

Overview and Scrutiny Committee Agenda



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

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27 November 2018

To the Members of the OVERVIEW AND SCRUTINY COMMITTEE

Councillors: B. A. Stead (Chairman)

T. Archer

M. S. Blacker

R. W. Coad

G. R. Curry

J. C. S. Essex

J. S. Godden

J. P. King

R. Michalowski

D. T. Powell

J. M. Stephenson

Mrs. A. F. Tarrant

Mrs. R. S. Turner

J. C. White

J. F. White

Substitutes

Conservatives:

Councillors:

Mrs. R. Absalom, R. Biggs, J. M. Ellacott, V. H. Lewanski,
G. Owen and C. Stevens

Residents Group:

Mrs. J. S. Bray, R. Harper, N. D. Harrison and M. J. Selby

Green Party:

H. Brown and S. McKenna

For a meeting of the **OVERVIEW AND SCRUTINY COMMITTEE** to be held on **THURSDAY, 6 DECEMBER 2018** at 7.30 pm in the New Council Chamber - Town Hall, Reigate.

John Jory
Chief Executive

1. MINUTES (Pages 5 - 10)

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. LEADER'S UPDATE

To receive an update from Cllr Brunt, Leader of the Council, and to consider any issues that arise.

5. SERVICE AND FINANCIAL PLANNING/BUDGET PROPOSAL FOR 2019/20

To follow

To consider the report of the Budget Scrutiny Review Panel and make any comments on the Service and Financial Planning (Provisional Budget) for 2019/20, for consideration by the Executive in line with the Council's budget and policy procedure rules.

6. QUARTERLY PERFORMANCE REPORT (Q2 2018/19) (Pages 11 - 24)

To consider the performance in the second quarter of 2018/19 of the Council's Service Indicators, Revenue Budget Monitoring, Capital Budget Monitoring, Risk Management and Internal Audit.

To consider any Advance Questions submitted.

7. SCHEDULE OF MEETINGS 2019/20 (Pages 25 - 30)

To consider the proposed schedule of meetings and make any comments for consideration by the Executive.

To consider any Advance Questions submitted.

8. EXECUTIVE

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

9. ANY OTHER URGENT BUSINESS

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

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

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Agenda Item 1

Overview and Scrutiny Committee
11 October 2018

Minutes

BOROUGH OF REIGATE AND BANSTEAD

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee held at the New Council Chamber - Town Hall, Reigate on 11 October 2018 at 7.30 pm.

Present: Councillors B. A. Stead (Chairman), T. Archer, M. S. Blacker, R. W. Coad, G. R. Curry, J. C. S. Essex, J. S. Godden, J. P. King, D. T. Powell, J. M. Stephenson, Mrs. R. S. Turner, J. C. White and J. F. White.

Also present: Councillors N. D. Harrison (Substitute), C. T. H. Whinney (Substitute), Mrs. N. J. Bramhall and M. A. Brunt.

26. MINUTES

RESOLVED that the minutes of the meeting held on 6 September 2018 be approved as a correct record.

27. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Committee Members: Councillors R. Michalowski and A. Tarrant.

Others: None.

28. DECLARATIONS OF INTEREST

No declarations of interest were made.

29. PORTFOLIO HOLDER BRIEFING

The Committee received a presentation from Councillor Mrs N. Bramhall, Executive Member for Property and Acquisitions, on the Council's property activities. The presentation detailed the Council's current and previous property activities, including investment acquisitions and developments, community facilities and regeneration projects. The potential for benefits to the borough from significant potential developments such as Horley Business Park and Marketfield Way was noted.

The portfolio holder outlined the Council's criteria and process for considering potential property actions. It was identified that the team had access to a range of contacts and expertise and considered both individual properties and the broader prospects for associated sectors. Opportunities were noted to be considered by the members of the strategic property advisory group and the full Executive prior to decisions being made. All prospects were identified to be subject to due diligence and independent valuation.

The committee considered and discussed the presentation. There were a number of questions and comments, relating to the following topics:

- **Greensand Holdings.** It was identified that Greensand Holdings, the property company owned by the Council had acquired one property to date, and other acquisitions had been made by the Council.

