

Agenda

Overview and Scrutiny Committee

Thursday, 25 January 2024 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.



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



Members:

N. D. Harrison (Chair)

J. Baker

M. S. Blacker

J. Booton

G. Buttironi

J. Dwight

M. Elbourne

K. Fairhurst

B. Green

G. Hinton

S. Khan

S. Parnall

A. Proudfoot

R. Ritter

K. Sachdeva

Substitutes:

Conservatives: Z. Cooper, J. Hudson and M. Tary

Residents Group: G. Adamson, J. S. Bray and P. Harp

Green Party: P. Chandler, V. Chester, J. C. S. Essex, S. McKenna, S. Sinden, J. Thorne and D. Torra

For enquiries regarding this agenda;

Contact: 01737 276182

Email: democratic@reigate-banstead.gov.uk

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

Mari Roberts-Wood
Managing Director

- 1. Minutes** (Pages 5 - 22)

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. Summary of Budget Movements November 2023 to January 2024** (To Follow)

To consider the updated elements of the Budget 2024/25 and Capital Programme 2024 to 2027 proposals before Executive on 1 February 2024.
(This report will follow as an addendum).
- 5. Leaders Update January 2024**

To receive an update from the Leader of the Council, Councillor Richard Biggs.
- 6. People Portfolio Holders Update** (Pages 23 - 68)

To receive a briefing from Executive Members of the People Portfolio areas of work: Housing & Support, Benefits, Intervention, Leisure, and Community Partnerships, and to consider any issues that arise.
- 7. Calendar of Meetings 2024 - 2025** (Pages 69 - 82)

To consider the Calendar of Meetings 2024/25 and make any observations to the Executive.
- 8. Overview and Scrutiny Committee Forward Work Programme** (Pages 83 - 92)

To consider and agree any changes to the schedule for Overview and Scrutiny Committee's Forward Work Programme 2023/24 and to consider the Action Tracker from the previous meeting.

9. Executive

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

10. Any other urgent business

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

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



Our meetings

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



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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, 7 December 2023 at 7.30 pm.**

Present: Councillors N. D. Harrison (Chair); J. Baker, M. S. Blacker, J. Booton, G. Buttironi (Vice-Chair), J. Dwight, K. Fairhurst, B. Green, G. Hinton, S. Khan, A. Proudfoot, R. Ritter, J. Hudson (Substitute) and S. A. Kulka (Substitute)

Visiting Members present: A. King, V. H. Lewanski, R. Michalowski and S. T. Walsh

45 Minutes

RESOLVED that the minutes of the previous meeting held on 12 October 2023 be approved and signed.

46 Apologies for absence and substitutions

Apologies were received from Councillor Elbourne, Councillor Kulka was substitute.

Apologies were received from Councillor Sachdeva, Councillor Hudson was substitute.

Apologies were received from Councillor Parnall; there was no substitute.

47 Declarations of interest

There were no declarations of interest.

48 Quarter 2 2023/24 performance report

The Committee received the Performance Reports for Quarter 2 2023/24 including the Key Performance Indicators (KPIs) and Budget Monitoring forecasts Quarter 2 2023/24, both for revenue and capital. The reports were due to be presented to the Executive on 14 December 2023.

Key Performance Indicators

Of the ten KPIs reported on, eight were on target or within agreed tolerances. Two KPIs were off target: KPI 6 – housing completions, and KPI 7 – Net affordable housing completions. Although Affordable housing completions had not met their target within this quarter, in Quarter 2, 52 dwellings were completed, 40 at market rate and 12 affordable. The majority of completions had come from the developments at the Horley North West Sector and 136 Brighton Road, Hooley.

Advance Questions

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

Several advance questions on the Key Performance Indicators had been submitted prior to the meeting. The advance questions and their responses can be viewed here:

[Document Advance Questions and Answers OS 7 December 2023 | Reigate and Banstead Borough Council \(modern.gov.co.uk\)](#)

The following clarifications were provided:

KPI 10 – The percentage of household waste that is recycled or composted

Although the target for KPI 10 had not been met for several quarters, it was explained that this target was set by the Surrey Environmental Partnership and was a stretch target, which the Council aspires to achieve. The Council was currently reviewing how the service is delivered and considering how to best make changes to ensure that the new Government waste and recycling guidelines will be met. This includes a full recycling roll-out to all households in the borough. The Chair added that this was one of the uncertainties identified by the Budget Scrutiny Panel.

Finance

Councillor Lewanski, Deputy Leader and Portfolio Holder for Finance, Governance and Organisation, gave an overview of the Quarter 2 Budget Monitoring set out in the report, which also included an update on the quarter's treasury management activities.

At Quarter 2 the projected full year outturn is £21.911m against a management budget of £23.194m resulting in an underspend for the year of £1.283m (5.5%).

Details of the more significant budget variances were set out in the report.

At this stage in the year there were no significant areas of concern, but further work is being carried out to look into the adverse variances.

The full year Capital Programme forecast at the end of Quarter 2 of £27.074m is 26% below the approved Programme for the year.

The variance is predominantly as a result of £9.752m slippage.

The reasons for the slippage at this stage were primarily because of updated forecasts of the time required to deliver the larger programmes.

Capital spending plans were based on information available at the start of 2023 and, six months later, some timescales have been revised.

The Portfolio Holder also confirmed that the balance of the £30.0 million that was previously approved for investment in Housing schemes remains available but not yet committed. Reference to this was omitted in the report; that would be corrected in the next update.

Annex 5.1 sets out the treasury management position to the end of September 2023. It confirms that treasury activities are in line with the Strategy that Council approved in July 2023 and that was reported to O&S and Executive in June 2023 following a Member briefing with the Council's treasury advisors Arlingclose.

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

The Portfolio Holder highlighted the fact that the return on the Council's investments continued to outperform similar authorities, and this was a key factor contributing to the favourable revenue budget outturn forecasts.

Several advance questions on the Revenue Budget, Capital Expenditure and Treasury Management updates had been submitted prior to the meeting. The advance questions and their responses can be viewed here:

[Document Advance Questions and Answers OS 7 December 2023 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

The Deputy Leader and Executive Member for Finance and Governance, Councillor Lewanski invited Members to ask questions and comment on the Quarter 2 2023/24 Performance Report provided in the agenda pack.

In response to the questions raised, the following clarifications were provided:

Capital Programme

The Chief Finance Officer confirmed that slippage had been higher in previous years due to the challenges of delivering complex large-scale projects, such as The Rise, and the pandemic had also had an impact on general delivery of capital programme projects. Project managers were learning and improving. The budget is a financial representation of plans and intended activities; budget holders are consulted in detail and challenged as part of annual budget-setting to set realistic timeframes for procurement of goods and services.

Summary

The Chair summarised that there were some substantial favourable revenue variances and some one-off items in the current year, which had been discussed by the Budget Scrutiny Panel. Uncertainties remain but they would be reviewed again in the January budget report.

RESOLVED that the Overview & Scrutiny Committee:

- i) Noted Key Performance Indicator (KPI) performance for Q2 2023/24 as detailed in the report and at Annex 1 and made observations to the Executive.
- ii) Noted the Revenue Budget and Capital Programme forecasts for Q2 2023/24 as detailed in the report and at Annexes 2, 3 and 4 and made observations to the Executive.
- iii) Noted the Quarter 2 Treasury Management Performance Update for 2023/24 at Annex 5 and made observations to the Executive.

49 Observations on Budget Proposals 2024/25 - Budget Scrutiny Panel Report

Members received the report from the O&S Budget Scrutiny Panel which met on 29 November 2023 to consider the provisional Budget proposals for 2024/25 and to make recommendations to the Executive in line with the Council's budget and policy procedure rules.

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

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 of the Budget Scrutiny Panel meeting. He drew attention to the following:

- The changes to the Local Council Tax Scheme would be financed by changes to Council tax premiums on empty properties.
- 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 25 January 2024, prior to the Executive meeting on 1 February 2024.
- The budget is balanced, but there are uncertainties.
- Proposed savings were not expected to have a significant impact on the scope or quality of service delivery.
- There were concerns regarding inflation.
- The importance of Council's Commercial Strategy to address future budget gaps.

He thanked the Portfolio Holder, the Chief Finance Officer and the Finance team for their report and responses to the advance questions.

Pay award

The Managing Director informed the committee that formal notification had been received from both Trade Unions that the pay offer for 2024/25 had been accepted.

Local Government Finance Settlement

The Chief Finance Officer informed the committee that a Local Government Finance Policy Statement had been received earlier in the week which gave an indication about the parameters around next year's funding for local government and the indication was that there would not be any significant or severe reductions. However, it would not be known how the funding envelope would be shared between the different tiers and types of authorities until later in December.

Members made comments and asked questions on the following areas:

Empty homes

It was confirmed that there were approximately 300 empty and furnished second homes.

The Housing Department has started a 12 month pilot scheme to employ a part time officer to engage with social tenants that are interested in downsizing from family homes, freeing up homes for homeless families.

The officer would assist tenants with all aspects of their move. Six weeks into the project, there were thirty people interested in moving to more appropriate accommodation for them. As more tenants register their interest in moving, tenants

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

can be matched with suitable homes in their own community. Following the one-year pilot project, consideration would be given to continuing to fund that role and potentially increase that resource.

Electric Vehicle charging points

It was confirmed that although there was no specific budget allocation for Electric Vehicle charging points in car parks. However, the Environmental Strategy had both capital and revenue allocations that could be used for schemes brought forward. Additionally, in-year approval of additional budget allocations was always possible for significant proposals.

Unlet commercial units

It was confirmed that terms were being discussed with tenants for the unlet units in The Rise and that unlet units at Wheatley Court were being marketed. Repurposing of vacant units for housing, was regularly considered across the property portfolio.

Housing benefit shortfall

It was confirmed that the shortfall in housing benefit had been an emerging theme over the last 2/3 years caused by a technical anomaly in housing benefit regulations, whereby the obligation to pay housing benefit on certain types of property, such as sheltered accommodation for those with complex needs, lies with the administering authority but has not been fully reimbursed by Government through the housing benefit subsidy. There has been an increasing gap between payments made and subsidies received which Government is aware of. Lobbying from local authorities is underway and a Parliamentary Select Committee has investigated the issue and recommended changes to the regulations.

