

# Agenda

## Overview and Scrutiny Committee

Thursday, 19 January 2023 at 7.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in the Town Hall, Castlefield Road, Reigate. Members of the public, Officers and Visiting Members may attend remotely or in person.

*All attendees at the meeting have personal responsibility for adhering to any Covid control measures. Attendees are welcome to wear face coverings if they wish.*



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

### Members:

#### N. D. Harrison (Chair)

H. Avery

M. S. Blacker

G. Buttironi

M. Elbourne

J. C. S. Essex

G. Hinton

A. King

N. C. Moses

S. Parnall

A. Proudfoot

R. Ritter

M. Tary

R. S. Turner

S. T. Walsh

### Substitutes:

For enquiries regarding this agenda;

**Contact:** 01737 276182

**Email:** [democratic@reigate-banstead.gov.uk](mailto:democratic@reigate-banstead.gov.uk)

Published 11 January 2023

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



<b>Conservatives:</b>	R. Absalom, J. Baker, Z. Cooper and J. P. King
<b>Residents Group:</b>	G. Adamson, J. S. Bray and P. Harp
<b>Green Party:</b>	J. Booton, P. Chandler, V. Chester, S. McKenna, S. Sinden and D. Torra
<b>Liberal Democrats</b>	S. A. Kulka

**Mari Roberts-Wood**  
Managing Director

**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 - 16)

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. People Portfolio Holder Briefing** (Pages 17 - 44)

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.

The Community Partnerships presentation will follow as an addendum.

**5. Budget and Capital Programme 2023/24 - Update for Overview and Scrutiny Committee**

To consider the updated elements of the Budget 2023/24 and Capital Programme 2023 to 2027 proposals before Executive on 26 January 2023.

This report will follow as an addendum.

**6. Calendar of Meetings 2023/24** (Pages 45 - 58)

To consider the draft Calendar of Meetings for the 2023/24 Municipal Year at Annex 1 and make any observations to the Executive.

**7. Overview and Scrutiny Committee Forward Work Programme 2022/23** (Pages 59 - 66)

To consider and agree any changes to the schedule for Overview and Scrutiny Committee's Forward Work Programme 2022/23 and note the Action Tracker.

## 8. 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.

## 9. 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.

## Minutes of a meeting of the **Overview and Scrutiny Committee** held at the **New Council Chamber - Town Hall, Reigate** on **Thursday, 8 December 2022 at 7.30 pm.**

**Present:** Councillors N. D. Harrison (Chair); M. S. Blacker, M. Elbourne, J. C. S. Essex, G. Hinton, A. King, N. C. Moses, S. Parnall, A. Proudfoot, R. Ritter, M. Tary and S. T. Walsh (Vice-Chair)

**Attended remotely:** Councillors Avery and Turner

**Visiting Members present:** Councillors Archer, Lewanski and Schofield

### **41 Minutes**

The minutes of the previous meeting held on 9 November 2022 were approved.

### **42 Apologies for absence and substitutions**

There were no apologies for absence.

Councillors Avery and Turner attended the meeting remotely.

### **43 Declarations of interest**

There were no declarations of interest.

### **44 Observations on Budget Proposals - Budget Scrutiny Panel Report**

Members received the report from the O&S Budget Scrutiny Panel which met on 29 November 2022 to consider the provisional Budget proposals for 2023/24 and to make recommendations to the Executive in line with the Council's budget and policy procedure rules.

Councillor Harrison, Chair of the Budget Scrutiny Panel, summarised the findings from the Panel to the Committee which were set out in the report to the Committee as an addendum to the agenda pack, and in the recommendations set out in the minutes and the report. He drew attention to the fact that the financial settlement from Government was yet to be published and that the Overview and Scrutiny Committee would have an opportunity to view and comment on any consequential changes to the budget at the Overview and Scrutiny Committee meeting on 19 January 2023, prior to the Executive meeting on 26 January 2023. He thanked the Portfolio Holder, the Chief Finance Officer and the Finance team for their report and responses to the advance questions.

# Agenda Item 2

## Overview and Scrutiny Committee, Thursday, 8th December, 2022

Members made comments and asked questions on the following areas:

**Environmental Sustainability Strategy** – Members noted that two years into the Environmental Sustainability Strategy, there was funding set aside in a Reserve but no capital scheme in place yet to action upgrades to Council buildings.

**Reserves** – Members were concerned that Reserves, necessarily a one-off source of funding, would be drawn on in the 2023/24 budget proposals. The Chair informed the Committee that although Reserves would be used, funds had also been added to Reserves in previous years; the Panel had requested a schedule of Reserves for the last three years showing the use of Reserves, additions made to Reserves, and the resulting balance levels, which would be available for the January meeting.

**Council Tax** – Members noted that the Government had announced it was permitting a 2.99% increase in Council Tax, rather than a 1.99%, without a referendum being held. Members were concerned that Government funding might be reduced in the Provisional Local Government Settlement in December, which then might necessitate an increase in Council Tax charges to offset the reduction. This would be discussed further once the final Settlement had been published.

It was noted that the Portfolio Holder for Finance and Governance and the Chief Finance Officer had provided clarification on the £1.5 million budget for staff pay increases that was not specifically referenced in the budget recommendations.

**Resolved** – that in response to the Service and Financial Planning 2023/24 report and supporting documents to Executive on 17 November 2022, the following Recommendations from the Budget Scrutiny Panel, and approved by the Overview and Scrutiny Committee on 8 December 2022, be submitted for consideration by the Executive, that:

- (i) The national and local policy context and significant financial uncertainties at this stage in the budget-setting process were noted, along with the associated uncertainties and risks.
- (ii) The service proposals set out in the report which seek to respond to this context and deliver corporate policies be endorsed.
- (iii) The draft service business plans for 2023/24 to 2025/26 be approved, and that Heads of Service be authorised to finalise their plans for their service areas in consultation with the relevant Portfolio Holders.
- (iv) The following be approved for consultation under the Council's budget and policy framework:
  - a) Medium Term Financial Plan Forecasts and proposed actions to address the forecast Revenue Budget gap;
  - b) Service Revenue Budget growth proposals totalling £0.442 million, savings of (£0.828) million and additional income of (£1.186) million;
  - c) Central Revenue Budget Savings proposals totalling (£0.897) million. The Panel noted that the £1.500 million budget for pay increases was not specifically referenced in this Recommendation,

## Agenda Item 2

Overview and Scrutiny Committee, Thursday, 8th December, 2022 but acknowledged that it was included in the supporting tables and narrative in the body of the report.

- d) Revenue Issues, Risks and Opportunities totalling £2.407 million, to be funded from earmarked Reserves as necessary;
- e) Revenue Reserve Balances at 1 April 2022 of £45.596 million;
- f) A Forecast balanced Revenue budget for 2023/24, subject to final confirmation of the outstanding items; and
- g) Capital Programme Growth proposals totalling £7.683 million.

With the provision of a clearer explanation for the £1.5million for staff salary growth under c) Central Revenue Budget Savings proposals.

- (v) The Fees & Charges Policy was noted.
- (vi) The Reserves Policy was noted.
- (vii) The Local Council Tax Support Scheme be reviewed during 2023/24 and the outcome be reported as part of Service & Financial Planning for 2024/25.
- (viii) Assumptions and individual budgets were to be reconsidered following the December Government financial settlement announcement; consequently the Panel did not draw a final conclusion on the overall Budget proposals for 2023/24.
- (ix) The final Service and Financial Planning 2023/24 report to Executive on 26 January will also be an agenda item for discussion at Overview and Scrutiny Committee on 19 January 2023.
- (x) The Panel considered the explanations in the Budget report for year on year changes in the budget and found the Budget proposals to be achievable, realistic and based on sound financial practices and reasonable assumptions, subject to the outstanding matters set out in (i), (ii) and (iii) above.
- (xi) The Panel noted that the proposed savings were not expected to have a significant impact on service scope or quality.
- (xii) The Panel noted that inflation cost pressures had been addressed in the Budget on a case by case basis. The Panel expressed concern about recent inflationary pressures which put short-term inflation well above the Bank of England target and suggested this would put unbudgeted upward pressure on the cost of goods and services and on personnel costs.

# Agenda Item 2

Overview and Scrutiny Committee, Thursday, 8th December, 2022

- (xiii) The Panel noted that the Budget for 2022/23 included the use of £2.407 funding from earmarked Reserves, as necessary, and that the use of these Reserves was necessarily a one-off source of funding.