- **The property selection process.** It was identified that many potential properties would be initially considered, and then assessed according to a number of established criteria. The criteria were noted to include the potential financial return and associated details, along with opportunities to deliver on the Council's strategic objectives. The procedure was noted to include initial assessment by officers, consideration by the portfolio holder, strategic property advisory group and Executive Members. It was noted that many prospects were considered but not approved. It was noted that the criteria were being considered as part of the development of the Council's revised investment strategy.
- **Regeneration successes.** Members expressed appreciation for the regeneration work undertaken across the borough, including in the Preston and Merstham areas, and the benefits for the local areas.
- **Secondary benefits of developments.** Discussion was undertaken of the potential secondary benefits to local areas of development activities. It was identified that the addition of a cinema and additional retail units in the Marketfield Way development would be expected to boost the local evening economy and provide further benefits to existing local businesses. The development of additional homes was also identified to address the demand from individuals with a connection to the borough seeking homes, and to provide opportunities for key workers for local business to live locally.
- **Portfolio performance.** The Council's property portfolio was identified to generally be performing in line with market expectations, subject to variation across sectors. It was identified that approved projects were expected to offer positive future prospects.
- **Implications to retail from Brexit.** It was identified that there was the potential for the consequences of Brexit to have an impact on retail, but that there was a great deal of uncertainty around the matter. It was identified that the Council's property was distributed across a range of sectors, so should be resilient to disruption in specific sectors.
- **Business rates.** It was identified that minimal information had been provided by central government on future business rates and that there had been significantly limited opportunities for consultation.
- **Areas for improvement.** It was identified that projects undertaken by the Council were generally delivered in line with expectations, but that there might be opportunities to streamline cooperation with some partners.
- **Future property team arrangements.** It was identified that the Head of Property would be leaving the Council, and Members expressed their thanks for his efforts on behalf of the Council. It was noted that the property team would continue to consider property opportunities and pursue where appropriate. It was noted that the Council and property team's future arrangements would be considered as part of the Council's broader consideration of ensuring that the organisation was structured efficiently and in conjunction with the development of the revised investment strategy. It was identified that there was hoped to be a more developed view on future arrangements by the end of the year.
- **Scrutiny of property activities.** It was queried how the Council's property activities might be most effectively scrutinised. The portfolio holder indicated that they believed that the Leader and Executive model utilised by the Council was the most effective model of making decisions regarding individual properties, rather than requiring advanced consideration by the

Overview & Scrutiny Committee in individual cases. It was identified that Members with any comments or concerns regarding forthcoming Executive decisions were welcome to engage with the Executive in advance of or at the associated meetings of the Executive. The Leader indicated that it was expected that there would be an opportunity for the Committee and Members to contribute to the development of the investment strategy and criteria governing the Council's investment decisions. It was identified that the Committee would continue to have a role in monitoring the performance of the Council's investments in general.

RESOLVED that the portfolio holder briefing from Cllr Mrs N. Bramhall, Executive Member for Property and Acquisitions, be noted.

30. INTERNAL AUDIT PARTNERSHIP AGREEMENT

The Committee received a report on a proposed Internal Audit Partnership agreement, in advance of its consideration by the Executive. It was identified that the proposed new agreement, whereby the Council would join a larger internal audit partnership, was expected to continue to provide a good quality of service to the Council whilst also providing cost savings.

The Committee considered and discussed the report, with questions and comments made regarding the following topics:

- **Cost:** It was identified that there was no initial buy-in cost to joining the partnership, and that being a member would mean that the Council would not be charged the additional rate for an external contract.
- **Audit Days:** It was identified that the proposed number of audit days was in line with the number currently used, and offered a margin for flexibility where required.
- **Independence of Audit:** It was identified that whilst the Council would be a member of the audit partnership, the independence of the audits offered would be maintained by the partnership board, containing representatives from multiple local authorities within the partnership.
- **Capacity and Resourcing:** It was identified that the Council had considered the available resources of the partnership to deliver audit services to the Council and any other new partners. It was identified that the partnership had additional resources available that were not committed to long term arrangements and could therefore be deployed to support demand.
- **Alternative in-house provision:** It was identified that it would be possible to have an in-house lead for audit provision, supported by external contractors, but that this was not expected to provide a cost saving, and that membership of the partnership would also provide access to a larger pool of specialist resources where required.
- **Partnership profits and liabilities:** It was identified that the partnership was a non-profit organisation. It was identified that there would be no liabilities for the Council resulting from its membership of the partnership, and that a written answer would be provided to confirm the relevant details of the partnership arrangements.
- **Quality Assurance:** It was identified that the Council had received references regarding the quality of the audit services provided by the partnership from existing members of the partnership, including from

members who had joined the partnership in 2012 and those who had joined more recently.