The Chair identified a further recommendation to Executive on the budget proposals to be to work with other local authorities, and to lobby government, directly and through the through the Local Government Association. This was agreed by the committee.

Local housing allowance

It was confirmed that there was an issue regarding housing benefit being available only to fund accommodation linked to the Local Housing Allowance which has not increased in line with rents over recent years, resulting in a decreasing number of properties affordable for residents on low income for which they could claim housing benefit. This contributed to the number of families and households on low income having to present as homeless.

RESOLVED that in response to the Service and Financial Planning 2024/25 report and supporting documents to Executive on 16 November 2023, the following observations and Recommendations from the Budget Scrutiny Panel, and approved by the Overview and Scrutiny Committee on 7 December 2023, be submitted for consideration by the Executive, that:

- (i) The national and local policy context (Annex 1) and significant financial uncertainties at this stage in the budget-setting process were noted, along with the associated uncertainties and risks.

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

- (ii) The service proposals set out in this report which seek to respond to this context and deliver our corporate priorities, be noted.
- (iii) The draft service business plans for 2024/25 to 2026/27 be noted.
- (iv) The Panel tested the explanations in the Budget report for year on year changes in the revenue budget (savings, income and growth) in the context of the actual expenditure for the previous year and current year in respect to the services to be provided.
- (v) The Panel found the Budget proposals to be reasonable and in relation to the budget consultation and subject to the outstanding issues and risks commented on below, the Panel considered the following to be achievable, realistic, and based on sound financial practices:
 - a. Medium Term Financial Plan Forecasts and proposed actions to address the forecast Revenue Budget gap (Annex 2);
 - b. Service Revenue Budget growth proposals totalling £0.943 million, savings of (£1.719) million and additional income of (£0.540) million (Annex 3);
 - c. Continued funding support for Banstead Commons Conservators for a further three years (2024/25 to 2026/27);
 - d. Central Revenue Budget savings and growth proposals totalling (£0.376) million, and £1.75m provision for the 2024/25 pay award (Annex 3);
 - e. Agreement of a new 10 year Section 136 agreement with Horley Town Council;
 - f. Revenue Issues, Risks and Opportunities totalling £0.964 million, to be funded from earmarked Reserves as necessary;
 - g. Revenue Reserve Balances at 1 April 2023 of £35.474 million (Annex 6.1); and
 - h. A forecast balanced Revenue budget for 2024/25, subject to final confirmation of the outstanding items.
- (vi) The Capital Programme Growth proposals totalling £3.175 million (Annex 4) was reviewed. (This is revised down from the original £3.986 million)
- (vii) The Fees & Charges Policy (Annex 5) was noted.
- (viii) The Reserves Policy (Annex 6.2) was noted.
- (ix) The Panel supported the following changes to the Local Council Tax Support Scheme to be adopted from 2024/25:

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

- a. Removal of the maximum award of 90% Council Tax liability for 1,800 households and increasing the award to 100%;
 - b. Removal of the minimum requirement for a household to qualify for £5 per week before support is provided;
 - c. Expansion of support awards to cover full Council Tax liability for residents in Bands F to H;
- (x) The Panel supported the following changes Council Tax premiums on empty properties to be adopted from 2024/25:
- a. Removal of the empty homes discount of 28-days where a property becomes empty and unfurnished;
 - b. For empty and furnished second homes – charge 200% council tax after the first 12 months; and
 - c. For long-term empty properties – commence charging the 100% premium after 12 months.
- (xi) The Panel noted that the proposals at recommendation (x) would fund the proposals at recommendations at (ix)
- (xii) The Panel noted that 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 2024/25. The Panel looks to receive an update on these items in January. Besides Government funding, the principal areas of uncertainty and risk are: homeless support/ temporary accommodation, housing benefit subsidy, recycle income/costs and the Government's proposals for resources and waste; the Harlequin/RAAC, and final confirmation of other grants received.
- (xiii) The changes made in the final Budget 2024/25 proposals to Executive on 1 February will also be an agenda item for discussion at Overview and Scrutiny Committee on 25 January 2024.
- (xiv) The Panel noted that the proposed savings were not expected to have a significant impact on service scope or quality.
- (xv) The Panel expressed concerns about general inflationary pressures in the UK economy – 10% in the previous year and currently 6%, well above the Bank of England 2% target, and suggested this may put further upward pressures on the cost of goods and services and the annual pay award.
- (xvi) The Panel noted that for several years, the Council has been pursuing its Commercial Strategy to help address budget gaps in future years, as Government funding is further reduced. It noted that additional income from The Rise is included in the revenue budget, with potential for further increases

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

when all units are fully let. Furthermore, Government guidance and experience elsewhere means that the Council is cautious about further expansion of commercial activity. The Panel noted that the Commercial Strategy was now more focussed on generating income through the Council's areas of strength, such as service provision, rather than investment in commercial assets. It was noted that outside of The Rise, there are not yet specific proposals for additional revenue in development for 2025/26 and beyond.

(xvii) The Panel noted that the use of earmarked reserves, to fund housing benefit shortfalls, could only be a one-off action and not a permanent solution.

(xviii) The Panel noted that in the Financial Accounts, a £1.1million provision has been made for credit loss with regard to the investment in Pathway for Care. This would be funded from the Commercial Risks and Volatility Reserve.

With the additional recommendation from Overview and Scrutiny Committee (xix) to work with other local authorities, and to lobby government, directly and through the Local Government Association on the problem of the shortfall of reimbursement of housing benefits.

The Committee thanked the Portfolio Holder and officers for the substantial work in preparing the Budget 2024/25 report and for the written responses to the 82 advance questions from Members.

RESOLVED that Overview & Scrutiny Committee approved the minutes of the Budget Scrutiny Panel meeting held on 29 November 2023.

50 Commercial Strategy Progress Update 2023

Councillor Andrew King, Portfolio holder for Commercial and Community Assets, introduced the second annual update on the Council's Commercial Strategy.

Part one of the Commercial Strategy was agreed in November 2020 and part two in December 2021. As set out in the Commercial Strategy, all the Council's commercial activity is guided by three principles, first, that it is ethical and meets the Council's statutory responsibilities; secondly, commercial decisions will be robust, consistent and supported by due diligence; and third, that income will be used to support financial sustainability and services for residents.

Within this year's report is an overview of the changing context in which the Council operates and its influence on commercial activities. As the overview identifies, national guidance and controls on commercial activity by local authorities, now more closely steer the available investment approaches. As a result, there is an increased emphasis on ensuring that investment and commercial activities should directly serve the Council's role in benefiting their local areas.

For this Council, this renewed emphasis aligns with its wider objectives and principles. As set out in the report, consideration of commercial matters is now primarily taking place within the context of the Council's Financial Sustainability Programme, updates on which are provided as part of the quarterly reporting to this Committee and the Executive.

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

The goals within the Commercial Strategy of effective management of assets and investments, operating in a financially efficient manner, and reviewing opportunities for investment to benefit the Borough, remain relevant, but there should also be awareness of this change in operational context and the move towards focusing on commercial activities as part of the broader approach that is the Council's Financial Sustainability Programme.

In terms of this year's activity, the Council's commercial activity can be broken down into two main areas - commercial assets and commercial services.

Progress this year has continued to be positive, with achievements, including

- The completion of The Rise development at Marketfield Way, with more information provided in the parallel report to the committee.
- A contribution of an additional £700k towards the revenue budget from Council property assets and
- Additional income of nearly £540k from planned updates to fees and charges.

Work is also continuing on other elements, with improvements now made on property reporting, a review of potentially underutilised assets underway, and consideration being given to a framework for future development activities. There is also note of the approval of acquisition of additional temporary and emergency accommodation, which will both improve the service the Council can offer and reduce the costs associated with relying on external provision.

As identified in the previous annual report, there has been a move away from the use of company structures to support commercial activities, with potential company structures around housing activity and revenues and benefit work no longer viewed as required. More information on existing companies is available in the Winter 2023 Companies Performance Update. Work on improvements to contract management procurement are also continuing with more information provided in an annex to Q2 Internal Audit Progress report, also being considered by the Audit Committee.

The Council will continue to work towards effective delivery of commercial matters in the coming year, and commercial and investment activity will form an important thread within the Council's Financial Sustainability Programme.

The Portfolio holder for Commercial and Community Assets, invited Members to ask questions and comment on the Commercial Strategy Progress Update Report 2023 provided in the agenda pack.

In response to the questions raised, the following clarifications were provided:

Commercial Assets

The net budget improvement of £688,000 was from a mixture of assets, including The Rise, and further lettings from the park cafes, as well as the increase in fees and charges. The information had been included in the budget report and would be recirculated.

RESOLVED that Overview & Scrutiny Committee:

Noted the Commercial Strategy Annual Progress Report at Annex 1. There were no observations made to the Executive.

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

51 Companies Performance Update - Winter 2023 (Part Exempt)

Councillor Andrew King, Portfolio holder for Commercial and Community Assets, introduced the six-monthly update on the performance of companies owned or part-owned by the Council.

The report provides an overview of the performance of the companies currently owned or part-owned by the Council. The currently operational companies are Greensand Holding Limited, Horley Business Park Development LLP, and Pathway for Care Limited.

Considering these companies in turn

Preparations are being made in anticipation of Greensand Holdings Limited being dissolved in an orderly manner, with its assets being transferred to direct holdings by the Council. The Council is continuing to work with the company's directors to ensure that the company's affairs are properly managed and to review its future strategy. The company's assets are continuing to be managed with options for their future use being reviewed.

Horley Business Park Development LLP is on track to be dissolved by way of a Members Voluntary Liquidation, with a plan to resolve its financial affairs currently being implemented. Interest owed by the LLP to the Council is impaired in the Council accounts to reflect the risk of credit loss.

There is an ongoing, commercially sensitive dialogue with the majority shareholder in Pathway for Care Limited; with it considered likely that the company will be forced into administration unless a negotiated settlement can be reached. The most recent company accounts received by the Council for the year to the 31st of December 2022 do not have a valid audit opinion and show that the company is technically insolvent. The redemption date of the 23 April 2023 for the Council's £1.1 million of preference shares in the company has not been honoured.

