SCC Public Health asked for our help with setting up a network of “Covid Champions” to help ensure accurate and up to date messages about Covid and vaccinations to reach all sections of our communities. In response, our Community Development Workers identified volunteers from within their communities to take on this role. We continue to provide regular updates to 33 Community (Covid) Champions to share through their networks.

Strategic partnership work

2021 has seen a step change to our strategic partnership working with health partners (including Surrey Heartlands and the Primary Care Networks (PCNs)) and with Surrey County Council. One example of this is the focus on Horley driven by both SCC and Horley PCN, which also includes closer collaboration between the Community Partnerships and Place Delivery teams around Westvale. This presents real opportunities to improve outcomes for residents and reduce need for our services (e.g. by preventing homelessness), and to improve mutual understanding between RBBC and the breadth of health partners.

Community Development

At the start of 2021, the CD Team were continuing to lead Covid locality meetings which effectively covered the whole borough across 5 localities. During 2021, the CD Team have moved from Covid locality meetings back to their regular network meetings, allowing them to bring focus back to their priority areas.

Covid continues to impact on the team's business as usual work (e.g. limited access to community bases and reduced community events) but all areas have seen an increase in the level of project work the Community Development Workers (CDWs) have been involved in supporting, for example:

- Community Budgeting (Horley)
- Work with health partners (particularly in Horley, Preston and Redhill)
- Community Events in Woodhatch & Whitebushes, Redhill and Preston
- Mapping of Christmas food provision across the borough and support to Renewed Hope to offer a Christmas Day meal
- Fundraising and project support for Pump Track (Woodhatch), Bereavement Support Service (Redhill), Community Fridge (Woodhatch), Recreation Ground redevelopment (Merstham) and extensive partnership work with voluntary, statutory, faith and private sector organisations

Community Centres (Banstead, Woodhatch, Horley)

2021 saw a 2nd year of disruption to our community centres due to Covid, with the team finding innovative ways to enable isolated centre users to continue to access services during lockdown. In parallel, work progressed to inform the centres' service transformation:

- A survey of over 1,200 people, both existing centre users and wider residents, in early 2021 demonstrated the value and potential of the centres
- We secured Executive agreement in July 2021 to the vision of three vibrant multi-use community centres reaching residents of all ages

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A wide range of new activities are underway at the centres

- U5s activities, including grandparents stay and play
- Food Clubs, in partnership with community development
- New exercise classes for all abilities
- Partnerships with local organisations, including food banks, health centres
- Events that reach the whole community

- Positive feedback has been received from both existing and new users about the centres. Usage numbers have increased month on month as we emerged from lockdown in April 2021.

Community Centres - 2021



Partnerships with the Voluntary & Community Sector (VCS)

Community Partnerships works with over 100 local partners including:

1. Financial support

- Overseeing RBBC's financial support to the sector (small grants, medium grants, commissioned services, Rental Grant Subsidy) and in kind support (access to discounted printing services)
- Enabling VCS partners to access central government Covid response funding and the DWP's Household Support Fund

2. Non-financial support and partnership working

- Providing advice to support service development, funding applications, etc
- Establishing an Older Peoples Services Steering Group that facilitates sector-led work on identified gaps and needs in support and activities for older people.
- Leading a Universal Credit forum for practitioners that has helped increase knowledge and skills in relation to key areas that impact on benefits such as domestic abuse, housing and those with no recourse to public funds.
- Establishing a Money Advice Services working group to look more closely at issues that keep people in poverty and specifically in need of support from Foodbanks.

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Community Safety Overview

Please note that community safety will be presented in more detail at the February O&S meeting.

The Reigate & Banstead Community Safety Partnership has developed a shared action plan and identified the following community safety priorities:

1. Empowering communities to feel safe
2. Protect the most vulnerable from harm
3. Responding to domestic abuse
4. Tackling anti-social behaviour

The CCTV project has started work to deliver the reduction in public realm cameras and the modernisation of CCTV in key locations (3 borough parks and 2 multi-storey car parks). This has already led to budget savings for 2021/22 & 2022/23

There has been a significant increase in Domestic Homicides and this has led to 3 further Domestic Homicide Reviews being initiated and led by the CSP

Multi-agency meetings have continued to problem solve and respond to local concerns around community safety and ASB. These are the Joint Action Group (JAG) (focused on locations of concern) and the Community Harm and Risk Management Meeting (CHaRMM) (focused on individuals of concern)

Awareness-raising activity increased in a COVID safe way. This included community fun days, fraud awareness sessions with vulnerable groups, East Surrey College Freshers week, Member briefing, Bite-sized briefing for staff and Prevent sessions for partners (Prevent forms part of the government's counter terrorism strategy.)