RESOLVED that the Internal Audit Partnership Agreement report, and the Committee's comments to support the Executive's consideration of the report, be noted.

31. COMPANIES PERFORMANCE UPDATE

The Committee received a report on the performance of companies owned or partly owned by the Council. There was noted to be additional confidential information of the performance of the companies available in an accompanying exempt item.

The Committee considered and discussed the report. There were a number of questions and comments, relating to the following topics:

- **Reporting timetable and arrangements:** It was identified that the report on the performance of companies owned or part-owned by the Council was expected to be presented on a six-monthly basis. It was expected that additional detail would be available in future.
- **Audit arrangements:** It was confirmed that all of the companies had external audit arrangements in place where required. It was requested that audit information regarding the companies be made available to committee members where possible.
- **Council governance of companies:** It was identified that future governance of commercial activities by the Council was being considered by the cross-party commercial governance group, working with the Council's Monitoring Officer. It was identified that an update from the group was expected to be available in December, with a report in January. Interested Members were invited to contact the chair of the group. It was commented that it would have been preferable for the work of the group to have been undertaken and concluded at an earlier date.
- **Loans to the companies.** It was agreed that a written response would be provided explaining how the Council's loans to the companies would be shown in the accounts.

RESOLVED that the Companies Performance Update report be noted.

32. 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.

33. EXEMPT BUSINESS

RESOLVED that members of the Press and public be excluded from the meeting for the following item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

(i) it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; and

(ii) the public interest in maintaining the exemption outweighs the public

interest in disclosing the information.

34. INTERNAL AUDIT PARTNERSHIP AGREEMENT (EXEMPT)

RESOLVED that the Exempt information with regard to the Internal Audit Partnership report to be considered by the Executive on 18 October 2018 be noted.

35. COMPANIES PERFORMANCE UPDATE (EXEMPT)

The Committee considered and discussed Exempt information with regard to the Companies Performance update report. The purpose of setting up the companies and key risks faced by each was explained. There were a number of questions and comments relating to the following topics:

- **Accounting treatment of loans to companies and associated arrangements:** It was confirmed that the Council's External auditors had been content with the accounting treatment of loans to companies to date, and that future accounting treatment would be confirmed in time for associated reporting requirements. It was commented that matters which might not be material to auditors might still be of interest to Members. It was identified that the Council's approach to arrangements around loans to companies had been made on the basis of the most positive expected outcome for the Council and the borough, and in accordance with decisions of the Executive.
- **Property acquisition by Greensand Holdings and the Council.** It was identified that the Council would continue to make property acquisitions where these were considered to be most appropriate for the Council itself to acquire directly.
- **Presentation of information:** Members indicated that they would be interested in seeing more summary information on total payments to and returns from companies, or other information that would support clarity of understanding of the situation to date. It was noted that the Council was open to identifying the most effective ways to present information. It was suggested that presentation to the Committee on the general activities and objectives of companies owned or part-owned by the Council might help support additional understanding of the context of performance reports.
- **Appointment of directors to companies:** It was noted that the Head of Property (and the Joint Managing Director of Greensand Holdings and a Director of the Horley Business Park LLP) had secured an excellent promotion with another Council. It was identified that where the Council was able to appoint directors to companies, this appointment would be conducted according to an Executive decision, potentially via a decision of a relevant Executive subcommittee.
- **Additional advance questions:** It was confirmed that written responses to additional detailed questions regarding the report and exempt information, received prior to the meeting but subsequent to the formal advance questions deadline, would be provided following the meeting.
- **Minutes of meetings:** It was confirmed that minutes of meetings were confirmed by the Committee as a correct record and that if committee members identified any areas where they believed amendments should be made to the minutes, these should be identified in advance of this confirmation.

RESOLVED that the Exempt information with regard to the Companies Performance Update report be noted.

36. ANY OTHER URGENT BUSINESS

None.

The Meeting closed at 9.44 pm

Agenda Item 6

Overview & Scrutiny Committee
6 December 2018

Agenda Item: 6
Quarterly Performance Report (Q2 – July to Sept 2018)

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

Subject:	Quarterly Performance Report (Q2 – July to September 2018)
Officer:	Jocelyn Convey
To:	Overview and Scrutiny Committee, 6 December 2018.
Purpose:	To consider the key service performance for the second quarter of the year 2018-19.