The Committee thanked the Portfolio Holder and officers for the substantial work in preparing the Budget 2023/24 report and for the written responses to the 76 advance questions from Members. They commended the report for its comprehensive content and for its presentation which had greatly improved over recent years.

The minutes of the Budget Scrutiny Panel meeting held on 29 November 2022 were approved.

## 45 Quarter 2 2022/23 Performance Report

The Committee received the Performance Reports for Quarter 2 2022/23 including the Key Performance Indicators (KPIs) and Budget Monitoring forecasts Quarter 2 2022/23, both for revenue and capital.

### Quarter 2 2022/23 KPI performance

Councillor Lewanski, Portfolio Holder for Corporate Policy & Resources, gave an overview of the KPI performance as set out in the report and at Annex 1. Of the ten KPIs reported on, nine were on target or within agreed tolerances. One KPI was red rated for Quarter 2, KPI 3 staff turnover, which had a rate of 16% compared to the target set of 12%. In recent years the Council had seen lower than expected levels of turnover, probably due to the pandemic, and levels had now increased.

Advance questions had been received on this item. The advance questions and responses can be viewed here:

[Document Advance Questions and Answers OS 8 December 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/Document-Advance-Questions-and-Answers-OS-8-December-2022-Reigate-and-Banstead-Borough-Council)

The Committee requested that the Member asking the advance question be identified on the advance question and written response document to enable the Chair to address the Member to establish whether there were any supplementary questions.

Members discussed and asked questions on the following areas:

**Planning Permission** – The written response to question 2 regarding planning permission was referenced. Members commented that the KPI did not show the number of projects which had received planning permission but where work had not yet commenced and asked for this data. It was commented that the commencement of building work was out of the Council's control and did not constitute a KPI, but that this data was reported to Planning Committee. It was confirmed that information on pipeline permissions is collected and published annually in the Housing Monitor produced by the Planning team. A written answer would be provided.

**Staff Turnover** – Members asked whether exit interviews were performed and whether there were any services where turnover was high. It was confirmed that exit interviews are undertaken by Human Resources. Staff turnover was interrogated regularly. The level of staff turnover was usually 10-12%; this level had decreased



# Agenda Item 2

## Overview and Scrutiny Committee, Thursday, 8th December, 2022

during COVID but was now increasing, due to several factors including migration; the ability of working remotely for London boroughs which offered higher salaries; an increase in early retirement and employees making different life choices. The level of staff turnover was not expected to decrease before the end of the municipal year. The Council extends a rounded offer for staff and is a stable local authority. Pay negotiations for 2023/24 were well underway. It was confirmed that there were no services with concentrated turnover.

**Food Waste** – It had been reported that more food waste was thrown away than was collected in the Borough and that approximately 6,000 properties did not have a food waste bin. Members asked whether the level of food waste recycling was due to lack of participation by those homes where a bin is provided and asked for data on this. A written answer would be provided.

### Quarter 2 2022/23 Budget Monitoring

Councillor Schofield, Portfolio Holder for Finance and Governance, gave an overview of the Quarter 2 Budget Monitoring set out in the report and at Annexes 2 and 3. At Quarter 2 the projected full year outturn is £19.113m against a management budget of £20.062m resulting in an underspend for the year of £948k (4.7%). The full year Capital Programme forecast at the end of Q1 of £31.86m is (53%) below the approved Programme for the year. The variance is as a result of £35.54m slippage and a £0.24m net underspend.

The reasons for the significant forecast slippage at this stage is purely because, while substantial budgets have previously been allocated for investment in Housing developments, the related business cases have not yet been developed. These will follow in due course as the Council implements its strategies in these areas.

Advance questions had been received on this item. The advance questions and responses can be viewed here:

[Document Advance Questions and Answers OS 8 December 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/2022/12/08/document-advance-questions-and-answers-os-8-december-2022-reigate-and-banstead-borough-council)

Members discussed and asked questions on the following areas:

**Emergency Accommodation** – The written response to advance question 7 confirmed the range of costs for bed and breakfast accommodation; Members requested in addition confirmation of the average cost per night for this type of accommodation. A written follow up answer would be provided.

**Environmental Strategy Delivery** – The written response to advance question 11 explained that proposals for the Council's buildings and fleet would be funded from the £250k capital budget, where appropriate, or via additional funding bids. Members asked for a breakdown of how the £250k would be spent. Officers confirmed that this would be determined based on the outcomes of business cases, once prepared.

**Capital Programme** – Members expressed concern over the scale of slippage in the capital programme as there is a risk that costs would increase in the future, lessening the value of capital budgets and asked whether an assessment of the net present value impacts of slippage had been carried out. It was confirmed that the Council was aware of rising costs but that there was a balance to be struck between proceeding with haste and ensuring that business cases are robust.

# Agenda Item 2

## Overview and Scrutiny Committee, Thursday, 8th December, 2022

**Refugee Support Grants** – Members requested a breakdown of grants and expenditure for Syrian and Afghan refugees. A written answer would be provided.

**Capital Funds for New Affordable Housing** – Members noted the continued slippage for this item. The Portfolio Holder for Finance and Governance explained that slippage arises due to approved projects falling behind schedule or due to delays in bringing business cases forward for approval. The slippage reported for Affordable Housing Schemes is due to delays in identifying suitable business cases.

**CCTV** – Members asked for an explanation of why the information in the Capital Budget Monitoring for CCTV was the same as the information for Community Partnerships. A written answer would be provided.

**Staff Vacancies** – There was a total of £190k in staff vacancies for Revenues and Benefits, Members noted that this was high and asked if the service provided was affected. It was confirmed that this related to four vacant posts, two of which had now been filled and two would be recruited to in the new year. It was also confirmed that the service performed well and there were no issues with the service provided.

**Finance Team** - Members asked for an explanation for the cost of financial interim staff. It was confirmed that this cost had been incurred to bring in specialist support, for example to help administer the additional Government grants, for which some funding had been received and for other specialist help in preparing for the end of year close down and progressing audit improvements.

**Grants** - It was also reported that the authority's UK Shared Prosperity Fund submission had been successful, and that the allocation for 2022/23 would be £165k.

**RESOLVED** that the committee:

1. Noted Key Performance Indicator (KPI) performance for Q2 2022/23 as detailed in the report and at Annex 1 and made observations to the Executive.
2. Noted the Budget Monitoring forecasts for Q2 2022/23 as detailed in the report and at Annexes 2 and 3 and made observations to the Executive.

## 46 Commercial Strategy Progress Update

Councillor Archer, Portfolio Holder for Investment and Companies, introduced the first annual update on the Council's Commercial Strategy, part one of which was agreed in November 2020 and part two in December 2021. Since the Commercial Strategy was approved, the Council has also implemented the Financial Sustainability Programme, covering a number of complementary activities. Updates on that Programme are provided quarterly to this Committee and to the Executive.

Commercial activities are guided by the three key principles set out in the Strategy. These are that the Council will be ethical and meet statutory responsibilities; that commercial decisions will be robust, consistent and supported by due diligence; and that income will be used to support financial sustainability and services for residents. The Council's commercial activity can be broken down into two main areas, commercial assets and commercial services. Information on company activity is available in the parallel Companies Performance Report, which was also on the agenda for this meeting.

# Agenda Item 2

## Overview and Scrutiny Committee, Thursday, 8th December, 2022

Progress this year has been positive, with some work on commercial assets making a particular contribution. Noteworthy achievements include securing almost £1.2million from new property lettings, preventing nearly £400k of costs from void properties, and good progress on developments at The Rise and Wheatley Court enabling cautious income projections of £250k in 2024/25, increasing to £800k by 2027/28. The Council has also agreed to buy temporary emergency housing units to improve the housing offer and reduce costs, approved a programme of re-letting cafe premises in parks to improve income and is developing a pipeline of future opportunities around remaining key properties and potential land assembly. When it comes to making Council services more commercial, this year the focus has been on the review of fees and charges which has identified approximately £1million in savings and additional income. More information on those charges is available in the annual budget papers.

There have been areas where progress has not been as originally envisaged or where plans have had to change, following changes to regulations on Government funding. The Council is no longer progressing plans for a holding company and plans to strengthen the Council's procurement and contract management skills base have also been slower than first hoped due to recruitment challenges. The plan is to continue to work towards delivering identified actions in the coming year, ensuring that commercial activity continues to be a component in wider financial sustainability work.