More information on the details of these company arrangements is available in the confidential Part 2 section of the report.

Whilst the performance of these companies is not as was originally envisaged when they were created, and is in some cases markedly unsatisfactory, every effort is being made to ensure that current situations are effectively managed to secure best available value for the Council, the borough, and its residents.

The Council also owns RBBC Limited, created to preserve the company name in case of future need. Options for the future of this company are being developed for consideration by this Partner, Shareholder and Trustee Executive Sub-Committee.

Several advance questions on the Companies Performance Update – Winter 2023 had been submitted prior to the meeting. The advance questions and their responses can be viewed here:

[Document Advance Questions and Answers OS 7 December 2023 | Reigate and Banstead Borough Council \(modern.gov.co.uk\)](#)

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

The Portfolio holder for Commercial and Community Assets, invited Members to ask questions and comment on the Companies Performance Update – Winter 2023 provided in the agenda pack.

In response to the questions raised, the following clarifications were provided:

It was confirmed that by “to secure best available value for the Council, the borough, and its residents” the Council would minimise the financial impact of involvement in these companies.

Members noted that it could be beneficial to analyse the history of the Council’s involvement in these investments and provide training to officers and Members following the findings. The Managing Director confirmed that an undertaking had been made to carry out a lessons learnt exercise on the companies as a whole.

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

RESOLVED that Overview & Scrutiny Committee:

Noted the Companies Performance Update, as set out in the report, and made observations for consideration to the Partner, Shareholder and Trustee Executive Sub-Committee.

52 Marketfield Way Update - December 2023 (Part Exempt)

Councillor Michalowski, Portfolio Holder for Place, Planning and Regulatory Services, gave an update on Marketfield Way as set out in the report.

The report provided an update on progress to deliver the Marketfield Way project since it was last considered by Executive in December 2019.

Acting as developer over the last four years, the Council has overcome numerous challenges to bring this project forward to get to this stage. The most significant challenge had been the huge uncertainty brought about by the pandemic. The Council made a conscious and deliberate decision to press ahead with entering into a building contract shortly after the pandemic hit and, when there was huge global uncertainty. The pandemic resulted in the Council not being able to secure early pre-lets on any of the commercial space; the cinema operator was lost, and complex logistical challenges were faced to ensure safe working on site. While a fixed rate contract was in place, when changes were made, this resulted in cost increases due to high build cost inflation not only because of pandemic but also the Ukraine crisis.

Complex engineering challenges were also faced, including the relocation of a power sub-station, statutory services, and the build over of a large public sewer.

These factors ultimately resulted in delay and consequential cost increases for the project. The pandemic and the cost of living crisis have resulted in much more uncertainty for prospective tenants and has brought about less rental income than originally forecast.

Despite these challenges, this Council has now completed the main build. The residential part has been sold to the Council’s private sector partner; over 70% of the

Agenda Item 1

Overview and Scrutiny Committee, Thursday, 7th December, 2023

commercial floorspace has been let, and letting agreements are currently being secured on the remaining three units.

The new development, The Rise is now well and truly open for business, welcoming thousands of people every day. The Rise is already home to over 100 people who benefit from living in the heart of Redhill with its excellent transport links. The palatable difference this Council's commitment to the project our investments is making to the regeneration of Redhill in line with the Council's corporate objectives is now being realised.

The Rise has become a true leisure destination alongside the Harlequin with a forecast of 400,000 visitors to The Light this year. Residents' views are that they love the new leisure facilities. Footfall in town is substantially increased, bucking national trends. More people are visiting the town from a wider catchment. More people are staying longer, and businesses report that trade is up.

The Portfolio Holder thanked both past and current Members and officers of the Council, as well as the local community, for their continued support in bringing this project forward. He stated that this project is a clear example of how, through intervention, the public sector can deliver a true place-making project that makes a great difference to the lives of local residents and businesses.

Several advance questions on the Marketfield Way Update – December 2023 had been submitted prior to the meeting. The advance questions and their responses can be viewed here:

[Document Advance Questions and Answers OS 7 December 2023 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

The following clarifications were provided:

Surveys and Footfall and Dwell Times

It was confirmed that the surveys had been carried out in-house with over 1,000 responses received.

The Harlequin

It was confirmed that alternative Council venues were being used as much as possible to accommodate community groups displaced from The Harlequin.

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

RESOLVED that Overview & Scrutiny Committee:

- i) Noted the progress that has been made to deliver Stage 4 of the project, in relation to scheme implementation, construction, residential sale and commercial lettings;
- ii) Noted the initial economic, social and environmental benefits that have been derived;
- iii) Noted the details set out in the Part 2 report.

53 Exempt Business

The exempt business was discussed during the exempt part of the meeting due to the confidential nature of the discussions held.

RESOLVED that Overview & Scrutiny Committee:

Noted the exempt information regarding Winter 2023 Companies Performance Update as set out in the report.

Noted the exempt information regarding the Marketfield Way Update – December 2023.

54 Overview and Scrutiny Committee Forward Work Programme

The Chair explained that there had been an update on several of the pending items on the Overview & Scrutiny Forward Work Programme.

Due to the RAAC problem at The Harlequin, the Leisure and Culture Strategy would be delayed and would be presented to Overview & Scrutiny Committee in the next Municipal year.

The Greenspaces Strategy had also been delayed. It had been planned that the Greenspaces Strategy would be presented before the Review of the Greenspaces Team, however, due to the delay in the strategy, it was proposed that the Review of the Greenspaces Team be presented first, to the February meeting.

Government guidance had now been issued on Waste and Resources; it was expected that the Review of the Recycling Service would be presented to Overview & Scrutiny Committee in March or June 2024.

It was proposed that the Leaders' Update be moved from March 2024 to January 2024, to allow more time for the items on the March agenda.

RESOLVED that the Committee agreed the amendments to the Overview and Scrutiny Committee's Work Programme for 2023/24 and noted the updated action tracker.

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 was no urgent business.

The meeting finished at 10.04 pm

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People

Portfolio Updates

January 2024

Reigate & Banstead
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**Housing & Support
update**

Portfolio Update

Reigate & Banstead
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Housing Services

- Homelessness
- Housing Options
- Housing Register
- Refugee & Asylum Seeker accommodation
- Housing Delivery – including Delivery Strategy update (included in agenda)

Agenda Item 6

Homeless statistics 2023/24 (estimated Q4)

	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
• Homeless Approaches:	1137	1385	1817
• Owed a 'Prevention duty':	268	291	312
• Owed a 'Relief duty':	189	235	287
• Positive Outcomes:	297	329	353
• Main Duty Acceptances:	55	59	83
• Average number in B&B:	34	39	56
• Affordability approaches:	587	626	743



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- **Approaches** = Contacts from households requiring advice or assistance: You will note an increase of over 400 (31% increase over previous year), this is not a surprise due to the increasing challenges around finding & securing affordable accommodation and some households struggling to maintain their accommodation during a difficult cost of living situation that the country is experiencing. We are also seeing a significant increase this year on approaches from those leaving Home Office accommodation.
- **Prevention duty** = Households threatened with homelessness within 56 days and required case working. This figure has risen due to the significantly higher number of approaches.
- **Relief duty** = Households that are actually homeless, (many will have unsuccessfully been through the 'Prevention' period). This figure is increasing more than the Prevention duty figure as it is becoming harder to prevent homelessness, so more cases are moving to the Relief stage of their homeless application (become homeless). Many Home Office approaches go straight to Relief as there is not enough notice for Prevention and with little or no spoken English in most cases or tenant history in the UK, it takes time to secure accommodation options.
- **Positive outcomes** = Households that avoided Main Duty homelessness through case work, were either able to remain in their original accommodation or were assisted into alternative accommodation. Against the odds, the team have managed a higher number of positive outcomes this year which helpfully supports, to an extent, the increased number of applications. This year more grants have been utilised to provide

Agenda Item 6

higher levels of rent in advance, deposits and for the first-time landlord incentive payments to secure private rentals as well as funds to pay rent tops ups in some cases to bridge the gap between the Local Housing Allowance benefit level and the monthly rent charged. In some cases, arrears have also been funded to avoid evictions.

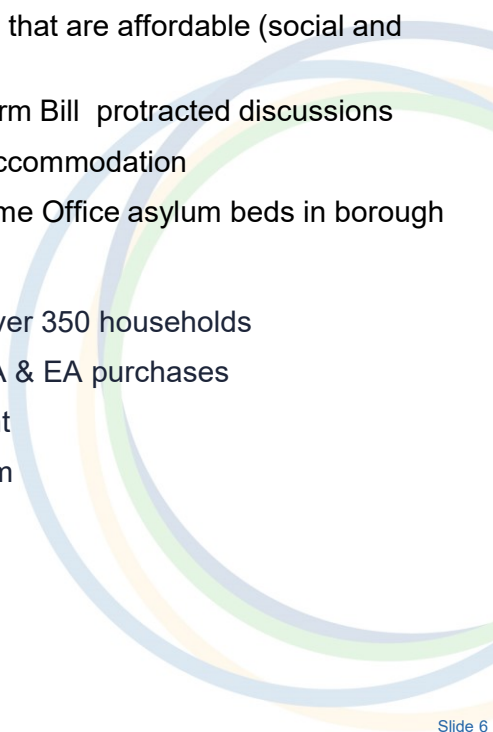
- **Main Duty acceptance** = Unable to prevent or relieve homelessness by the end of 56-day prevention and relief periods, so RBBC had a duty to secure permanent accommodation. Continues to increase over recent years, expect this trend to increase as higher number of households present as homeless and it becomes harder to source and secure affordable housing options.
- **Average number in B&B:** Continues to increase, this is to be expected as cases become more complex, and it remains harder to secure move on accommodation for applicants (both temporary and permanent). Expect this trend to continue.
- **Affordability approaches:** The number of homeless approaches that advise that they have affordability issues.