Introduction

This report provides the headline issues on major variances in relation to the Council's overall performance for Quarter 2.

The detailed information showing all performance is available for Members to review at the eMembers room.

The headline performance information is set out in the following Annexes:

Key Performance Indicators	Annex 1
Revenue Budget Monitoring	Annex 2
Capital Budget Monitoring	Annex 3
Risk Management	Annex 4
Internal audit	Annex 5

Recommendation

The Committee is requested to review the performance update, consider any advance questions received in relation to strategic issues and make any observations to the Executive.

Annex 1

KEY PERFORMANCE INDICATORS

Headline Information

Of the 14 Key Performance Indicators (KPIs) reported on this quarter, 8 are on target or within the agreed tolerance.

KPIs 4-8 are contextual homelessness indicators introduced to reflect the changes required by the Homelessness Reduction Act (2017). As the impact of the new legislation is uncertain, no target has been set for these indicators this year. Performance this year will therefore inform targets for the next year.

Major variances (those off target)

KPI 13 – number of active bins	
Target	Actual
Net increase of 100 active bins	15

Performance this quarter is reflective of a usual seasonal fluctuation. Despite this, the service is on target to achieve its overarching target for the year.

eMembers room information

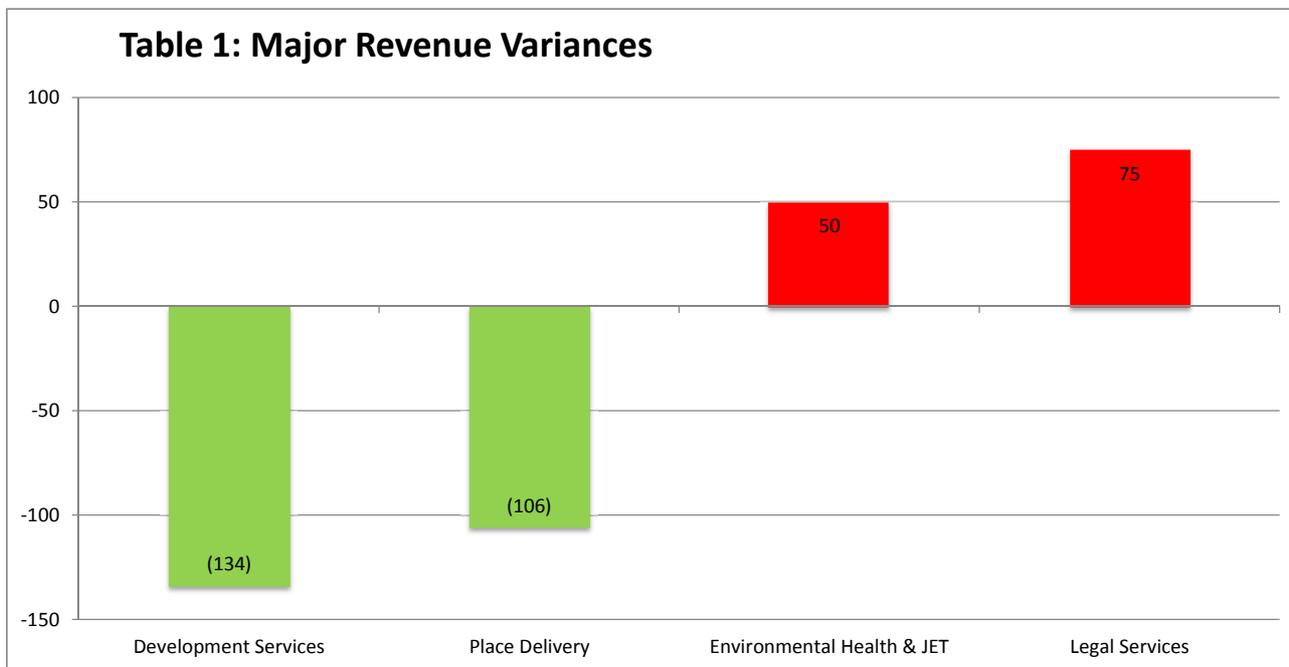
A copy of the full schedule can be found in the eMembers room.