Looking ahead to 2022

Opportunities

Continued strengthening of partnership working with:

- statutory partners especially SCC and Surrey Heartlands ICS
- local partners (e.g. VCS) to respond to local needs

50 Continue to roll out community centres transformation:

- providing thriving venues for the breadth of local communities

Challenges

Uncertainties of Covid:

- Need for continued Covid welfare support for residents
- Ability to deliver face to face provision (community centres, community development, events, etc.)

Budgetary pressures:

- Both RBBC's budgets and availability of external funding for projects and partners

Finding clear and engaging ways to demonstrate the portfolio's value and impact

Agenda Item 7



Signed off by	Head of Legal and Governance
Author	Catriona Marchant, Democratic Services Officer
Telephone	Tel: 01737 276066
Email	catriona.marchant@reigate-banstead.gov.uk
To	Overview and Scrutiny Committee Executive
Date	Thursday, 20 January 2022 Thursday, 27 January 2022
Executive Member	Leader of the Council

Key Decision Required	N
Wards Affected	(All Wards);

Subject	Calendar of Meetings 2022/23
----------------	------------------------------

Recommendations
<p>The Overview and Scrutiny Committee is asked to consider the draft Calendar of Meetings for the 2022/23 Municipal Year (Annex 1) and make any observations to the Executive.</p> <p>The Executive is asked to consider, and recommend to Council, the draft Calendar of Meetings for the 2022/23 Municipal Year (Annex 1)</p>
Reasons for Recommendations
To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming Municipal Year.
Executive Summary
The Calendar of Meetings for 2022/23 draws upon the pattern of previous years. The Calendar is designed to ensure all business is accomplished as efficiently as possible. The draft Calendar of Meetings for 2022/23 was considered by Leader's on 22 November 2021 and Group Leaders on 23 November 2021. Overview and Scrutiny Committee considered the calendar on 20 January 2022.

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It will be reported to the meeting of the Executive at its meeting on 27 January 2022. The proposed Calendar of Meetings will then be approved by full Council at its meeting on 10 February 2022.

The Calendar of Meetings requires approval by full Council.

Background

1. Under the Constitution the Council approves a Calendar of Meetings for the forthcoming Municipal Year.
2. A draft Calendar will be published as an addendum to the agenda.

Key Information

3. The public meetings (Council, Executive, Planning, Overview and Scrutiny, Audit and Licensing and Regulatory) will all start at 7.30pm as set out in the Constitution.
4. The Commercial Ventures Executive Sub-Committee meets formally six times a year at 6.30pm before Executive meetings. Informal meetings of CVESC will meet every other month (between the formal meetings) and additional meetings will be held, should a need arise.
5. Planning Committees are held on Wednesday evenings and in different weeks to Overview and Scrutiny Committee and Audit Committee meetings. Following discussion at Group Leaders' meeting in November, it was requested that 11 May 2022 and 10 May 2023 Planning Committees be moved so the Committee could meet before the local elections take place. This avoids needing to appoint a number of Substitutes for the Planning Committee meetings in May, if some Members of the Committee have not been re-elected, and new Committee Members have not yet been confirmed at Annual Council for the new Municipal Year). Therefore, two Planning Committees will take place in April in 2022 and 2023.
6. There are eight Overview and Scrutiny Committee meetings throughout the year (including the 'Police and Crime' Annual Community Safety Partnership Scrutiny) plus the O&S Budget Scrutiny Panel on 30 November 2022.
7. Four Audit Committee meetings have been added to the Calendar of Meetings 2022/23. The meetings will take place on Tuesday evenings at 7.30pm. These four meetings are scheduled to be in the same week as Overview and Scrutiny Committee to fit in with reporting to Executive meetings and to avoid meeting in the same week as Planning Committee. It also needs to fit in with reporting deadlines up to Executive ie Performance, Risk and Audit reports.
8. The Audit Committee reviews quarterly risk management reports, internal and external audit reports and approves the Council's annual Statement of Accounts and the opinion of the external auditor on them. The statutory deadline for the publication of the Council's audited Statement of Accounts for 2022/23 and the opinion of the external auditor is to be confirmed for local authorities by the Government and

Agenda Item 7

Treasury. An additional Audit Committee meeting will be scheduled once the deadline is confirmed.