Agenda Item 6

Housing Register - (23/24 estimated Q4)

	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
• Nominations to social tenancies:	196	300	239
• No. of households on list at 31/12:	1153	1213	1284
• 18 new build rented properties nominated to in first 3 quarters (87 this time last year)			
• 1022 applications received (963 this time last year)			
• 425 applications accepted (401 this time last year)			
• 796 applications rejected (688 this time last year)			
• Approximate waiting times: 1 bed – 3 years, 2&3 bed - 3.5 to 4 years plus			

- The number of vacant social / affordable rented properties available to nominate to significantly reduced against the 300 plus that we had access to pre Covid.
- The number of households on the Housing Register is slowly increasing.
- The most concerning figure is the low number of new builds, this is not a surprise, and we are hearing across the South East that RP's are not delivering new builds as they are concentrating on their current stock standards and focussing more on becoming net zero carbon. There is also very little in the pipeline via s106 sites.
- Note the high volume of applications staff 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.



Challenges *(no particular order)*

- Continued shortage of rented homes that are affordable (social and private sectors)
- Negative impact of the Renters Reform Bill protracted discussions
- Shortage of local nightly paid B&B accommodation
- Growing homeless cohort due to Home Office asylum beds in borough

Highlights

- Staff preventing homelessness for over 350 households
- RBBC investment of over £6m for TA & EA purchases
- Increase in Housing team head count
- The commitment of the Housing team
- Good amount of grant funding

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Challenges:

Continued joint working with Registered Providers and planning colleagues to secure as much affordable housing as possible on new sites. Registered Providers have also reduced or paused new developments whilst they concentrate on improving the quality of their current stock, as well as preparing for the new Regulator of Social Housing consumer standards.

Homeless families are backing up in emergency & temporary accommodation due to the shortage of affordable homes. The Council's purchasing programme provides some assistance but the number of homeless households out number vacant affordable homes. The Council's social tenancy downsizer project started in November 2023 and is showing early signs of success with moving tenants that are under occupying family homes and making them available for homeless families.

Renters Reform Bill on route through Parliament – Proposals include, ending 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.

The Home Office procured over 700 bed spaces for Asylum Seekers in the Borough until they pulled out of two hotels in December. The Home Office now procure just over 500 bedspaces. Each Asylum Seeker that is given a positive decision and awarded Refugee

Agenda Item 6

status can approach the Council for homeless assistance. For over the last three months homelessness from Home Office accommodation has become the third highest reason for homelessness (prevention & relief cases), behind loss of an assured shorthold tenancy and eviction by friends / family. Applications from Refugees are time consuming and often more costly, as most require an interpreter for every contact and none have any tenancy history in the UK.

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

Grant Funding this year to support our work:

- £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, funds for emergency accommodation 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 emergency accommodation, 3x 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: £686,515 Homeless Prevention Grant announced for 2022/23 (used for salaries of 8x Hsg Staff, 1x Fraud Officers, 2x Money Support Officers, ESOS, emergency accommodation spend and other homeless prevention work
- £287,000 Homeless Prevention Grant top up.
- £359,250 Asylum Dispersal Grant

Projects

1. Oct 22 - £4m from Housing Reserves to purchase and refurb 7 family TA units and a multi bed emergency accommodation property for singles
2. March 23 - £1.2m from Housing Delivery Reserves to purchase 4x family TA units and assist two RP's purchase another 8 family homes between them
3. September 23 - £1m from Housing Reserves to purchase and refurb 4 family TA units

All above scheme also attract Homes England or DLUHC grant funding as well as direct funding from the RP's

- Social Housing Downsizers 12 month pilot project
- Bring forward RBBC owned development sites

1. 4x family units purchased to date
2. 4x family units purchased by RBBC. 1x purchased by Mount Green and 1x purchased by Raven to date
3. 1x family unit purchased and 3x under offer

Social Downsizer pilot went live in November – already freed up a 3 bed family social housing property for a homeless household

Agenda Item 6

Asylum Seekers – Home Office accommodation

- Four Points Hotel, Horley: Initial Accommodation for up to 238 males
- Cambridge Hotel, Horley: Initial Accommodation for up to 123 males
- Quadrant House, Redhill: Overflow Dispersal Accommodation for up to 160 women and children
- Largest impact on local services sits with Health colleagues including maternity / new mother services and GP services.
- The number of homeless approaches from those living in Home Office accommodation and receiving Refugee status and therefore access to public funds is significantly increasing. Last financial year we had 19 approaches over 12 months, to the 31 December this financial year we have received 70 approaches, it is expected to be over 100 approaches by 31 March 2024.

- Initial Accommodation (Hotels) is Home Office accommodation, for Asylum Seekers when they first arrive in the UK until they receive their Home Office decision.
- Overflow Dispersal Accommodation (QH) is Home Office accommodation, for Asylum Seekers that the HO have moved from Initial Accommodation whilst still waiting for their HO decision.
- All those that receive Refugee status whilst living in HO accommodation in the RBBC area have a Local Connection with RBBC under homeless legislation so can approach for assistance.
- RBBC have provided over £30k in grants to 9x local agencies that were already working with Asylum Seekers to provide them with support and activities.



Benefits

Overview & Scrutiny
January 2024

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Agenda Item 6

Housing Benefit & Local Council Tax Support

- These are statutory functions administered on behalf of the Department for Work and Pensions (DWP) and the Department for Levelling Up, Housing and Communities
- In 2023/24 we are forecasting that we will pay Housing Benefit of £25.5m in Housing Benefit and around £7.5m in Local Council Tax Support
- We have around 5,000 households claiming Housing Benefit, and just over 5,000 households receiving Local Council tax Support
- Discretionary Housing Payments are paid to residents who need additional help with their rent, and to prevent homelessness – 2023/24 fund is £183K, funded by the DWP
- The service also supports other initiatives on behalf of the government – in 2023/24 this included the Energy Bill Support Scheme payments

Housing Benefit & Local Council Tax Support

In the previous 4 quarters, the volumes processed have been –

New Claims

Housing Benefit	618
Local Council Tax Support	2,606

Changes of Circumstances

Housing Benefit	17,812
Local Council Tax Support	23,877

Discretionary Housing Payments

In 2022/23 we dealt with 397 applications, 40% of which were successful and received an award

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Universal Credit

- Universal Credit roll out – migration of existing claims from “legacy benefits, including Housing Benefit for working-age claimants
- Households moved to Universal Credit by constituency (October 2023) –

Reigate	73%
East Surrey	76%
Epsom & Ewell	73%
- Local Authorities will for the foreseeable future continue to deal with Housing Benefit claims for households of pensionable age, supported housing and temporary accommodation
- Costs for supported housing have been increasing due to changes in policy for housing people with support needs, and an increased number of organisations providing supported housing, which is not always fully subsidised by DWP funding

Supported Housing

- Costs for supported housing have been increasing due to changes in policy for housing people with support needs within the community
- We have seen an increased number of housing providers and organisations providing supported housing, which is not always fully subsidised by DWP funding
- Housing Benefit expenditure on supported accommodation is forecast to be £1.1m in 2023/24. Under the current regulations, we will subsidise this by £439K, due to not being able to claim the full subsidy back from the DWP (compared to £131K in 2018/19)
- Detailed reviews are taking place of all Housing Benefit claims for supported housing

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**Intervention
update:**

Family Support Programme, Refugee
Resettlement, Money Support Team

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Intervention: Family Support Programme

- We have received 208 referrals this year – a large increase in comparison to last year (131)
 - Wait times have increased to 8 weeks
- Family complexity continues to increase, with workers needing to spend more time supporting families.
 - The average length of intervention is now 18-20 weeks
- Families note the most change through working with the service in their wellbeing, boundaries and behaviours and meeting emotional needs
- 97% of families note a positive change in their wellbeing through working with the Family Support Programme

Work on behalf of 3 councils

Agenda Item 6

Intervention: Money Support Team

- Referrals have increased from the previous year
 - 2023 – 182 referrals
 - 2022 – 237 referrals
 - 2021 – 209 referrals
- Length of intervention remains on average 8-10 weeks
- Impact of cost of living crisis, in work/fuel poverty and supporting with claiming additional benefits (specifically those with disabilities) are the biggest three impacting referral numbers this year.
- Clients note the most change in their income & benefits and their wellbeing

Intervention: Refugee Resettlement

Supporting

- 6 households within the Syrian scheme
- Supporting 6 Afghan households
 - Including 3 which arrived this year

Since the start of the war in Ukraine:

- 380 Ukrainian guests have arrived in the borough, with every ward in welcoming Ukrainians into their community
- 51 families (124 guests) have been supported to move into Private Rented Accommodation
- 23 families (47 guests) have returned to Ukraine
- We have supported 32 families (48 guests) to move to live with a new sponsor

Slide 17



Leisure update

Portfolio Update

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Leisure: GLL

- Positive operational delivery for GLL across all three centres.
 - Full management contract fees re introduced including inflationary rise as per contract
- Continued customer confidence in the sector
 - Membership numbers have risen across all three centres in 2023
 - Tadworth up 1.95% across the Year
 - Donyngs up 1.8%
 - Horley up 2.32%
 - 1,097,031 individual uses in 2023
- Partnership of New Club Scheme
 - 4 new start up clubs starting in all three centres funded by the use of free hours arranged by RBBC and GLL.

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Leisure: Leisure Development

- School holiday Activities
 - Mixture of free and paid for activities
 - 117 sessions run in 2023 (46% increase on 2022) and 1747 bookings (31% increase on 2022).
 - We introduced activities specifically for children with Special Educational Needs and Disabilities (SEND)
 - We introduced activities for under 5's, in addition to activities for 5-15 year olds.
- Surrey Youth Games
 - 74 children trained for 8 weeks across 6 different sports, an increase of 32% from 2022
 - 6 different sports represented at the Games; Go TRI, inclusive dance, street basketball, swimming and tennis.
 - 36 children represented RBBC at the Youth Games, an increase of 17% from 2022
- Star for a Night
 - 8 Weeks free tuition in Acting, Singing and Dancing
 - One show at the Harlequin Theatre
 - 42 participants in the show, a decrease in 9% from 2022



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Slide 20

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: Arts Development


Introduction of a creative wellbeing programme – in partnership with local health colleagues - which provides a network of high-quality arts and creative sessions to improve both physical and mental health outcomes for residents. Projects include:

- Art for wellbeing at Merstham Hub
- Photography for mindfulness from the Harlequin, Redhill
- Creative Writing at Horley Library
- Monthly creative drop in, last Friday of the month

Although numbers are small we are engaging with the right people, those with health conditions who are greatly benefiting from the programme.