REVENUE BUDGET MONITORING

Revenue Budget

Reconciliation of Original Budget to Management Budget for 2018-19		
	£'000	£'000
Original Budget		15,494.5
Transfers from Reserves:		
Corporate Plan Delivery Fund	2,019.8	
CIL funds	100.1	
Neighbourhood Improvement Fund	10.7	
		<u>2,130.6</u>
Management Budget		<u><u>17,625.1</u></u>

Headline Revenue Budget information 2018-19		£'000
Management Budget		17,625.1
Forecast Year End Outturn		17,538.4
Projected underspend		-86.7 (or -0.5% of the budget)



Major Variances

Development Services:

As reported at Q1, the income from planning fees continues to remain buoyant with a surplus over the budget being forecast at this stage.

Place Delivery:

As reported at Q1, the forecast underspend relates to posts created in the business plan that are currently vacant. This is temporary. Recruitment will commence shortly following management restructure and will reflect the skills required to deliver the Council's corporate place priorities. Favourable variances accrue whilst this is happening.

Environmental Health and JET:

Two unbudgeted elements have given rise to the forecast overspend. Firstly, £27k for prevention reviews of domestic homicide cases. Secondly, staffing costs totalling £12k for temporary maternity cover and £11k relating to performance pay reviews for staff, make up the balance. All these items are being addressed through the Service and Financial Planning process in 2019/20

Legal Services:

The forecast overspend relates to the reliance on locum staff and external advice to deliver the service.

e-Members Room Information

Further information has been provided in the e-Members Room:

- Budget Monitoring Summary
- Analysis of Key Variances
- Impacts on Reserves

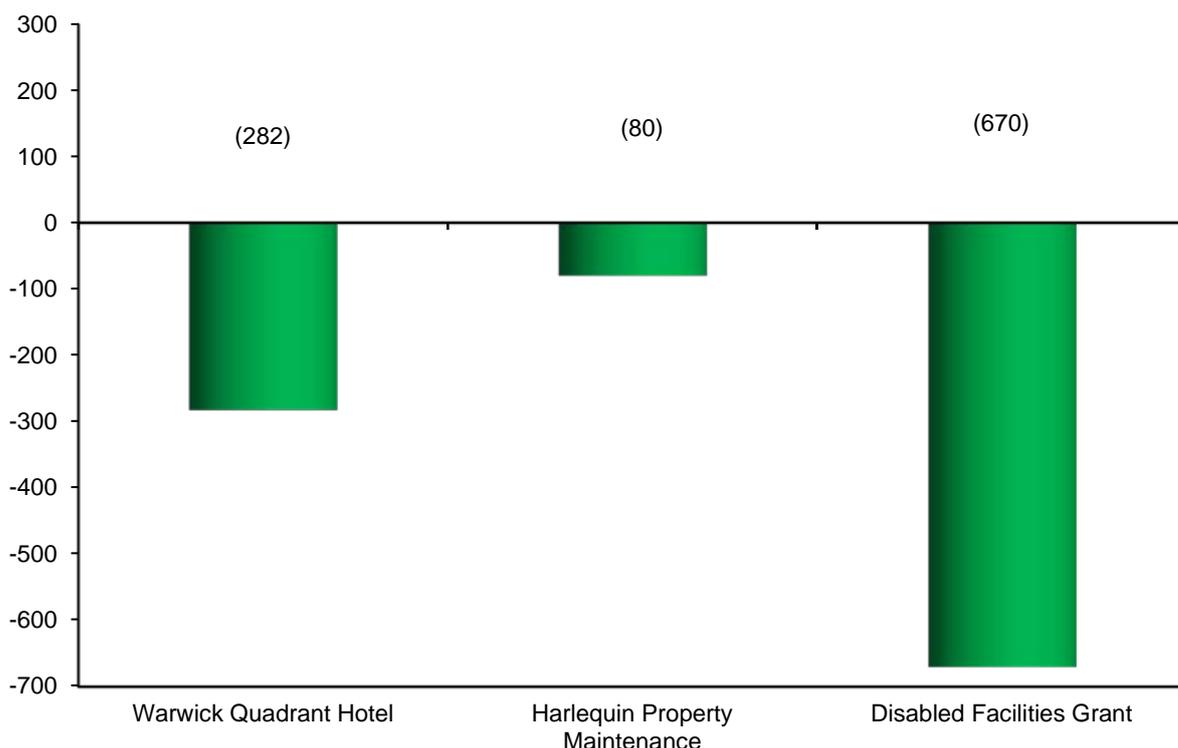
CAPITAL BUDGET MONITORING

Capital Budget

Headline Capital Budget Information, Quarter 1 2018/19

Current Budget:	£9,839,200	
Forecast Expenditure:	£8,639,100	
Projected Underspend:	(£1,200,100)	(or -12.2% of budget)

Table 1: Major Capital Variances (£000)



Major Variances

Warwick Quadrant Hotel: £282k is an actual underspend as the final work is now completed and no further expenditure is expected.