Members discussed and asked questions on the following areas:

**Commercial Assets** – Page 56 of the report states that three projects (Camelia Close/Pitwood Park, Lee Street Horley and Wheatley Court/Cromwell Road) have been successfully concluded, Members asked for the details of the capital budget outturn for the projects. A written exempt response would be provided.

Members further asked for a “lessons learnt” report following completion of the projects at Cromwell Road and Pitwood Park. A written response would be provided.

**Commercial Services** – Members noted that the option of establishing a housing company had been found not to be financially viable and asked for the reasons behind this decision. It was confirmed that this was due to increased Government constraints around funding for commercial activities. The possibility of setting up a company had been explored, but the regulations surrounding lending meant that it would not be financially viable.

Members commended the decision not to move forward on the grounds of financial viability as this demonstrated good governance around decision-making.

Members asked whether possible options for joint working with Raven Housing Trust would be considered by the Partner Shareholder Trustee Sub-Committee (formerly Commercial Ventures Executive Sub-Committee). It was confirmed that any such options would be subject to the appropriate governance, including approval by the Sub-Committee.

**Asset (Re-)Development** – Members commented that the potential revenue income from The Rise and Cromwell Road were included in the report but were not broken down by property. Members requested a breakdown by property of funding, construction costs and net rental income to ascertain the return on investment for each asset. A written response would be provided.

# Agenda Item 2

## Overview and Scrutiny Committee, Thursday, 8th December, 2022

Members further requested clarity on the Council's ability to build and let accommodation. The Portfolio Holder for Investment and Companies explained the 32 units at Cromwell Road were available for social rent to Council tenants on a secured long term tenancy. The possibility of developing a housing company would have provided an option to build units for rent on commercial terms to generate a return for the Council; however, this was the option that was found to be financially unviable. The Council was now considering options for working with social housing providers, such as Raven Housing Trust.

It was suggested by Members that the progress on the Housing Strategy should be reviewed following the successful projects at Pitwood Park, Cromwell Road and The Rise and that this should be added to the Forward Work Plan for the Overview & Scrutiny Committee.

It was also suggested that this could be reviewed alongside Surrey County Council's forthcoming Housing Strategy to maximise value for residents.

**Asset reporting** – The Committee welcomed the introduction of a formal quarterly asset management report to the Partner Shareholder Trustee Sub-Committee on the Asset Management Plan. It was commented that it would also be useful for up to date project dashboards to be reported.

*Clerk's note: up to date dashboards are published monthly in the ModGov web library via the extranet (not available in the public web library). They can be found under Planning and Project Reporting / 2022. A link to the dahboards is provided below:*

[Document 2022 | Reigate and Banstead Borough Council \(modern.gov.co.uk\)](https://modern.gov.co.uk/Document/2022/Reigate-and-Banstead-Borough-Council)

**Revenues and Benefits** – Members asked for an update on Revenues and Benefits trading activities. A written answer would be provided setting out the income received, costs incurred and contribution to fixed costs and overheads. The total cost of the services provided had been analysed to ensure there was no cross-subsidisation and to ensure that opportunities were maximised through appropriate pricing.

**Maximising use of Assets** – Members asked whether future plans for employing renewable energy and plans to improve energy efficiency in Council buildings were proceeding. It was confirmed that the Council owns various assets and these needed to be used in the best way. Some assets could be improved to become more energy-efficient, and in the light of rising energy costs, some projects which had not made economic sense in previous years might be more viable now. In addition, the Council was ensuring that the rolling maintenance programmes were working in line with the Environmental Sustainability Programme and using energy more wisely, such as retrofitting insulation, installation of LED lighting, installation of new environmentally friendly boilers and exploring potential for the installation of solar panels.

Members suggested that larger plots of land could be used for wind turbines or other low carbon energy generation.

**RESOLVED** that the Committee:

Noted the Commercial Strategy Annual Progress Report at Annex 1 and made observations to the Executive.

### 47 Companies Performance Update - Winter 2022 Part Exempt

The Committee received a six-monthly update on the performance of companies owned or part-owned by the Council from the Portfolio Holder for Investment and Companies, Councillor Archer. Further information was set out in the Companies Performance update Report - Winter 2022.

The three operational companies owned or part-owned by the Council currently consisted of:

- Greensands Holdings Ltd (a property development and investment company wholly owned by the Council which owns an office building and a plot of development land). Members noted that the current directors of the company were Derek Beck and Councillor Michalowski.
- Horley Business Park Development LLP (which is a joint venture to bring forward planning and development of employment land in the Horley area with Millhill Properties (Horley) Ltd and Berwick Hill Properties Ltd). The Council is a partner in this proposed development. This was not currently performing in line with objectives, due to limitations placed on the operation of the joint venture. A resolution has been reached and the agreed approach will be progressed in order to move forward in a way which aligns with the Council's objectives.
- Pathway for Care Ltd, a supported living provider, where the Council is a minority shareholder. The majority shareholding was held by Transforming Healthcare Group Ltd. Additional information was being sought from the majority shareholders on current performance.

This item was scrutinised more fully during the exempt part of the meeting due to the confidential nature of the parts of the discussion held.

**RESOLVED** that the Committee:

Noted the Companies Performance Update, Winter 2022, as set out in the report to the Committee and made observations for the consideration by the Commercial Ventures Executive Sub-Committee.

### 48 Exempt Business

### 49 Exempt: Companies Performance Update - Winter 2022

This item was scrutinised more fully during the exempt part of the meeting due to the confidential nature of the parts of the discussion held.

### 50 Overview & Scrutiny Work Programme Schedule 2022/23

Members considered the Forward Work Programme 2022/23 for the Committee. The Chair informed the Committee that the Review of the Work of the Greenspaces Team, which was scheduled to take place in January 2023 would need to be postponed as there was currently no Countryside Manager in post. The Chair proposed that this item be rescheduled to June 2023, which was **agreed** by the Committee.

# Agenda Item 2

## Overview and Scrutiny Committee, Thursday, 8th December, 2022

The Leisure and Culture Strategy was yet to be finalised and was likely to be presented to the Committee in March 2023.

The Asset Management Plan appeared in the Forward Work Plan as a pending item. This had been discussed previously and the Chair asked Members to inform him following the meeting whether this was an item that should be included for further discussion in the work plan.

Members asked whether the Playing Field Strategy would be presented to the Committee. It was confirmed that the Playing Field Strategy was an item for the Planning Committee and would not be presented to this committee or the Executive. The Managing Director would ask officers for an update on this strategy.

Members noted that there was an asset management spreadsheet on the website and requested that assets be illustrated on a map to accompany the Asset Management Plan. The Managing Director agreed to ask officers if it would be possible to provide a map of Council assets.

**RESOLVED** that the Committee:

Noted the Forward Work Plan and the action tracker and **agreed** the proposed changes to the Forward Work Plan.

### 51 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.

### 52 Any other urgent business

There was no urgent business.

The meeting finished at 9.46 pm

# Agenda Item 4



<b>Signed off by</b>	Director of People
<b>Author</b>	Marie Crabtree, Democratic Services Officer
<b>Telephone</b>	01737 276657
<b>Email</b>	marie.crabtree@reigate-banstead.gov.uk
<b>To</b>	Overview and Scrutiny Committee
<b>Date</b>	Thursday, 19 January 2023
<b>Executive Member</b>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Support, Portfolio Holder for Leisure and Culture

<b>Key Decision Required</b>	N
<b>Wards Affected</b>	(All Wards);

<b>Subject</b>	People Portfolio Holders Update
----------------	---------------------------------

<b>Recommendations</b>
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.
<b>Reasons for Recommendations</b>
To consider the progress of work in the People Portfolio objectives, as of January 2023, including achievements, priorities and challenges.
<b>Executive Summary</b>
<ol style="list-style-type: none"> <li>1. This report provides an overview of the activities undertaken within the People Portfolio areas in the Municipal Year to date.</li> <li>2. The three People Portfolios are Housing &amp; Support, Leisure &amp; Culture and Community Partnerships.</li> </ol>

<b>Key Information</b>
------------------------

# Agenda Item 4

## Executive Portfolios

1. Following the Annual Council meeting on 26 May 2022, the Leader of the Council appointed the Members of the Executive for the Municipal Year 2022/23. 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 Register, Family Support, Money Support, Refugee Support, Safeguarding, Housing Benefit & Local Council Tax Support, Discretionary Housing Payments and cost of living 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. Cost of living pressures directly following the COVID 19 Pandemic and the war in Ukraine are all having an impact on the work of the People Portfolio with services being on the frontline. You will note from the presentation some of the impacts on homelessness and the housing register, and Revenues, Benefits and Fraud assessing applications and issuing payments to households such as the Council Tax energy rebate scheme.
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