Arts Takeover week, during October, was introduced to allow residents to engage in cultural activities:

- 23 arts activities/sessions delivered, including crochet, ukulele, photography, singing, art, dance, African drumming and poetry.
- 162 participants


Slide 21

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2019	643	38
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*including Play rangers attendance of 237

Agenda Item 6

Leisure: Harlequin Theatre

- Strong start to the year, until the closure of the venue due to the discovery of RAAC
 - April – September strong calendar of events with a busy programme. Busiest offering ever.
 - Established Café offering with regulars each week.
 - Discovery of RAAC forced the closure of the venue in September
- Return of Outdoor Theatre this Summer
 - 16 live unique events
- Pantomime was moved to a Big Top and was extremely successful and reputationally beneficial
 - delivered in a Big Top Tent in Memorial Park, Redhill
 - Only Big Top panto in England
 - 43 shows welcome over 15 000 customers
 - Use of Harlequin Pop up in the Belfry for live theatre Santa's North Pole Adventure
- Completed the refit of all downstairs toilets
- External to the Harlequin we supported with The Sport Awards, Remembrance Sunday, Volunteer Awards, Lighting up the Hall, Run Reigate and Pride in Surrey.

Community Partnerships Overview & Scrutiny Committee

January 2024

KEY ACHIEVEMENTS

Our community centres are getting busier and busier, benefiting both long term users and new users

Our Community Development Team are central to NHS Place based working 'at neighbourhood' in both East Surrey and Surrey Downs

We have delivered a new NHS funded grant programme 'Banstead Neighbourhood Fund' (£79K) for Surrey Downs and provided active monitoring to the 'Creating Healthy Communities Fund' (£134k) for East Surrey Place.

We have supported the voluntary sector to respond to cost-of-living pressures. We are distributing £400k of the Household Support Fund round 4 via voluntary sector partners to benefit residents.

Our partnership networks and relationships are robust and mature.

Community Centres Statistics

Catering income
£77k in 22/23 to
£124k in 23/24 (Forecast)

This is an increase of income of
£47k in one year



In the past year **16,000**
teas and coffees have
been served

Overall income
£186k in 21/22
£248k in 22/23
£353k in 23/24 (Forecast)
This is an increase of income of
£100k in one year



Users of the centres
107k in 23/24
(Forecast **160k**)



Over **500** Christmas dinners
served in Dec 23
Many to the vulnerable
and elderly

Spaces hired in 23/24
totalling **5,000hrs**
(Forecast **8,000hrs**)

Community Centre Events



Community Centre Case Study

East Surrey Place Funding

In 22/23 and 23/24 funding has been available from NHS East Surrey Place to increase the number of health and wellbeing projects that are delivered with and by local communities in Horley and Woodhatch Community

Centres.

With this funding, Horley Community Centre have supported the African community by providing the space to enable health partners to run support clinics such as health checks for men and ladies, Covid boosters and flu jabs. In addition to health checks, the group use the centre to bring together the African Community for health talks, talks of interest, events and celebrations such as international women's day and black lives matter. The group also organise food distribution for the community. Around 50 to 80 people from all ages attend each event.



Facilitating and Supporting

Staff volunteering policy

Enabling staff to volunteer and support local organisations.

Leading and facilitating thematic groups

Older People Forum and Working Groups

Employment and Skills Group

Re-launching 'Get Connected' network for organisations working with young people

Supporting the voluntary sector

Providing in-kind support

Advice and guidance

Listening and planning

Survey and listening event with the VCFS in summer 2023

Updated approach to our main VCS grants (£184k annually) to increase transparency

Developed a draft 2024/25 workplan and seeking views from the sector



Cost of Living

Food Poverty

- We continue to support 5 Food Clubs across the borough to provide low-cost food to people struggling with the cost of living with around 8,000 visits to the Food Clubs being made in 2023.
- Through the Food Clubs, residents have engaged with a wide range of support organisations including Citizen's Advice Reigate & Banstead, SES Water and the Henry Smith Charity

Fuel Poverty

- We piloted a scheme to provide energy saving devices to households as well as top ups through UK Shared Prosperity funding. Following the success of this pilot which supported 63 households to reduce their energy costs we are repeating this scheme over winter 23/24

5

Household Support Fund – Round 4

- Worked with over 20 organisations across the voluntary sector to enable the Household Support Fund (£400k) to reach residents in need, through vouchers for food and fuel, advice, hot meals, and direct financial support for practical items.
- Uptake of the support has been particularly high this winter, in comparison to previous rounds of funding, with organisations evidencing the significant benefit this support brings to residents' lives.

Additional Support

- Working with Raven HT and the Good Company, we have been looking at developing a 'pantry' in Banstead. This will extend the offer around food and fuel support in the north of the borough and be funded through the UK Shared Prosperity fund

Case Study – Whitebushes

Through engagement with the community, Charlie (our Woodhatch & Whitebushes CDW) has been able to support the development of a number of projects on the Whitebushes estate including a regular football group (working with Redhill Football Club), a community garden and a resident group to tackle issues on the estate. Charlie has built strong relationships with local members, businesses and community groups as well as with residents, helping to increase the sense of community in an area that had little in the way of physical community assets.



Listening to our Communities Case Study Redhill West Action Plan

Engagement Events with Partners and Community



Feedback from 24 organisations via RWPN on needs, barriers and solutions for key priority areas: cost of living, health creation, community activities and connections.



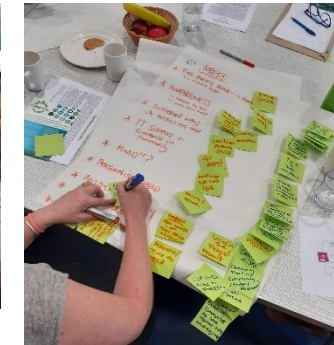
351 responses about top three most relevant issues to 91 residents engaged over three community events in Timperley Gardens, Rivers & Flowers estates and The Dome.



72 responses from 11 to 16-year-olds through online escape room feedback at the Surrey Youth Arts and Culture Festival in Redhill.



This engagement helps ensure the Community Development Team respond to the needs of local people



Our Role in Place Based Working

- Community Partnerships is leading the Council's collaboration "at place" with local NHS partners.
- R&B falls into East Surrey Place (south of M25) and Surrey Downs Place (north of M25)
- This collaboration is both strategic (e.g. through leadership of the East Surrey Place Prevention & Communities Priority) and local (e.g. through our Community Development Team's close collaboration with local GPs and supporting Neighbourhood Networks)
- This benefits the wellbeing of our residents and helps to focus NHS resources on preventing ill health
- These videos bring to life what the team does:
 - [Introduction to Community Development](#)
 - [Collaboration between community development and Growing Health Together in East Surrey](#)
 - [Preston football project](#)



Housing Delivery Strategy 2020 – 2025, December 2023 update

1. Overview

- 1.1. The Housing Delivery Strategy 2020–2025 was adopted by the Executive in December 2019. It is an important step towards delivering the Corporate Plan housing objective. It outlines the borough’s housing challenges, considers affordability issues across tenures as well as the planning policy background and construction challenges.
- 1.2. The Strategy sets out six objectives which aim to enable more households working or living in the borough to access a home that is affordable to them. Underpinning these objectives is a commitment to partnership working with housing associations, public landowners, investors, developers, and others.
- 1.3. The Strategy includes an action plan broken down by objectives. The original action plan is attached including an extra column with a brief update on each task. The updates below should be read in conjunction with the action plan.

2. Updates

Objective 1: Use our land and assets to deliver additional housing

1A. Appraise Council land - draw up a shortlist of sites with development potential:

- The Place Delivery team have undertaken a high level desktop analysis of potential sites to form an initial shortlist from a list of Council assets provided by the Property team. This work is on-going and has helped to identify a number of sites to take to the next review stage for further assessment of their development potential. It is anticipated that this two stage process will be completed in 2023/24 and will form part of a new Development Framework that the Council is preparing. It will supersede the Housing Delivery Strategy.

1B. Work through the shortlisted sites identifying site capacity, tenure, type:

- Once the list of potential sites has been agreed with officers and members, the Place Delivery team will lead in assessing the potential of each in terms of capacity, tenure, type. It is likely that this work will be undertaken in 2024/25 and will require the commissioning of external architects to complete the task.

1C. Agree a delivery programme, delivery vehicle and funding:

- It has not been possible to agree a delivery programme. Time was lost during Covid as staff resources were redirected and since Covid, development costs have significantly increased affecting the viability of sites. Delivery vehicles have been investigated. Council schemes to date have been via direct delivery and going forward each scheme’s delivery vehicle will be site specific. The Council has an aspiration to invest up to £30m on Housing delivery and £18m has been allocated in an earmarked Revenue Reserve to help fund new capital schemes.

- Delivery programme, mechanism and funding will be considered as part of the Development Framework at a high level and is likely to be developed in detail by officers for member agreement in 2024/25. Work on 1A and 1B will inform 1C.

Objective 2: Make use of public land, private land opportunities and empty homes

2A. Work with Surrey CC Property Team and Places for People to assess borough opportunities:

- The Council took an active role in Surrey County Council's, Housing, Homes and Accommodation Strategy. The Strategy acted as a conduit to start the conversation about working together to bring opportunities forward. Since publishing the strategy, SCC property team now regularly attend Surrey Chief Housing Officers Association which RBBC chair.

2B. Work with other public landowners to identify opportunities for joint development schemes:

- Officers from the Property and Place Delivery teams are participating in the re-launched Surrey Strategic Estates Network (SSEN) with Surrey local authorities and other public sector representatives including One Public Estate (we have also established a direct dialogue with them). This forum meets quarterly and is specifically aimed at bringing public sector landowners together. As part of this, RBBC is supporting a Surrey wide project to map public assets to enable opportunities to be identified.

2C. Undertake a detailed assessment of existing empty homes by owner, property type and location:

- Task not completed due to competing workloads many of which were unplanned including Covid, Afghan & Ukrainian work streams and the extra work caused by the Home Office Asylum properties. Anecdotal information from other LA's suggests that bringing empty homes back into use takes a lot of resource without proportionate results. This task is still to be scoped, currently no time scale agreed.