Harlequin Property Maintenance: There is currently an £80k underspend expected, however, there is a major piece of work currently to realign and agree a new capital budget for the Harlequin. This is expected to be carried out over the next quarter.

Disabled Facilities Grant: Disabled Facilities Grant: The Council is in final stages of awarding our Home Improvement Agency contract with tenders being evaluated and scheduled to mobilise by January 7th. Additional DFG funding was received at the end of 17/18 of £100k and comes with less restricted conditions; which can be utilised to subsidise the management fee in 17/18. Working closely with our new supplier will see an increase to the outturn of our accumulated DFG grant.

Other Capital Investment

Loans to Companies	
As @ 30/09/2018:	
Greensand Holding Ltd	£2,269,639
Horley Business Park Development LLP	£552,000

Preference Shares	
As @ 30/09/2018:	
Pathway for Care Limited	£1,099,920

eMembers Room Information

Further information has been provided in the eMembers' room to support the Committee's consideration of the monitoring report as follows:

- Reconciliation of Capital Programme to Approved Budget
- Budget Monitoring Summary

Annex 4

RISK MANAGEMENT

The report covers the two aspects of risk management

- **Strategic Risks**

Strategic risks are defined as those risks that have an impact on the medium to long term ambitions and priorities of the Council as set out in the Five Year Plan and the Medium Term Financial Strategy. The Management Team has shared responsibility for the Strategic Risks.

- **Operational Risks**

Operational risks are those short term risks that are encountered in the course of the day to day delivery of services and functions. Individual operational managers will have responsibility for their own operational risks. The Management Team will be responsible for monitoring the operational risk registers.

All risks are actively monitored by the Management Team to ensure that appropriate controls are in place.

There are no new strategic risks to be considered.

Strategic Risks

Ref no	Risk description 2018/19	Risk Rating
SR1	<p>Long-term financial sustainability</p> <p>The Council receives no Revenue Support Grant from government, and although piloting local retention, we anticipate business rate income to reduce significantly.</p> <p>The Council is therefore reliant on other income including council tax, fees & charges. Increasingly these are impacted by wider economic factors.</p> <p>The Council also has long term Capital requirements and will need to address replenishment of capital.</p> <p>The Council will set out an Investment Strategy to support Revenue and Capital budget requirements in order to help ensure the Council's long term financial sustainability. The Council will therefore need to determine the extent to which we will need to invest further in Treasury management, property and other commercial activities to generate revenue income and capital returns.</p> <p>The Council is therefore seeking a diverse range of investment and</p>	<p>Yellow</p>

Ref no	Risk description 2018/19	Risk Rating
	<p>commercial opportunities. These will require capacity, skills, expertise and behaviours within the organisation to generate new initiatives that can be used to invest in our services to residents and businesses. Without this investment, there is a risk that funding reductions or economic downturn could result in cuts to service provision.</p>	
<p>SR2</p>	<p>Housing, homelessness and welfare</p> <p>An increasing number of residents are being affected by a combination of welfare reforms – such as Universal Credit – and increasing housing costs. This increases the risk of residents being threatened with homelessness, leading to their health and wellbeing being affected, which could also subsequently increase cost pressures on the Council.</p> <p>A lack of affordable accommodation increases the Council’s reliance on expensive bed and breakfast, although following the opening of temporary emergency accommodation we are expecting this to stabilise.</p> <p>At the same time, the Homelessness Reduction Act – coming into effect from 3 April 2018 – has significantly increased the statutory requirements of local authorities in respect of homelessness, including a new prevention duty.</p> <p>As a result, we will experience a marked increase in casework, administration and statutory reviews, which will have resource implications. As well as this, the number of households that we have a statutory obligation to accommodate is likely to increase, and for longer periods.</p>	<p>Amber</p>
<p>SR3</p>	<p>Development Management Plan</p> <p>Following the Regulation 18 consultation in 2016/17, in 2017/18 the draft Development Management Plan has been prepared, and further consultation (Regulation 19) has been undertaken prior to submission to the Secretary of State for Examination.</p> <p>The process for the allocation of specific sites for development will be politically sensitive and could result in negative publicity, impacting on the Council’s reputation.</p> <p>Formal allocation of development sites through an adopted Local Plan will help the Council manage where and how development goes ahead, and will minimise the risk of speculative (particularly greenfield) planning applications.</p> <p>It is important that the draft DMP complies with the national planning policies: at the Examination a planning inspector will need to be satisfied that the plan is sound (evidence based, deliverable and consistent with national policy). If the draft DMP is found to be not sound, the adoption of the plan will be delayed until issues are rectified</p>	<p>Amber</p>