9. As in previous years, meetings of the Licensing & Regulatory Committee and its sub-committees have not been scheduled except for the initial meetings to make appointments to the Chair. The first meeting of the Licensing & Regulatory Committee on 1 June 2022 will be combined with a training session.
10. The Standards Committee meets three times a year. The first Standards Committee for the Municipal Year 2022/23 is expected to be brief taking place on 7 June 2022.
11. The Employment Committee meets quarterly and on a separate evening to reflect the Committee's Terms of Reference. The Employment Committee is meeting on 3 November 2022 (rather than September) to allow for the Draft Pay Policy Statement reporting deadlines.
12. The Governance Task Group which reports on Constitution and governance matters to Council is scheduled to meet five times a year from 6pm). It is not a formal public committee meeting but similar to the O&S Budget Scrutiny Panel, is included on the schedule for reference.
13. The Corporate Governance Group requested whether October 2022 and February 2023 half term dates could be avoided. It was proposed that Overview and Scrutiny Committees were moved to alternative weeks – 13 October 2022 (from 20 October) and 23 February 2023 (from 16 February 2023).
14. A provisional Executive meeting has been added – 27 October 2022 – to schedule business, if required. This followed a request at Group Leaders' meeting in November to reconsider scheduling between September to November. It was confirmed that the Budget/Service and Financial Planning report that comes to Executive will stay in November's Executive meeting.
15. The proposed Calendar includes indicative dates for meetings at the start of the 2023/24 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Calendar of Meetings for 2023/24, subject to any revisions.
16. Amendments to the Calendar may be made at any time in the course of the year, in consultation with the relevant Chair, and any changes will be publicly notified as and when these occur.

Legal Implications

17. There are no legal implications

Financial Implications

18. There are no financial implications.

Equalities Implications

19. Consideration has been given to avoiding meeting dates in half term or school holidays, where possible.

Agenda Item 7

Communication Implications

20. Members' calendars on their tablets will be automatically updated with the meetings they attend as committee members. All scheduled meetings will also be sent via Outlook Calendars to Officers and Members and be listed in the Centralised diary.
21. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.

Consultation

22. The draft schedule has been reviewed by the Interim Head of Finance, Project and Performance Team Leader, Head of Planning, Head of Organisational Development and Revenues, Benefits & Fraud manager.
23. The Corporate Governance Group (Officer group) was consulted at its meeting on 11 November 2021.
24. Leader's group will consider the draft schedule at their meeting on 22 November 2021. Group Leaders will be consulted on 23 November 2021.
25. Any comments by the Overview and Scrutiny Committee from its meeting on 20 January 2022 will be reported to the Executive on 27 January 2022.
26. Full Council to approve the final Calendar of Meetings 2022/23 at its meeting on 10 February 2022.

Annex 1

1. Annex 1 – Draft Calendar of Meetings 2022/23 dates.

DRAFT Calendar of Meetings 2022/23

Meeting	Time	May 2022	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2023	Feb	Mar	Apr	May	June	July	Aug
Audit Committee*	7:30pm		14			6			6			1			13		
Council	7.30pm	26		28		22			1		9	30		25		27	
Commercial Ventures Executive Sub Committee	6.30pm		23	21		15		17		26		23			22	20	
Employment	7.30pm		22					3		12		28			20		
Executive	7.30pm		23	21		15	27**	17	15	26		23			22	20	
Governance Task Group	6.00pm		30			1		10		5		2			29		
Licensing & Regulatory	7.30pm		1											30			
Overview & Scrutiny	7.30pm		16	14		8	13	30***	8	19	23****	16			15	13	
Planning Committee	7.30pm		8	6 27	31	28		2 23	14	11	8	8	5 26		7	5 26	
Standards Committee	7.30pm		7					8				7			6		