2D. Develop a programme to target specific empty homes and identify a delivery partner to work with and access external funding:

- Not progressed as 2C above.

Objective 3: Local Housing Companies as a Housing Delivery Tool

3A. Agree the most appropriate structure to deliver a build programme. Options include establishing a housing company / creating a group structure / revitalising Greensands:

- Since adopting this Strategy, local authority Housing Companies have been failing nationally and HM Treasury regulations for prudential borrowing via the Public Works Loans Board have changed.
- After modelling the financial implications in detail, it was concluded that the significant cost of forward lending to a wholly-owned LA housing company at commercial rates along with the overhead costs of the company, meant that it would not be viable to operate the Wheatley

Court development through a housing company. Learning from this process, and the experiences of other LA wholly owned companies, this option will no longer be pursued.

3B. Present the business case for a revised company remit / structure to the Commercial Ventures Executive Sub-Committee:

- No longer a viable option.

3C. Council company longer-term investment strategy agreed and delivery started:

- No longer a viable option.

3D. Assess opportunities to 'spot purchase' units from developers including small numbers of affordable homeownership homes on s106 sites:

- To date Registered Providers have purchased all affordable housing products on s106 sites. If a suitable opportunity arises to purchase direct from a developer, the business case will be worked up and presented to Members.

Objective 4: Joint Venture Partnerships

4A. On a site-by-site basis assessment risks and benefits of partnerships to deliver schemes:

- The Development Framework will review opportunities for the Council to enter into partnerships to deliver homes. This will include methods by which partners are selected to work with the Council, for example via competitive procurement. The programme for the completion of the Development Framework is in 2023/24. The Council will analyse partnership opportunities available to it to deliver the pipeline programme. There are a number of routes available to the Council such as on a site-by-site basis or alternatively by grouping sites together to form a more attractive offer for both the Council and a partner. External resources may be required to provide an in-depth analysis of the best option(s) available to the Council.

4B. Assess opportunities to purchase land, sites, buildings, street properties and enter joint venture partnerships to deliver homes:

- At a high level, the Development Framework will consider opportunities to purchase land, sites, buildings, street properties and enter joint venture partnerships to deliver homes. Each site in the development pipeline will be assessed to understand if it presents opportunities to work with partners, acquire additional land or buildings. The Development Framework will also review the mechanisms in place to enable the Council to respond to opportunities to acquire third party land holdings and how these can contribute towards the Council's delivery of new homes.

Objective 5: Develop supported housing for complex needs single people

5A. Work up a supported housing scheme, identify a preferred model, capital and in-going revenue sources, suitable location, on-gong revenue support:

- The business case on a supported housing scheme was worked up and was not viable. A scheme would require an ongoing revenue budget and would be classed as an 'exempt property' under housing benefit regulations. This would also add to the increasing burden on the housing benefit revenue cost to the Council which does not attract Government subsidy.

5B. Purchase a building, refurbish, appoint a support provider:

- A lower support scheme is being considered as part of the current delegation to purchase temporary accommodation (for families) and emergency accommodation for homeless single applicants. This will be owned and managed by the Council.

Objective 6: Deliver housing to meet local needs through planning policy

6A. Update the borough design guidance for developers identifying good practice for intensification of sites, guidance on appropriate sites, building and site layout guidance:

- The Local Character and Distinctiveness Design guide SPD202 has been updated. Also, a draft is being produced for the A23 Great Street Design Code SPD with adoption due in 2024.

6B. Affordable Housing SPD revised to incorporate design guidance for developers:

- SPD was published in 2020. The affordable housing need will be reviewed in 2023/24 as part of the Housing Needs assessment.

6C. Local Plan evidence base reviewed and updated. Including evidence on housing needs across all demographic groups, affordability, and deliverability:

- Evidence reviewed in accordance with the Local Plan Review. Housing Needs evidence subject to review in 2023/24.

3. Summary

- 3.1. The Housing Delivery Strategy is the first Council delivery document for over 20 years since the large scale voluntary transfer of the Council's housing stock.
- 3.2. During the first three year period of the strategy the Council have directly delivered 61 new build homes comprising of 11 shared ownership homes, 14 market sale, 32 affordable rents and 4 temporary accommodation units.
- 3.3. The Council has also jointly funded with partners the purchase of two flats for homeless singles with complex needs and the development of four self-contained properties for young parents.
- 3.4. Three further projects are in progress together these projects are purchasing around twenty three family homes for use as temporary accommodation and one shared facility emergency accommodation property for singles. Most of the projects above are funded by a mix of funding from RBBC, Homes England and Registered Providers.
- 3.5. The Council has also agreed a commitment to provide funding to Raven towards their redevelopment of Chavecroft in Tadworth.

- 3.6. During the three years, much of our internal capacity focused on managing the unexpected effects and impacts of Covid on our services. Following Covid, more of our limited resources were taken up with managing the arrival of Afghans and Ukrainians fleeing the war. In addition, our resources have been stretched by the local placement of hundreds of asylum seekers by the Home Office, managing the impacts of their placement and resulting homelessness applications.
- 3.7. Much of the activities and projects within the action plan were new areas of business for the Council. Our experience has developed greatly as projects have been delivered successfully. During the strategy timeframe a great deal of unprecedented changes and events took place which led a redirection of resources.
- 3.8. Work is now beginning on a Development Framework which will supersede this strategy and build on the last three years successes and learnings.

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Action Plan 2020 – 2025

Task no.	Task	Responsibility	Years 1-5	Outcome	Resources	Update September 2023
Objective 1: Use our land and assets to deliver additional housing						
1A	Appraise Council land - draw up a shortlist of sites with development potential	Property Team	1	Clarity achieved on the capacity of the Council's land holding to deliver additional homes.	Existing resources	A number of sites have been identified and are being reviewed for development potential. Due to be completed 2023/24
1B	Work through the shortlisted sites identifying site capacity, tenure, type	Property Team, Legal, Finance	1-2	Shortlist of developable sites identified	Existing resources	Once sites have been agreed with Officers & Members, site options will be developed, likely 2024/25.
1C	Agree a delivery programme, delivery vehicle and funding	Housing, Place Delivery	2 onwards	Additional homes delivered	Funding options include use of prudential borrowing, capital grants,	Funding source(s) to be confirmed as appropriate for each scheme.

					revenue reserves and capital receipts.	
Objective 2: Make use of public land, private land opportunities and empty homes						
2A	Work with Surrey CC property team and Places for People to assess borough opportunities	Place Delivery	1-5		Existing resources	Initial contact via the Surrey Homes and Accommodation Strategy work stream.
2B	Work with other public land owners to identify opportunities for joint development schemes	Property Team, Housing	1-5	Additional homes delivered on underused / vacant sites	Existing resources	RBBC now part of Surrey Strategic Estates Network
2C	Undertake a detailed assessment of existing empty homes by owner, property type and location	Housing	1	Target list of homes agreed	Existing resources	Not completed, see update for detail.
2D	Develop a programme to target specific empty homes and identify a delivery partner to work with and access external funding	Housing	2-5	Empty homes brought into use	Partner funding, external funding e.g. Homes England grant	Not completed, see update for detail.

Objective 3: Local Housing Companies as a Housing Delivery Tool

3A	Agree the most appropriate structure to deliver a build programme. Options include establishing a housing company / creating a group structure / revitalising Greensands	Housing, Legal, Finance	1	Appropriate vehicle and business case agreed by Executive	Existing resources	Use of a housing company/group structure or existing company (Greensand Holdings Limited) has been deemed unsuitable. In house schemes have been successful. JV's and partnerships will be considered.
3B	Present the business case for a revised company remit / structure to the Commercial Ventures Executive Sub-Committee	Legal, Finance, Property	1	Company structure is revised and ready for new activities	Existing resources	See 3A Council company not a suitable vehicle.
3C	Longer-term investment strategy agreed and delivery started	Legal, Finance	2	Council company delivers a programme of additional homes	A combination of loans, longer term income	See 3A Council company not a suitable vehicle.

					generation, profits.	
3D	Assess opportunities to 'spot purchase' units from developers including small numbers of affordable homeownership homes on s106 sites.	Company	2-5	Delivery of additional homes	A combination of loans, longer term income generation, profits.	To date RP's have purchased all AF homes on s106 sites.
Objective 4: Joint Venture Partnerships						
4A	On a site by site basis assessment risks and benefits of partnerships to deliver schemes.	Legal, Finance, Property	1-5	Delivery of additional homes, infrastructure and community facilities	Existing staff, consultancy, capital reserves, borrowing, joint investment.	Schemes developed to date have been assessed independently. The planned Development Framework will formalise the approach to future projects.
4B	Assess opportunities to purchase land, sites, buildings, street properties and enter joint	Company	2-5	Delivery of additional homes	A combination of loans, longer term income	Properties have been purchased for use as TA & EA. The planned Development

	venture partnerships to deliver homes.				generation, profits.	Framework will further consider other purchase types. A JV with Raven has been explored and 'shelved' for the time being.
Objective 5: Develop supported housing for complex needs single people						
5A	Work up a supported housing scheme, identify a preferred model, capital and in-going revenue sources, suitable location, on-gong revenue support	Housing, Legal, Property, Finance	1-2	Funding and support secured for scheme	Existing resources	Supported scheme costed but was not viable.
5B	Purchase a building, refurbish, appoint a support provider	Housing, Property, Legal	2-4	Scheme for vulnerable people operational providing housing & support	s106 commuted sums, on-going revenue support	Options for a council led low support emergency accommodation scheme under consideration in 2023/24
Objective 6: Deliver housing to meet local needs through planning policy						

6A	Update the borough design guidance for developers identifying good practice for intensification of sites, guidance on appropriate sites, building and site layout guidance.	Planning Policy	1-2	Design guide published, densities on appropriate sites increase, more affordable housing delivered,	Existing resources	Updated Local Character and Distinctiveness Design Guide SPD 202. Emerging Draft A23 Great Street Design Code SPD, adoption due 2024.
6B	Affordable Housing SPD revised to incorporate design guidance for developers	Planning Policy	1-2	Revised SPD adopted resulting in more improved tenure mixes and affordable housing to meet local needs	Existing resources	SPD published 2020 incorporating guidance. Affordable housing need will be reviewed in 2023/24 as part of housing needs assessment.
6C	Local Plan evidence base reviewed and updated. Including evidence on housing needs across all demographic groups, affordability, and deliverability.	Planning Policy	1-5	Up to date evidence use to inform plan making and planning application determination.	Existing resources	Evidence reviewed in accordance with Local Plan Review. Housing Needs evidence subject to review 2023-24.