This page is intentionally left blank

# People

## Portfolio Updates



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

# Housing & Support update


## Portfolio Updates



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

### Homeless statistics 2022/23 (estimated Q4)

	<u>22/23</u>	<u>21/22</u>	<u>20/21</u>
• Homeless Approaches:	1336	1137	1098
• Owed a 'Prevention duty':	252	268	295
• Owed a 'Relief duty':	227	189	236
• Positive Outcomes:	329	297	345
• Main duty Acceptances:	63	55	47
• Average number in B&B:	38	34	32
• Affordability approaches:	607	587	n/a


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

- **Approaches** = Contacts from households requiring advice or assistance: You will note an increase of almost 200 (18% increase over previous year), this is not a surprise due to the ever increasing challenges around finding & securing affordable accommodation and households being able to maintain their accommodation during a worsening cost of living crisis that the country is experiencing.
- **Prevention duty** = Households threatened with homelessness within 56 days and required case working. This figure has fallen slightly and this is probably linked to the 'Relief duty' figure (below).
- **Relief duty** = Households that are actually homeless, (many will have unsuccessfully been through the 'Prevention' period). This figure is now higher than pre covid periods (after the statistical 'blip' of the Government's 'Everyone In' directive). Pre covid we accepted the Relief duty to around 170–180 households. This latest increase reflects the cost of living crisis, high cost of housing locally, some Ukrainian presentations from both the Family and Homes for Ukrainian's schemes as well as presentations from local Home Office Asylum Seeker sites.
- **Positive outcomes** = Households that avoided homelessness through case work, were either able to remain in their original accommodation or were assisted into alternative accommodation. Surprisingly the team have managed a higher number of positive outcomes this year which helpfully supports the increased number of applicants. Although it is proving harder to secure affordable private rented accommodation and suitable accommodation for many of our single homeless

cohort, with increased access to grant, this has been utilised in many cases for rent in advance and deposit for applicants.

- **Main duty acceptance** = Unable to prevent or relieve homelessness by the end of 56 day relief and prevention periods. RBBC had a duty to secure permanent accommodation. Continued increase over recent years expect this trend to increase as higher number of households present as homeless and it becomes harder to source and secure affordable housing options.
- **Average number in B&B:** Continued increase with the average number of households in B&B each night, again this is to be expected as cases become more complex and it becomes harder to secure move on accommodation for applicants (both temporary and permanent). Expect this to increase as the cost of living 'bites' households further.
- **Affordability approaches:** The number of homeless approaches that advise that they are facing homelessness due to affordability issues

## Housing Register - (22/23 estimated Q4)

	<u>22/23</u>	<u>21/22</u>	<u>20/21</u>
• Nominations to social tenancies:	294	196	255
• No. of households on list at 31/12:	1213	1153	1186
• 87 new build rented properties nominated to in first 3 quarters			
• 963 applications received			
• 401 applications accepted			
• 688 applications rejected			

- The number of vacant social / affordable rented properties available to nominate to is nearer pre Pandemic levels, although only due to 87 new builds across 4 developments. Wheatley Ct Redhill (RBBC), Athena Hse Horley (Rosebery HA), Somerville Cres Redhill (Aster) & Westvale Horley (Sage)
- The number of households on the Housing Register is not increasing as expected . Note the high volume of applications staff have to assess, the high number of applications rejected (mainly due to not fitting the criteria or not completing the application process in full). Other applicants are removed from the list when they fail to respond to yearly renewal contacts.
- There are only 2.5 officers working on the Housing Register.

## Challenges *(no particular order)*

- Continued shortage of rented homes that are affordable (social and private sectors) especially larger family homes
- possible impact of the Renters Reform Bill
- Lack of housing for homeless single people with complex needs
- Shortage of local nightly paid B&B accommodation

## Highlights

- Staff preventing homelessness for almost nearly 330 households
- The opening of Wheatley Court, RBBC's development of 32 social rented flats
- RBBC's development of 4 single person units in Horley and 2 new flats purchased by Transform Housing, assisted by capital funding from RBBC, SCC Public Health & Homes England, all 6 units for complex single homeless applicants.
- Continued success with grant funding applications

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

Slide 5

### Challenges:

Continued joint working with planning colleagues to secure as much affordable housing as possible on new sites – this is an even greater challenge now than ever before due to the widely reported increase in build costs at a time when new schemes (especially affordable housing units) are expected to be zero carbon by the Registered Providers purchasing the homes from developers.

'Affordable rents (80% market rent)' on the larger homes (3 & 4 beds, especially in north of borough) not being affordable to those on the waiting list. Actively looking at schemes with RP partners to provide 'social rents (60% market rents)' whenever possible.

Homeless families are backing up in EA & TA due to the lack of vacant larger social tenancies.

Joint working with statutory and third sector partners around the lack of suitable supported accommodation for the single and complex need cohort

Renters Reform Bill on route through Parliament – Proposals include, scrapping section 21 'no fault' evictions, creating a register of landlords, introducing a private rented ombudsman to help enforce renters' rights, making it illegal for landlords and agents to refuse to rent properties to people who receive benefits and give local authorities more power to enforce and protect renters' rights



Some of these challenges are being addressed through projects shared on next slide.

Grant Funding successes this year:

- £294,031 RSI (Rough Sleeper Initiative) This is to be paid over 3 year (2022-25) and is for the salary of a prison resettlement worker managed by eSOS for RBBC, EA money and personal budgets.
- £636,036 East Surrey RSI , again paid over 3 years 2022/25. Joint bid by the 4 LA's, this will fund some EA, 3 eSOS outreach posts and some personal budgets
- £79,200 Accommodation for Offenders , paid over 2 years 2023-25 to secure private rented accommodation for up to 24 homeless offenders
- Standard yearly grant: £679,016 Homeless Prevention Grant announced for 2022/23 (used for salaries of 5x Hsg Staff, 1x Fraud Officers, 2x Money Support Officers, ESOS and other homeless prevention work
- £107,780 Homeless Prevention Grant top up.

## 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
- Trail a scheme to assist with local social housing tenants that wish to downsize from under occupied homes to free up family homes for homeless households

- Increasing the amount of RBBC owned EA & TA will allow a more cost efficient and better quality 'in borough' solution for homeless applicants. Paper agreed at Executive in October 2022 on the capital spend of £4m. Two properties under offer at the time of writing.
- The current rent account software is not fit for purpose and is unsupported, a new system will allow better rent collection, reporting and add to the improved offer to applicants. New software being tested with expectation that it will go live by 1 April 2023.
- Downsizer Scheme paper going to Executive in January 2023.

## Asylum Seekers – Home Office accommodation

- Skylane Hotel, Horley: Initial Accommodation for 93 males
- Four Points Hotel, Horley: Initial Accommodation for 146 males
- Cambridge Hotel, Horley: Initial Accommodation for 118 males
- Bridge House Hotel, Reigate: Initial Accommodation for 35 males
- Quadrant House, Redhill: Overflow Dispersal Accommodation for about 65 women, most have one child
- Home Office recently consulted re using a house in Horley as Overflow Dispersal Accommodation for 7 adults
- Largest impact on local services sits with Health colleagues including maternity / new mother services and GP services.
- We are also now receiving a number of homeless applications from the cohort at Quadrant House as they receive leave to remain in the UK as well as a few now coming from the Four Points Hotel

- Initial Accommodation (Hotels) is Home Office accommodation for Asylum Seekers when they first arrive in the UK
- Overflow Dispersal Accommodation (QH) is Home Office accommodation for those moving out of Initial Accommodation, whilst waiting for Dispersal Accommodation, unless they are given their Home Office Immigration decision whilst in QH or now IA. If they receive a positive decision they can apply as homeless to a Local Authority where they have a Local Connection, which includes RBBC due to them living in the borough in IA or ODA. These applications take an increased amount of staff time and cost more because an interpreter has to be arranged and funded for each contact.
- RBBC included in regular statutory, partnership and third sector agencies meetings covering most aspects of these five+ Home Office sites