Notes

- a) *The Government has to confirm the statutory deadline for completing and approving the previous year's statement of accounts and external auditor's report. An additional Audit Committee meeting will be scheduled once dates are confirmed for 2022.
- b) ** Provisional Executive meeting for October, if required
- c) ***Budget Scrutiny Panel – 30 November 2022
- d) Governance Task Group & Budget Scrutiny Panel are shown but are not public meetings.
- e) **** Annual Community Safety Partnership Scrutiny.
- f) May, June and July 2023 meetings to be confirmed.
- g) Members' Induction Day – Saturday 14 May 2022 – to be confirmed.
- h) Licensing and Regulatory Committee – Member training – 1 June 2022, to be confirmed



SIGNED OFF BY	Head of Legal and Governance
AUTHOR	Catriona Marchant, Democratic Services Officer
TELEPHONE	Tel: 01737 276066
EMAIL	catriona.marchant@reigate-banstead.gov.uk
TO	Overview and Scrutiny Committee
DATE	Thursday 20 January 2022
MEMBER	Chair, Overview and Scrutiny

KEY DECISION REQUIRED	No
WARDS AFFECTED	All Wards

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

- | |
|--|
| <ul style="list-style-type: none"> i. To consider the proposed future work programme for the Overview and Scrutiny Committee, set out in Annex 1; and 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 Member requests for follow-up information from the previous meeting is added.

This standing item on the Committee's Forward Work Programme keeps 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.

Action Tracker

The Action Tracker sets out requests for any follow-up written 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
20 January 2022								
<i>Mari Roberts-Wood, Director of People</i>	Leader of the Council	Chief Executive	Leader's Update (January 2022) To receive an update from the Leader of the Council	20 Jan 2022			Open	
<i>Catriona Marchant, 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 Leisure and Intervention, Head of Housing	People Portfolio Holders Update Update from Executive Members of Housing & Support, Leisure & Culture and Community Partnerships	20 Jan 2022			Open	
	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Budget and Capital Programme 2022/23 - Update for Overview and Scrutiny Committee To consider updated elements	20 Jan 2022	27 Jan 2022	10 Feb 2022		

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			of the Budget 2022/23 and Capital Programme 2022 to 2027 proposals.					
<i>Catriona Marchant, Democratic Services Officer</i>	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	
24 February 2022								
<i>Catriona Marchant, Democratic Services Officer</i>	Portfolio Holder for Community Partnerships	Director of People, Head of Community Partnerships	Annual Community Safety Partnership Scrutiny Annual 'crime and disorder' scrutiny - Community Partnership	24 Feb 2022			Open	
17 March 2022								
<i>Catriona Marchant, Democratic Services Officer</i>	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	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>David Brown, Finance Manager, Pat Main, Interim Head of Finance, Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	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	
<i>Darren Wray, Head of IT</i>	Portfolio Holder for Corporate Policy and Resources	Head of IT	IT Strategy 2022/3 to 2026/7 Approval of the new IT Strategy	17 Feb 2022	24 Mar 2022		Open	KEY
<i>Catriona Marchant, Democratic Services Officer</i>	Councillor Nick Harrison, O&S Chair	Head of Legal and Governance, Head of Paid Service	Overview and Scrutiny Annual Report 2021/22 Annual Report from the Overview and Scrutiny Committee 2021/22	17 Mar 2022		7 Apr 2022	Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Councillor Nick Harrison, O&S Chair	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	17 Mar 2022	24 Mar 2022	7 Apr 2022	Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment and Companies	Head of Paid Service	<p>Companies Performance Update - Spring 2022</p> <p>To consider an update on the performance of Council companies.</p>	17 Mar 2022	2 Jun 2022		Part exempt Commercially Sensitive	

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Action tracker - Overview and Scrutiny Committee 2021/22

Meeting 2021/22	Subject and request	Action	Who	When	Completed
9 Dec 2021	Item 6 – Q2 Performance Report 2020/21 (Minute 51)	Disabled residents – It was noted that there was a shortfall in spending in Disabled Facilities Grants and also on the Handy Person Scheme due to the pandemic. Questions were raised regarding the availability of funding for vulnerable residents for the cost of essential items such as replacement batteries and repairs for items that had been installed but were later out of manufacturers' warranty when they broke down. Officers agreed to look into this and come back to Members.	Request to officers	Completed	<i>Response emailed to Members on 12 January 2022. Copy in ModGov library.</i>

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