Agenda Item 7



Signed off by	Head of Legal and Governance
Author	Annette Wiles, Deputy Democratic Services Manager
Telephone	Tel: 01737 276607
Email	annette.wiles@reigate-banstead.gov.uk
To	Overview and Scrutiny Committee Executive Council
Date	Thursday, 25 January 2024 Thursday, 1 February 2024 Thursday, 20 February 2024
Executive Member	Leader of the Council

Key Decision Required	N
Wards Affected	

Subject	Calendar of Meetings 2023/24
----------------	------------------------------

Recommendations
<p>The Overview and Scrutiny Committee is asked to consider the draft Calendar of Meetings for the 2024/25 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 2024/25 Municipal Year (Annex 1).</p> <p>Council is asked to approve the Calendar of Meetings for the 2024/25 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

Agenda Item 7

The Calendar of Meetings for 2024/25 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 2024/25 has been subject to a full consultation process having been considered by Group Leaders' and Leader's meetings both held on 15 January 2024.

The Overview and Scrutiny Committee will consider the Calendar of Meetings at its meeting on 25 January 2024.

It will be reported to the meeting of the Executive on 1 February 2024. The proposed Calendar of Meetings will be subject to approval by Council at its meeting on 20 February 2024.

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 2025 (February) and preceding Executive meeting will again take place as late in the meeting cycle as possible. 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 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 7

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 2024 and 2025.
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 27 November 2024.
10. There are four Audit Committee meetings during the 2024/25 municipal year. The meetings will take place on Wednesday 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. 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 28 May 2024 will be combined with a training session.
12. 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 4 June 2024.
13. The Employment Committee meets quarterly.
14. As was achieved last year, 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.
15. It is being suggested that the Executive meeting in October 2024 is confirmed rather than remaining provisions. However, this meeting will only proceed if there is sufficient business to warrant it being held.
16. The proposed Calendar includes indicative dates for meetings at the start of the 2025/26 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Calendar of Meetings for 2025/26, subject to any revisions.
17. 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.

Agenda Item 7

Legal Implications
18. There are no legal implications
Financial Implications
19. There are no financial implications.
Equalities Implications
20. Consideration has been given to avoiding meeting dates in Surrey school holidays, where possible.
Communication Implications
21. Automatic notification of meetings to Members using the ModGov system has been ceased after this caused multiple notifications and confusion. All scheduled meetings will be sent via Outlook Calendars to officers and Members and be listed in the Centralised diary.
22. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.
23. A public notice of meetings is provided on the noticeboard outside the Town Hall as is legally required.
24. The request by Group Leaders that notification be provided to candidates of mandatory training dates for Planning and Licensing will be addressed. How this is best fulfilled will be carefully considered.
Consultation
25. All members of the Management Team have reviewed the draft schedule. 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.
26. The Corporate Governance Group (officer group) was consulted at its meetings on 13 December 2023.
27. The Group Leaders' and Leader's meetings were consulted at their meetings both held on 15 January 2024.
28. Any comments by the Overview and Scrutiny Committee from its meeting on 25 January 2024 will be reported to the Executive on 1 February 2024.
29. The final Calendar of Meetings 2023/24 is subject to the approval of Council at its meeting on 20 February 2024.

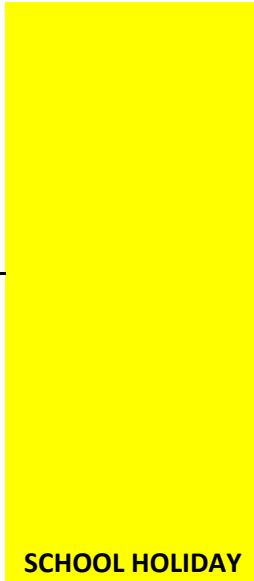
Annex 1

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| 1. Annex 1 – Draft Calendar of Meetings 2023/24 dates. |
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MONTH	DATE	DAY	COMMITTEE	START TIME	SCHOOL HOLIDAYS	NOTES	
2024	1	Monday				BANK HOLIDAY (Easter Monday)	
	2	Tuesday					
	3	Wednesday	PLANNING COMMITTEE	7:30pm			
	4	Thursday					
	5	Friday					
	8	Monday				SCHOOL HOLIDAY	
	9	Tuesday					
	10	Wednesday					
	11	Thursday					
	12	Friday					
	April	15	Monday				
		16	Tuesday				
		17	Wednesday				
		18	Thursday				
		19	Friday				
		22	Monday				
		23	Tuesday				
		24	Wednesday	PLANNING COMMITTEE	7:30pm		
		25	Thursday				
		26	Friday				
	29	Monday					
	30	Tuesday					
	May	1	Wednesday				
		2	Thursday				POLLING DAY - MAY 2024 ELECTIONS (PCC/ BOROUGH)
		3	Friday				
		6	Monday				BANK HOLIDAY (May Day)
		7	Tuesday				
		8	Wednesday				
		9	Thursday				
		10	Friday				
13		Monday					
14		Tuesday					
15		Wednesday					
16		Thursday					
17		Friday					
20		Monday					
21		Tuesday					
22		Wednesday					
23		Thursday	COUNCIL (ANNUAL) (1)	7:30pm			
24	Friday						
27	Monday				BANK HOLIDAY (Spring)		
28	Tuesday	LICENSING & REGULATORY COMMITTEE (1)	7:30pm				
29	Wednesday				SCHOOL HOLIDAY		
30	Thursday						
31	Friday						
	3	Monday					
	4	Tuesday	STANDARDS COMMITTEE (1)	7:30pm			
	5	Wednesday	PLANNING COMMITTEE (1)	7:30pm			

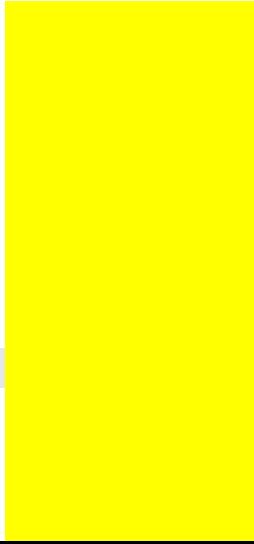
June	6	Thursday		
	7	Friday		
	10	Monday		
	11	Tuesday		
	12	Wednesday		
	13	Thursday	OVERVIEW & SCRUTINY COMMITTEE (1)	7:30pm
	14	Friday		
	17	Monday		
	18	Tuesday		
	19	Wednesday		
	20	Thursday	PSTESC (1) EXECUTIVE (1)	6:30pm 7:30PM
	21	Friday		
	24	Monday		
25	Tuesday	EMPLOYMENT COMMITTEE (1)	7:30pm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



SCHOOL HOLIDAY

August

- 13 Tuesday
- 14 Wednesday
- 15 Thursday
- 16 Friday
- 19 Monday
- 20 Tuesday
- 21 Wednesday
- 22 Thursday
- 23 Friday
- 26 Monday
- 27 Tuesday
- 28 Wednesday
- 29 Thursday
- 30 Friday



BANK HOLIDAY (August)

September

- 2 Monday
- 3 Tuesday
- 4 Wednesday **PLANNING COMMITTEE (4)** 7:30pm
- 5 Thursday
- 6 Friday
- 9 Monday
- 10 Tuesday **EMPLOYMENT COMMITTEE (2)** 7:30pm
- 11 Wednesday
- AUDIT COMMITTEE (2)** 7:30pm
- 12 Thursday **OVERVIEW & SCRUTINY COMMITTEE (3)** 7:30pm
- 13 Friday
- 16 Monday
- 17 Tuesday
- 18 Wednesday
- 19 Thursday **PSTESC (3)** 6:30pm
- EXECUTIVE (3)** 7:30pm
- 20 Friday
- 23 Monday
- 24 Tuesday
- 25 Wednesday **PLANNING COMMITTEE (5)** 7:30pm
- 26 Thursday **COUNCIL (3)** 7:30pm
- 27 Friday
- 30 Monday

October

- 1 Tuesday
- 2 Wednesday
- 3 Thursday
- 4 Friday
- 7 Monday
- 8 Tuesday
- 9 Wednesday
- 10 Thursday **OVERVIEW & SCRUTINY COMMITTEE (4)** 7:30pm
- 11 Friday
- 14 Monday
- 15 Tuesday
- 16 Wednesday
- 17 Thursday

18 Friday
 19 Monday
 20 Tuesday
 23 Wednesday **PLANNING COMMITTEE (6)** 7:30pm
 24 Thursday **PSTESC (4)** 6:30pm
EXECUTIVE (4) 7:30pm
 25 Friday
 28 Monday
 29 Tuesday
 30 Wednesday
 31 Thursday

SCHOOL HOLIDAY

November

1 Friday
 4 Monday
 5 Tuesday **STANDARDS COMMITTEE (2)** 7:30pm
 6 Wednesday
 7 Thursday
 8 Friday
 11 Monday
 12 Tuesday
 13 Wednesday
 14 Thursday **PSTESC (5)** 6:30pm
EXECUTIVE (5) 7:30pm
 15 Friday
 18 Monday
 19 Tuesday
 20 Wednesday **PLANNING COMMITTEE (7)** 7:30pm
 21 Thursday
 22 Friday
 25 Monday
 26 Tuesday
 27 Wednesday **BUDGET SCRUTINY REVIEW PANEL (1)** 7:30pm
 28 Thursday **COUNCIL (4)** 7:30pm
 29 Friday