# Revenue, Benefits & Fraud update

## Portfolio Updates



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

## Benefits Service

### Housing Benefit & Council Tax Support

- From Q1 to Q3 in 2022/23, we dealt with 1,532 new applications for Housing Benefit and/or Council Tax Support, compared with 1,326 over the same period in 2021/22
- From Q1 to Q3 in 2022/23, we dealt with 25,296 changes in circumstances for benefit claims, compared with 29,758 over the same period in 2021/22
- The Housing Benefit expenditure is forecast at £26.5m for 2022/23, compared with £26.6m in 2021/22, with government subsidy covering around 96% of this cost. An increase in non-subsidised elements of the scheme, such as high rent supported accommodation, continue to have a negative impact on the subsidy level we receive
- Local Council Tax Support (LCTS) provides reductions to around 5,000 households on their Council Tax bills. These reductions total £7.8m (2022/23), shared between preceptors (Surrey County Council and Surrey Police)

## Benefits Service

### Discretionary Housing Payments

- Discretionary Housing Payments – funding for 2022/23 was reduced to £182,823 compared to £257,948 in 2021/22. The payments are to assist with rental costs and prevent homelessness. As at 31/12/22 we had paid or allocated 76% 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

### Council Tax Support Fund

- This new scheme will provide all recipients of Local Council Tax Support, up to an additional £25 credit to their Council Tax account in 2023/24, to help with the increases in the cost of living

### Household Support Fund

- The service supported the activities under this fund, making payments of £110 to 1,705 pensioner households

## Benefits Service

### COVID-19 Pandemic Pressures and Support

- The Council was responsible for administering Test & Trace Payments to residents who had been told to self-isolate. The scheme ran from September 2020 to the end of April 2022

### Energy Support Payments

- From April to November 2022, payments of £150 were paid to eligible households to assist with the rise in energy prices –
- £5.2m was paid to 35,012 eligible households
- In January 2023 LAs will be supporting the government to roll out payments to households under the “Energy Bill Support Scheme – Alternative Funding”. Volumes are unknown at present, but we are expecting these payments to reach approximately 2,000 households

# Intervention update:

Family Support Programme, Refugee  
Resettlement, Money Support Team

## Portfolio Updates



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



## Intervention: Family Support Programme

- We have received 131 referrals this year – a slight increase in comparison to last year
  - Wait times have increased to 6 weeks
- Family complexity continues to increase, with workers needing to spend more time supporting families.
  - The average length of intervention is now 16 weeks
- Families note the most change through working with the service in their wellbeing, boundaries and behaviours and meeting emotional needs
- 73% of families note a positive change in their wellbeing through working with the Family Support Programme

Work on behalf of 3 councils

## Intervention: Money Support Team

- Referrals have increased from the previous year
  - 2022 – 237 referrals
  - 2021 – 209 referrals
  - 2020 – 265 referrals (*covid increase*)
- Length of intervention remains on average 6-7 weeks
  - Impact of Universal Credit, Cost of Living Crisis and Fuel Poverty are the biggest three impacting referral numbers this year.
- Clients note the most change in their income & benefits and their wellbeing

## Intervention: Refugee Resettlement (Syrian Scheme)

- No new arrivals this year
  - Commitment target already reached
- Continuing to support 6 households across RBBC
  - Funding for support remains in places until 2024
- All adults and children are positively engaging in support to ensure their independence
- Syrian Feast event hosted in October
  - Over 138 people attended
  - Recipe book has now sold 198 copies
  - Funds raised used to directly support families

Work on behalf of 3 councils

Agreement to resettle more families over next 5 years

Syrian Feast

## Intervention: Refugee Resettlement (Afghanistan Scheme)

- Welcomed 3 household to the Borough in 2022
  - This fulfils our commitment to this scheme
  - Support remains in place until 2025
- All adults and children are positively engaging in support to ensure their independence
- RBBC running the scheme for South East Surrey councils (as with the Syrian Scheme)

## Intervention: Refugee Resettlement (Ukrainian Schemes)

Since April 2022:

- 297 Ukrainian guests have arrived in the borough
- Every ward in the Borough has welcomed a Ukrainian into their community
- 30 guests have been supported to move into Private Rented Accommodation
- 17 guests have returned to Ukraine
- We have supported 23 guests to move to live with a new sponsor (at the end of their initial accommodation offer)

# Leisure & Culture update

## Portfolio Updates



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

## Leisure: GLL

- Positive operational delivery for GLL across all three centres.
  - Full management contract fees re introduced including inflationary rise as per contract
- Improved customer confidence in the sector
  - Membership numbers have risen across all three centres in 2022
    - Tadworth up 15% across the Year
    - Donyngs up 11%
    - Horley up 11%
- Partnership of Ideal Leisure Standards for Care leavers
  - County led project to standardise across the County
  - GLL supporting and funding any access

## Leisure: Leisure Development

- School holiday programme ran it's full programme for 2022
  - Mixture of free and paid for activities
  - 63 activities or sessions run in 2022
  - More families seeking activities aimed at children during school holidays
- Continuation of 'Play Ranger' activities in Easter and 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
- Return of Surrey Youth Games
  - Over 50 children trained for 10 weeks in a sporting discipline
  - 6 different sports represented Judo, Dance, Basketball, Tennis, Swimming and Go Tri
  - 30 children represented RBBC at the Youth Games
- Star for a Night
  - 8 Weeks free tuition in Acting Singing and Dancing
  - Two Shows at the Harlequin Theatre
  - 46 participants in the shows

### What are we trying to achieve?

Raise awareness of affordable and accessible activities and facilities in the borough.

Give residents the confidence to take part on their own and have fun in their community.

Improve physical and mental wellbeing and develop lifelong activity habits.

Year	Attendance	Activities
2019	643	38
2021	472*	20

\*including Play rangers attendance of 237



## Leisure: Harlequin Theatre

- Year of two halves with customer confidence
  - January – May slow return to live theatre and Cinema June – December normal customer traits returned
  - Positive return to Café reflected in visitor number increase
- Busy year of shows
  - 236 live shows & events
  - Screened 123 films
- Return of Outdoor Theatre this Summer
  - 5 live unique events (compared to 1 last year)
  - 1175 customers attended
- Pantomime was extremely successful, both financially and reputationally
  - 43 shows welcome over 17 000 customers
  - Use of Waller Studio for live theatre The Night Before Christmas
- Harlequin performed jubilee, Proclamation and Civic duties in 2022
- Completed the refit of the Studio to be able to host live arts events, rather than just films

## Leisure: Future focus

- Finalise the Leisure & Culture Strategy
- Continue to reduce financial subsidy level
  - Harlequin visitor numbers to increase & expand reach to neighbouring areas
  - Increased programming of events at The Harlequin
- Building improvement projects to improve customer experience at Harlequin
- Continuation of growth of School Holiday activities and Sport development activities
- Growth of Outdoor Theatre plan 10 -15 live shows
- Culture week (a programme of activities aimed at Arts culture)
- Long term view about the operation of our Leisure Centres
- Introduction of Arts development officer
  - Develop & deliver events aimed at supporting Mental health & Wellbeing
  - Funded by Surrey Heartlands

# Agenda Item 6



<b>Signed off by</b>	Head of Legal and Governance
<b>Author</b>	Annette Wiles, Deputy Democratic Services Manager
<b>Telephone</b>	01737 276607
<b>Email</b>	annette.wiles@reigate-banstead.gov.uk
<b>To</b>	Overview and Scrutiny Committee Executive Council
<b>Date</b>	Thursday, 19 January 2023 Thursday, 26 January 2023 Thursday, 9 February 2023
<b>Executive Member</b>	Leader of the Council

<b>Key Decision Required</b>	N
<b>Wards Affected</b>	

<b>Subject</b>	Calendar of Meetings 2023 - 2024
----------------	----------------------------------

<b>Recommendations</b>
<p>The Overview and Scrutiny Committee is asked to consider the draft Calendar of Meetings for the 2023/24 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 2023/24 Municipal Year (Annex 1).</p> <p>Council is asked to approve the Calendar of Meetings for the 2023/24 Municipal Year (Annex 1).</p>
<b>Reasons for Recommendations</b>
To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming Municipal Year.
<b>Executive Summary</b>

# Agenda Item 6

The Calendar of Meetings for 2023/24 draws on the pattern of meetings from previous municipal years. It is designed to ensure all business is achieved as efficiently as possible. The draft Calendar of Meetings for 2023/24 has been subject to a full consultation process having been considered by:

- Group Leaders on 21 November 2022; and
- The Leader's Meeting on 19 December 2022.

Overview and Scrutiny Committee will consider the Calendar of Meetings at its meeting on 19 January 2023.

It will be reported to the meeting of the Executive on 26 January 2023. The proposed Calendar of Meetings will be subject to approval by Council at its meeting on 9 February 2023.