December

2 Monday
 3 Tuesday
 4 Wednesday **AUDIT COMMITTEE (3)** 7:30pm
 5 Thursday **OVERVIEW & SCRUTINY COMMITTEE (5)** 7:30pm
 6 Friday
 9 Monday
 10 Tuesday
 11 Wednesday **PLANNING COMMITTEE (8)** 7:30pm
 12 Thursday **PSTESC (6)** 6:30pm
EXECUTIVE (6) 7:30pm
 13 Friday
 16 Monday **LEADER'S MEETING** 6:30pm
 17 Tuesday
 18 Wednesday
 19 Thursday
 20 Friday
 23 Monday

2025	24	Tuesday			
	25	Wednesday		BANK HOLIDAY (Christmas Day)	
	26	Thursday		BANK HOLIDAY (Boxing Day)	
	27	Friday		SCHOOL HOLIDAY	
	30	Monday			
	31	Tuesday			
	January	1	Wednesday		BANK HOLIDAY (New Years Day)
		2	Thursday		
		3	Friday		
		6	Monday		
		7	Tuesday		
		8	Wednesday		
		9	Thursday		
		10	Friday		
		13	Monday		
		14	Tuesday		
15		Wednesday	PLANNING COMMITTEE (9)	7:30pm	
16		Thursday			
17		Friday			
20		Monday			
21		Tuesday	EMPLOYMENT COMMITTEE (3)		
22		Wednesday			
23		Thursday	OVERVIEW & SCRUTINY COMMITTEE (6)	7:30pm	
24		Friday			
27		Monday			
28	Tuesday		7:30pm		
29	Wednesday				
30	Thursday	PSTESC (7) EXECUTIVE (7)			
31	Friday				
February	3	Monday			
	4	Tuesday			
	5	Wednesday	PLANNING COMMITTEE (10)	7:30pm	
	6	Thursday			
	7	Friday			
	10	Monday			
	11	Tuesday			
	12	Wednesday			
	13	Thursday	COUNCIL (BUDGET) (5)	7:30pm	
	14	Friday			
	17	Monday			
	18	Tuesday			
	19	Wednesday		SCHOOL HOLIDAY	
	20	Thursday			
21	Friday				
24	Monday				
25	Tuesday				
26	Wednesday				
27	Thursday	OVERVIEW & SCRUTINY COMMITTEE (7)	7:30pm		

28 Friday

3 Monday

4 Tuesday **STANDARDS COMMITTEE (3)** 7:30pm

5 Wednesday **PLANNING COMMITTEE (11)** 7:30pm

6 Thursday

7 Friday

10 Monday

11 Tuesday

12 Wednesday **AUDIT COMMITTEE (4)** 7:30pm

13 Thursday **OVERVIEW & SCRUTINY COMMITTEE (8)** 7:30pm

14 Friday

17 Monday

18 Tuesday

19 Wednesday

20 Thursday **PSTESC (8)** 6:30pm

EXECUTIVE (8) 7:30pm

21 Friday

24 Monday

25 Tuesday **EMPLOYMENT COMMITTEE (4)** 7:30pm

26 Wednesday **PLANNING COMMITTEE (12)** 7:30pm

27 Thursday **COUNCIL (6)** 7:30pm

28 Friday

31 Monday

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

SCHOOL HOLIDAY

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

14 Monday

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

BANK HOLIDAY (Good Friday)

21 Monday

BANK HOLIDAY (Easter Monday)

22 Tuesday

23 Wednesday **PLANNING COMMITTEE (13)** 7:30pm

24 Thursday

25 Friday

28 Monday

29 Tuesday

30 Wednesday

1 Thursday

POLLING DAY - MAY 2025 ELECTIONS (PCC/BOROUGH)

2 Friday

5 Monday

BANK HOLIDAY (May Day)

6 Tuesday

7 Wednesday

March

April

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

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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
25 January 2024								
<i>Pat Main, Chief Finance Officer</i> CO	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Summary of Budget Movements November 2023 to January 2024 To consider the summary of budget movements November 2023 to January 2024.	25 Jan 2024			Open	
	Leader of the Council	Chief Executive	Leaders Update January 2024 Six-monthly update from the Leader to Overview and Scrutiny Committee.	25 Jan 2024				
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Communities, Leisure and Culture, Portfolio Holder for Housing and	Director of People	People Portfolio Holders Update Update from Executive Members of Communities, Leisure & Culture, and Housing and Support.	25 Jan 2024				

Agenda Item 8

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Support							
<i>Marie Crabtree, Democratic Services Officer</i>			Calendar of Meetings 2024-25 To provide the calendar of meetings for the 2024 - 2025 municipal year for approval by Council.	25 Jan 2024	1 Feb 2024	20 Feb 2024	Open	
22 February 2024								
Annual Community Partnership Scrutiny								
84 <i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	Review the Work of the Green Spaces Team To review the work of the Green Spaces Team in regard to the Countryside spaces in the Borough, and delivery of the Green Spaces work programme. For clarity, this excludes the Council's parks, gardens and play areas, work on highways verges and grassed areas, the spaces managed by the Banstead Commons Conservators and matters to do with Planning (Core Strategy and Development Management Plan). The aim of the review is to see how improvements can be made to services.	22 Feb 2024			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
14 March 2024								
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation, Portfolio Holder for Corporate Policy and Resources	Chief Finance Officer, Head of Corporate Policy, Projects and Performance	Quarter 3 2023/24 performance report To receive Q3 performance report 2023/24, including Budget Monitoring and Treasury Management update.	14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY
<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Treasury Management Strategy 2024/25 To consider the Treasury Management Strategy 2024/25.	14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Environment and Sustainability	Head of Corporate Policy, Projects and Performance	Review of the Council's Environmental Sustainability Strategy To present the outcomes of the review of the Environmental Sustainability Strategy and seek approval of a revised Strategy	14 Mar 2024	March 2024		Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place, Planning and Regulatory Services	Director of Place	Place Portfolio Holders Update Update from Executive Members of Place, Planning, and Regulatory Services, and Neighbourhood Services.	14 Mar 2024				
	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	Local Plan Update March 2024 To receive an update on progress of the new Local Plan.	14 Mar 2024				
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	Overview and Scrutiny Annual Report 2023/24 To note the Annual Report of the Overview and Scrutiny Committee and recommend it to Full Council for approval.	14 Mar 2024		28 Mar 2024	Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	Overview and Scrutiny Proposed Annual Work Programme 2024/25 To agree the Overview and Scrutiny Committee proposed annual Work Programme 2024/25.	14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			<p>Review of the Recycling Service</p> <p>To review the recycling service, following proposed revisions to the service as a consequence of the Government's Resources and Waste Strategy.</p>	14 Mar 2024				
Pending								
<p><i>Marie Crabtree, Democratic Services Officer</i></p> <p>87</p>			<p>Review of the Greenspaces Strategy</p> <p>A broader review of the Greenspaces Strategy ahead of the review of the work of the Greenspaces team.</p>					
			<p>Leisure and Culture Strategy</p> <p>To review the Council's Leisure and Culture Strategy.</p>					

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

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Action Tracker - Overview and Scrutiny Committee 2023/24

Meeting 2021/22	Subject and request	Action	Who	Status	Completed
8 December 2022	Item 6 Commercial Strategy Progress Update	Asset (Re-)Development – 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.	Request to officers	In progress	<p><i>Holding response emailed to Members on 01/02/23. Copy of response in Mod.Gov Library, link provided below</i></p> <p><i>Further response emailed to Members on 28/03/23. Copy of response in ModGov Library, link provided below.</i></p> <p><i>26/06/2023 - The latest budget forecast for The Rise development at Marketfield Way will be included in the Q1 Performance Report to O&S on 7 September 2023.</i></p> <p><i>A more detailed breakdown of the budget for The Rise development at Marketfield Way - by property of funding, construction costs and net rental income to ascertain the return on investment on each asset - plus a lessons learnt assessment will be included in the Commercial Strategy Progress Update to O&S on 7 December 2023.</i></p> <p><i>21/11/2023 This information will be contained on the</i></p>

					<p><i>Marketfield Way Update report scheduled to be presented to O&S on 25 January 2024.</i></p> <p><i>Completed – the Marketfield Way Update December 2023 was presented to O&S Committee at its meeting on 7 December 2023.</i></p>
6 July 2023	Item 4 Medium Term Financial Plan 2024/25 to 2028/29	Members requested a summary of budget changes over the last 8 years to be included in the Budget Scrutiny papers.	Request to officers	In progress	<i>Completed. Budget Scrutiny Panel meeting held on 29 November 2023.</i>
6 July 2023	Item 4 Medium Term Financial Plan 2024/25 to 2028/29	The Chair requested that future updates include financial values for the ranges of possible impacts for the identified risks in section 15 of the MTFP.	Request to officers	In progress	
7 Sep 2023	Item 6 Environmental Sustainability Strategy Annual Report	Improvements to Council buildings – Members requested an update on LED replacement roll out across Council buildings.	Request to officers	In progress	
12 Oct 2023	Item 4 Organisation Portfolio Holders' Update	IT – Possible consideration of reviewing IT support for Members, after the review of IT resourcing.	Request to officers		

12 Oct 2023	Item 5 Lessons Learnt: Pitwood Park, Cromwell Road, & Lee Street	Pitwood Park – Members requested details of the onsite contamination at Pitwood Park.	Request to officers	Completed	<i>Response emailed to O&S Committee Members on 02/01/2024</i> <i>The details of the onsite contamination at Pitwood Park can be found on the ground investigation report via this link, Planning Condition Number 5: Document Viewer (reigate-banstead.gov.uk)</i>
12 October 2023	Item 9 Overview & Scrutiny Committee Forward Work Programme	Additional O&S Committee meeting to be scheduled in February/March 2024	Request to officers	In progress	<i>Completed – changes to the O&S Forward Work Programme negated the need for an additional meeting.</i>
7 December 2023	Item 7 Companies Performance Update – Winter 2023 (Exempt)	The Chair requested that a summary of the relevant background on the origins of the investment in Pathway for Care be shared with Overview & Scrutiny Committee.	Request to officers	In progress	

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

Further responses from 8 December 2022 can be found here - [Document Further Responses to Follow On Questions 8 Dec 22 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

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Written answers from 6 July 2023 can be found here - [Document Follow Up Questions from OS 06 July 2023 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)