## **The Calendar of Meetings requires approval by Council.**

### **Background**

1. The Constitution stipulates that Council approves the Schedule of Meetings (Procedure Rule 2/Para 2.4.2).
2. A draft Calendar of Meeting is published as an Appendix to this report (Annex 1).

### **Key Information**

3. The public meetings as detailed in the Calendar of Meetings (Audit Committee, Council, Employment Committee, Executive, Licensing and Regulatory Committee, Partner, Shareholder and Trustee Executive Sub-Committee, Planning Committee and Standards Committee) all start at 7.30pm as set out in the Constitution (Procedure Rule 4, Paragraph 4.8.4).
4. The Budget Council meeting for 2024 (February) and preceding Executive meeting have been moved to take place just over a week later than is usual. This is to allow more time after the end of the mandatory eight-week budget consultation period to enable sufficient consideration of the results before inclusion in the report that will initially go to the Executive and progress onto Council. It has been verified that this delay will not negatively affect the production and distribution of Council Tax letters.
5. The Council meeting in Spring 2024 has again been moved to avoid being consecutive with the Good Friday Bank Holiday. This is usual practice with the Council meeting being moved depending on how the Easter Holiday falls.
6. The Partner, Shareholder and Trustee Executive Sub-Committee meets formally six times a year at 6.30pm before Executive meetings. Informal meetings of the Sub-Committee will meet every other month (between the formal meetings) and additional meetings will be held, should a need arise.
7. Planning Committees are held on Wednesday evenings and in different weeks to Overview and Scrutiny Committee and Audit Committee meetings (given the large overlap in Members involved in these meetings).

## Agenda Item 6

8. Following a previous discussion at Group Leaders', the draft Calendar of Meetings reflects that no Planning meetings take place between the local elections and the Annual Council meeting. This avoids needing to appoint Substitute Members for any Planning meeting in May, if some Members of the Committee have not been re-elected, and new Committee Members are yet to be confirmed at the Annual Council for the new Municipal Year. Therefore, two Planning Committees will take place in April in 2023 and 2024.
9. There are eight Overview and Scrutiny Committee meetings throughout the year (including the Police and Crime Annual Community Safety Partnership Scrutiny) plus the Budget Scrutiny Panel on 29 November 2023.
10. There are four Audit Committee meetings during the 2023/24 municipal year. The meetings will take place on Wednesday evenings. This reflects a slight change to the schedule (previously Audit meetings were held on Tuesday evenings). This is to allow for a phasing that better accommodates the Chair's briefing meeting. These meetings are scheduled to be in the same week as Overview and Scrutiny Committee meetings to fit in with reporting to Executive meetings and to avoid meeting in the same week as the Planning Committee.
11. An additional Audit meeting will need to be scheduled for the consideration of the Council's Annual Statement of Accounts and the opinion of the external auditor. This will be addressed during the municipal year.
12. As in previous years, meetings of the Licensing & Regulatory Committee and its Sub-Committees have not been scheduled except for the initial meeting to appoint the Chair, Vice Chair and Chairs of the Sub-Committee. The first meeting of the Licensing & Regulatory Committee on 30 May 2023 will be combined with a training session.
13. The Standards Committee meets three times a year. The first Standards Committee for the Municipal Year 2023/24 is expected to be brief taking place on 6 June 2023.
14. The Employment Committee meets quarterly. In consultation with officers, its Autumn 2023 meeting has returned to the usual schedule and will therefore be held in September rather than November.
15. The Corporate Governance Group previously requested that the October and February half term dates be avoided. This has again been reflected in the draft Calendar of Meetings. Additionally, effort has been made to avoid school holidays where possible. However, this is difficult to achieve in totality especially if numerous meetings being held in the same week is to be avoided. It is hoped that the correct balance has been achieved. A specific request was received from Group Leaders that no meetings of Full Council be held during Surrey school holidays. This has been accommodated by moving the Council meetings that take place in July 2023 and February 2024.
16. A provisional Executive meeting has been added (26 October 2023). This fulfils a previous request from Group Leaders. However, this meeting will only proceed if there is sufficient business to warrant it being held.

# Agenda Item 6

17. The proposed Calendar includes indicative dates for meetings at the start of the 2024/25 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Calendar of Meetings for 2024/25, subject to any revisions.
18. Amendments to the Calendar may be made at any time in the course of the year, in consultation with the relevant Chair, and any such changes will be publicly notified as and when these occur. However, given the difficulties of rescheduling meetings, and the notice of meetings provided by this calendar, it is hoped that any such changes would be a rarity and that all Members will take note of these dates at the point the calendar is approved by Council.

## **Legal Implications**

19. There are no legal implications

## **Financial Implications**

20. There are no financial implications.

## **Equalities Implications**

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

## **Communication Implications**

22. 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.
23. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.

## **Consultation**

24. The draft schedule has been reviewed by all members of the Management Team. As a result, the sequence of meetings was specifically scrutinised to see if this could be further optimised. It was established that the current phasing of meetings is required to allow officers sufficient time to produce reports and to allow these to progress correctly through the meeting cycle.
25. The Corporate Governance Group (officer group) was consulted at its meetings on 16 November 2022 and 14 December 2022.
26. The Leader's meeting considered the draft schedule on 19 December 2023. Group Leaders was consulted on 21 November 2022.
27. Any comments by the Overview and Scrutiny Committee from its meeting on 19 January 2022 will be reported to the Executive on 26 January 2023.

# Agenda Item 6

28. The final Calendar of Meetings 2023/24 is subject to the approval of Council at its meeting on 9 February 2023.

## **Annex 1**

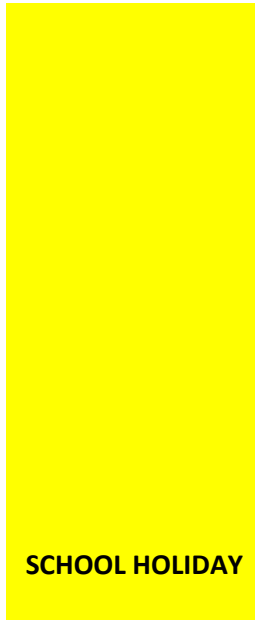
1. Annex 1 – Draft Calendar of Meetings 2023/24 dates.

This page is intentionally left blank



MONTH	DATE	DAY	COMMITTEE	START TIME	SCHOOL HOLIDAYS	NOTES
2023	3	Monday				
	4	Tuesday				
April	5	Wednesday	PLANNING COMMITTEE	7:30pm		
	6	Thursday				
	7	Friday				BANK HOLIDAY (Good Friday)
	10	Monday				BANK HOLIDAY (Easter Monday)
	11	Tuesday				
	12	Wednesday				
	13	Thursday				
	14	Friday				
	17	Monday				
	18	Tuesday				
	19	Wednesday				
	20	Thursday				
	21	Friday				
	24	Monday				
25	Tuesday					
May	26	Wednesday	PLANNING COMMITTEE	7:30pm		
	27	Thursday				
	28	Friday				
	1	Monday				BANK HOLIDAY (May Day)
	2	Tuesday				
	3	Wednesday				
	4	Thursday				LOCAL ELECTIONS
	5	Friday				
	8	Monday				
	9	Tuesday				
	10	Wednesday				
	11	Thursday				
	12	Friday				
	15	Monday				
16	Tuesday					
17	Wednesday					
18	Thursday					
19	Friday					
22	Monday					
23	Tuesday					
24	Wednesday					
25	Thursday	COUNCIL (ANNUAL) ( 1)		7:30pm		
26	Friday					
29	Monday				BANK HOLIDAY (Spring)	
30	Tuesday	LICENSING & REGULATORY COMMITTEE (1)		7:30pm		
31	Wednesday				SCHOOL HOLIDAY	
1	Thursday					
2	Friday					
5	Monday					
6	Tuesday	STANDARDS COMMITTEE (1)		7:30pm		
7	Wednesday	PLANNING COMMITTEE (1)		7:30pm		

	8 Thursday		
	9 Friday		
	12 Monday		
	13 Tuesday		
<b>June</b>	14 Wednesday	<b>AUDIT COMMITTEE (1)</b>	7:30pm
	15 Thursday	<b>OVERVIEW &amp; SCRUTINY COMMITTEE (1)</b>	7:30pm
	16 Friday		
	19 Monday		
	20 Tuesday	<b>EMPLOYMENT COMMITTEE (1)</b>	7:30pm
	21 Wednesday		
	22 Thursday	<b>PSTESC (1)</b> <b>EXECUTIVE (1)</b>	6:30pm 7:30PM
	23 Friday		
	26 Monday		
	27 Tuesday		
<b>July</b>	28 Wednesday	<b>PLANNING COMMITTEE (2)</b>	
	29 Thursday		
	30 Friday		
	3 Monday		
	4 Tuesday		
	5 Wednesday		7:30pm
	6 Thursday	<b>OVERVIEW &amp; SCRUTINY COMMITTEE (2)</b>	
	7 Friday		
	10 Monday		
	11 Tuesday		
	12 Wednesday		
	13 Thursday	<b>PSTESC (2)</b> <b>EXECUTIVE (2)</b>	7:30pm
	14 Friday		
	17 Monday		
	18 Tuesday		
	19 Wednesday	<b>PLANNING COMMITTEE (3)</b>	
	20 Thursday	<b>COUNCIL (2)</b>	7:30pm
	21 Friday		
24 Monday			
25 Tuesday			
26 Wednesday			
27 Thursday			
28 Friday			
31 Monday			
1 Tuesday			
2 Wednesday			
3 Thursday			
4 Friday			
7 Monday			
8 Tuesday			
9 Wednesday			
10 Thursday			
11 Friday			
14 Monday			



<b>August</b>	15	Tuesday		
	16	Wednesday		
	17	Thursday		
	18	Friday		
	21	Monday		
	22	Tuesday		
	23	Wednesday		
	24	Thursday		
	25	Friday		
	28	Monday		<b>BANK HOLIDAY (August)</b>
29	Tuesday			
30	Wednesday	<b>PLANNING COMMITTEE (4)</b>	7:30pm	
31	Thursday			
1	Friday			
4	Monday			
5	Tuesday			
6	Wednesday	<b>AUDIT COMMITTEE (2)</b>	7:30pm	
7	Thursday	<b>OVERVIEW &amp; SCRUTINY COMMITTEE (3)</b>	7:30pm	
8	Friday			
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday	<b>PSTESC (3)</b> <b>EXECUTIVE (3)</b>	6:30pm 7:30pm	
15	Friday			
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday	<b>COUNCIL (3)</b>	7:30pm	
22	Friday			
25	Monday			
26	Tuesday			
27	Wednesday	<b>PLANNING COMMITTEE (5)</b>	7:30pm	
28	Thursday	<b>EMPLOYMENT COMMITTEE (2)</b>	7:30pm	
29	Friday			
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
9	Monday			
10	Tuesday			
11	Wednesday			
12	Thursday	<b>OVERVIEW &amp; SCRUTINY COMMITTEE (4)</b>	7:30pm	
13	Friday			
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday			
<b>October</b>				

23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday	<i>EXECUTIVE (PROVISIONAL)</i>	7:30pm
27	Friday		
30	Monday		
31	Tuesday		
1	Wednesday	<b>PLANNING COMMITTEE (6)</b>	7:30pm
2	Thursday		
3	Friday		
6	Monday		
7	Tuesday	<b>STANDARDS COMMITTEE (2)</b>	7:30pm
8	Wednesday		
9	Thursday		
10	Friday		
13	Monday		
14	Tuesday		
15	Wednesday		
<b>November</b>			
16	Thursday	<b>PSTESC (4)</b> <b>EXECUTIVE (4)</b>	6:30pm 7:30pm
17	Friday		
20	Monday		
21	Tuesday		
22	Wednesday	<b>PLANNING COMMITTEE (7)</b>	7:30pm
23	Thursday		
24	Friday		
27	Monday		
28	Tuesday		
29	Wednesday	<b>BUDGET SCRUTINY REVIEW PANEL (1)</b>	7:30pm
30	Thursday	<b>COUNCIL (4)</b>	7:30pm
1	Friday		
4	Monday		
5	Tuesday		
6	Wednesday	<b>AUDIT COMMITTEE (3)</b>	7:30pm
7	Thursday	<b>OVERVIEW &amp; SCRUTINY COMMITTEE (5)</b>	7:30pm
8	Friday		
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday	<b>PLANNING COMMITTEE (8)</b> <b>EXECUTIVE (5)</b>	7:30pm
15	Friday		
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
25	Monday		
26	Tuesday		



SCHOOL HOLIDAY



SCHOOL HOLIDAY

DISCRETIONARY DAY  
BANK HOLIDAY (Christmas Day)  
BANK HOLIDAY (Boxing Day)

November

December

27 Wednesday  
 28 Thursday  
 29 Friday

2024

1 Monday  
 2 Tuesday  
 3 Wednesday  
 4 Thursday  
 5 Friday  
 8 Monday  
 9 Tuesday

10 Wednesday **PLANNING COMMITTEE (9)** 7:30pm  
 11 Thursday **EMPLOYMENT COMMITTEE (3)** 7:30pm

12 Friday  
 15 Monday

January

16 Tuesday  
 17 Wednesday  
 18 Thursday  
 19 Friday  
 22 Monday  
 23 Tuesday  
 24 Wednesday

25 Thursday **OVERVIEW & SCRUTINY COMMITTEE (6)** 7:30pm

26 Friday  
 29 Monday  
 30 Tuesday  
 31 Wednesday

1 Thursday **PSTESC (5)**  
**EXECUTIVE (6)**

2 Friday  
 5 Monday  
 6 Tuesday

7 Wednesday **PLANNING COMMITTEE (10)** 7:30pm

8 Thursday  
 9 Friday

12 Monday  
 13 Tuesday  
 14 Wednesday

February

15 Thursday  
 16 Friday

19 Monday  
 20 Tuesday **COUNCIL (BUDGET) (5)** 7:30pm

21 Wednesday  
 22 Thursday **OVERVIEW & SCRUTINY COMMITTEE (7)** 7:30pm

23 Friday  
 26 Monday  
 27 Tuesday  
 28 Wednesday  
 29 Thursday  
 1 Friday



**BANK HOLIDAY (New Years Day)**



**SCHOOL HOLIDAY**

4	Monday		
5	Tuesday	<b>STANDARDS COMMITTEE (3)</b>	7:30pm
6	Wednesday	<b>PLANNING COMMITTEE (11)</b>	7:30pm
7	Thursday		
8	Friday		
11	Monday		
12	Tuesday		
13	Wednesday	<b>AUDIT COMMITTEE (4)</b>	7:30pm
14	Thursday	<b>OVERVIEW &amp; SCRUTINY COMMITTEE (8)</b>	7:30pm
15	Friday		
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday	<b>PSTESC (6)</b>	6:30pm
		<b>EXECUTIVE (7)</b>	7:30pm
22	Friday		
25	Monday		
26	Tuesday	<b>EMPLOYMENT COMMITTEE (4)</b>	7:30pm
27	Wednesday		
28	Thursday		
29	Friday		
1	Monday		
2	Tuesday		
3	Wednesday	<b>PLANNING COMMITTEE (12)</b>	7:30pm
4	Thursday	<b>COUNCIL (6)</b>	7:30pm
5	Friday		
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
22	Monday		
23	Tuesday		
24	Wednesday	<b>PLANNING COMMITTEE (13)</b>	7:30pm
25	Thursday		
26	Friday		
29	Monday		
30	Tuesday		
1	Wednesday		
2	Thursday		
3	Friday		
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		

March

April

56

**BANK HOLIDAY (Good Friday)**  
**BANK HOLIDAY (Easter Monday)**

**SCHOOL HOLIDAY**

**POLLING DAY - MAY 2024 ELECTIONS (UK PARL / PCC/ BOROUGH)**

**BANK HOLIDAY (May Day)**

<b>May</b>	10	Friday		
	13	Monday		
	14	Tuesday		
	15	Wednesday		
	16	Thursday		
	17	Friday		
	20	Monday		
	21	Tuesday		
	22	Wednesday		
	23	Thursday	<i>COUNCIL (ANNUAL) (1) PROVISIONAL</i>	7:30pm
	24	Friday		
	27	Monday		<b>BANK HOLIDAY (Spring)</b>
	28	Tuesday	<i>LICENSING REGULATORY COMMITTEE (1) PROVISIONAL</i>	7:30pm
	29	Wednesday		<b>SCHOOL HOLIDAY</b>
	30	Thursday		
31	Friday			
<b>June</b>	3	Monday		
	4	Tuesday	<i>STANDARDS COMMITTEE (1) PROVISIONAL</i>	7:30pm
	5	Wednesday	<i>PLANNING COMMITTEE (1) PROVISIONAL</i>	7:30pm
	6	Thursday		
	7	Friday		
	10	Monday		
	11	Tuesday		
	12	Wednesday	<i>AUDIT COMMITTEE (1) PROVISIONAL</i>	7:30pm
	13	Thursday	<i>OVERVIEW &amp; SCRUTINY COMMITTEE (1) PROVISIONAL</i>	7:30pm
	14	Friday		
	17	Monday		
	18	Tuesday	<i>EMPLOYMENT COMMITTEE (1) PROVISIONAL</i>	7:30pm
	19	Wednesday		
	20	Thursday	<i>PSTESC (1) PROVISIONAL</i>	6:30pm
			<i>EXECUTIVE (1) PROVISIONAL</i>	7:30pm
21	Friday			
24	Monday			
25	Tuesday			
26	Wednesday			
27	Thursday			
28	Friday			

This page is intentionally left blank



# 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
<b>19 January 2023</b>								
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Housing and Support, Portfolio Holder for Leisure and Culture, Portfolio Holder for Community Partnerships	Director of People, Head of Community Partnerships, Head of Wellbeing and Intervention	<b>People Portfolio Holders Update</b>  Update from Executive Members of Housing & Support, Leisure & Culture, Community Partnerships	19 Jan 2023			Open	
<i>Annette Wiles, Deputy Democratic Services Manager</i>	Leader of the Council	Strategic Head of Legal and Governance	<b>Calendar of Meetings 2023 - 2024</b>  To provide the calendar of meetings for the 2023 - 2024 municipal year for approval by Council.	19 Jan 2023	26 Jan 2023	9 Feb 2023	Open	

Agenda Item 7

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<b>23 February 2023</b>								
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Community Partnerships	Director of People, Head of Community Partnerships	<b>Annual Community Partnership Scrutiny</b>  Annual "crime and disorder" scrutiny - Community Partnership	23 Feb 2023			Open	
<b>16 March 2023</b>								
<i>David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance, Chief Finance Officer	<b>Quarter 3 2022/23 performance report</b>  To receive an update on Q3 2022/23 performance	16 Mar 2023	23 Mar 2023		Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Leader of the Council	Managing Director	<b>Leader's Update (March 2023)</b>  Six-monthly update from the Leader to Overview and Scrutiny Committee	16 Mar 2023			Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Economic Prosperity,	Head of Neighbourhood Operations, Director of Place, Head of Economic Prosperity, Head	<b>Place Portfolio holders Update</b>  Update from Executive Members of Planning, Policy & Place Delivery, Neighbourhood Services, Economic Prosperity	16 Mar 2023			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Portfolio Holder for Planning Policy and Place Delivery	of Planning						
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<b>Overview and Scrutiny Annual Report 2022/23</b>  Annual report from the Overview and Scrutiny Committee 2022/23	16 Mar 2023			Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<b>Overview and Scrutiny Annual Work Programme 2023/24</b>  Overview and Scrutiny's Forward Work Programme for the year ahead 2023/24	16 Mar 2023			Open	
<b>Pending</b>								
<i>Duane Kirkland, Head of Wellbeing and Intervention</i>	Portfolio Holder for Leisure and Culture	Head of Paid Service, Chief Finance Officer, Strategic Head of Legal and Governance	<b>Leisure and Culture Strategy</b>  To receive and consider the Council's first Leisure and Culture Strategy		Not before 26th Jan 2023		Open	KEY
<i>Daniel Jones, Property Services Manager</i>	Portfolio Holder for Investment and Companies	Chief Finance Officer	<b>Asset Management Plan 2023-2028</b>				Open	KEY

Agenda Item 7

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			To approve the Council's Asset Management Plan 2023 -2028.					

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

Action tracker - Overview and Scrutiny Committee 2022/23

Meeting 2021/22	Subject and request	Action	Who	Status	Completed
13 October 2022	Item 4 Quarter 1 2022/23 Performance Report	<b>Homelessness</b> – Members requested reporting on the cost of living issues, the Executive Member for Corporate Policy and Resources and Managing Director would consider this following the meeting.	Request to officers	In progress	<i>Work is underway to collate a suite of cost of living data, which will be shared with Members in due course.</i>
9 November	Item 5 Organisation Portfolio Holders Update	<b>Procurement</b> - Members asked how much of current procurement is carried out via the Surrey County Council portal.	Request to officers	In progress	<i>Awaiting a response from officers.</i>
8 December	Item 5 Q2 2022/23 Performance Report	<b>Planning Permission</b> - Can data be provided on the number of projects where planning permission has been granted but where work has not yet commenced.	Request to officers	Complete	<i>Response emailed to Members on 11 January 2023. Copy of response in Mod.Gov Library, link provided below.</i>
8 December	Item 5 Q2 2022/23 Performance Report	<b>Food Waste</b> - It had been reported that more food waste was thrown away than was collected in the Borough and that approximately 6,000 properties did not have a food waste bin. Members asked whether the level of food waste recycling was due to lack of participation by those homes where a bin is provided and asked for data on this.	Request to officers	Complete	<i>Response emailed to Members on 11 January 2023. Copy of response in Mod.Gov Library, link provided below.</i>

8 December	Item 5 Q2 2022/23 Performance Report	<b>Emergency Accommodation</b> – The written response to advance question 7 provided a range of costs for bed and breakfast accommodation; Members requested confirmation of the average cost per night of this type of accommodation.	Request to officers	In progress	<i>Officers are working on a response.</i>
8 December	Item 5 Q2 2022/23 Performance Report	<b>Refugee Grants</b> – Members requested analysis of the grants for Syrian and Afghan refugees and associated expenditure.	Request to officers	In progress	<i>Officers are working on a response.</i>
8 December	Item 5 Q2 2022/23 Performance Report	<b>CCTV</b> – Members asked for an explanation of why the information in the Capital Budget Monitoring for CCTV was the same as the information for Community Partnerships.	Request to officers	Complete	<i>Response emailed to Members on 11 January 2023. Copy of response in Mod.Gov Library, link provided below.</i>
8 December	Item 6 Commercial Strategy Progress Update	<b>Commercial Assets</b> – Page 56 of the report states that three projects have been successfully concluded, Members asked for the details of the capital budget outturn for the projects.	Request to officers	In progress	<i>Officers are working on a response.</i>
8 December	Item 6 Commercial Strategy Progress Update	<b>Commercial Assets</b> - Members further asked for a “lessons learnt” report following completion of the projects at Cromwell Road and Pitwood Park.	Request to officers	Complete	<i>The request from Members will be considered, more information will be provided in due course.</i>

8 December	Item 6 Commercial Strategy Progress Update	<b>Asset (Re-)Development</b> – Members commented that the costs and potential revenue income from The Rise and Cromwell Road were included in the report but were not broken down by property. Members requested a breakdown by property of funding, construction costs and net rental income to ascertain the return on investment for each asset. (Possibly exempt)	Request to officers	In progress	<i>Officers are working on a response.</i>
8 December	Item 6 Commercial Strategy Progress Update	<b>Revenues and Benefits</b> – Members asked for an update on Revenues and Benefits trading Activities. A written answer would be provided setting out the income received, costs incurred and contribution to overheads. (Exempt)	Request to officers	Complete	<i>Response emailed to Members on 11 January 2023. The response is exempt and is therefore not published in the Mod.Gov Library.</i>
8 December	Item 9 Companies Performance Update - Winter 2022 EXEMPT	<b>Greensand Holdings Ltd</b> – Members asked for the valuation of land to be shared. (Exempt).	Request to officers	In progress	<i>Officers are working on a response.</i>
8 December	Item 9 Companies Performance Update - Winter 2022 EXEMPT	<b>Playing Field Strategy</b> – Members asked whether it would be possible to provide an update on this Strategy.	Request to officers	Complete	<i>Response emailed to Members on 11 January 2023. Copy of response in Mod.Gov Library, link provided below.</i>
8 December	Item 9 Companies Performance Update - Winter 2022 EXEMPT	<b>Asset Management Plan</b> - Members asked whether it would be possible to provide a map of the location of Council assets. (Exempt)	Request to officers	Complete	<i>Response emailed to Members on 11 January 2023. The response is exempt and is therefore not published in the Mod.Gov Library.</i>

Written answers from 9 November can be found here –

[Document Written Answers from OSC 9 November 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

Written answers from 8 December can be found here –

[Document Written Answers from OSC 8 December 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)