Ref no	Risk description 2018/19	Risk Rating
SR4	<p>Property Development</p> <p>In order to support the Council's financial sustainability, we will need to invest further in property to generate revenue income. The Council will need a well-defined and resourced Asset Management Plan to support this activity, with a programme of investments, developments and acquisitions. This may be carried out by the Council, the property company, or as part of joint working arrangements within and outside the Borough.</p> <p>Expanding our activities in this area increases our exposure to the property market fluctuations and the normal development risks.</p> <p>Also the future uncertainty surrounding access to borrowing from the Public Works Loan Board may make it necessary for the Council to have to seek funding from the money markets in line with other commercial property companies</p> <p>These risks may be exacerbated by Brexit, as markets react to the negotiations that are ongoing following the triggering of Article 50.</p> <p>Failure to invest in property will result in the Council not delivering the required savings and income to deliver services and to fulfil our corporate objectives.</p>	Amber
SR5	<p>Cyber security</p> <p>Computer Viruses including new Trojans such as Ransomware are being released onto the Internet at an ever increasing rate. More sophisticated approaches and new variants suggest that on occasions it is possible that viruses will get through corporate defences and could be activated by unsuspecting ICT consumers. The effects of activating a virus are varied but at their worse the results can be destructive, service affecting or can leave the organisation with data protection issues.</p>	Amber
SR6	<p>Economic prosperity</p> <p>Economic prosperity is essential for the wellbeing of the borough, creating employment and wealth that benefits local people.</p> <p>Increasingly, this also has a direct link to the Council's finance position and impacts on the demand for our services. Reforms to the business rate system mean that the council is liable for any reductions, but also has the potential to benefit from increases (especially through the business rate pilot).</p> <p>Economic prosperity cannot be taken for granted, and there are risks such as uncertainty from the withdrawal from the EU, future interest rate levels, increasing consumer debt and high housing costs.</p>	Amber
SR7	<p>Partner decisions</p> <p>Funding pressures are impacting the whole public sector, not just RBBC. Decisions by other public service providers in our area may</p>	Red

Ref no	Risk description 2018/19	Risk Rating
	impact on our residents, businesses, and directly on RBBC itself SCC are the social care provider, and reductions in funding may impact on the service and support that is provided to our communities, and RBBC may need to increase services or support as a result	
SR8	Recycling credits There is a risk that Surrey County Council and the Surrey Waste Partnership could withdraw recycling credits which would have a further negative impact on the council's budget	Amber
SR9	Data Protection and General Data Protection Regulations (GDPR) – Now the Data Protection Bill passing through Parliament We have always been aware of the potential risk of personal information being disclosed in breach of the Data Protection Act 1998 (DPA) and the associated penalty notice and other enforcement actions that would have a negative impact on the Council reputation. On 25 May 2018 the General Data Protection Regulations (GDPR) will replace the DPA and represents the biggest change to data protection law for 20 years. The implications of breaching the GDPR are potentially significant, with some breaches carrying fines of up to 4% of global annual turnover or 20 million Euros.	Amber

Operational Risks (Exception reporting)

This report highlights those Operational Risks that have been rated as RED. These are the risks where management are focusing their attention and immediate actions have been identified and plans are in place to reduce risk as a priority.

There is one risk rated RED in Quarter 2:

Ref no	Risk description 2018/19	Risk Rating
OR4	Ageing RBBC fleet Our fleet vehicles have reached the second half of their service life, and will soon require replacement. In terms of our refuse vehicles, our future fleet replacement is dependent on the waste streams to be collected. As a result of Surrey Waste Partnership's futures paper, we do not have sufficient clarity to plan for future fleet procurement. <i>(This element of the risk</i>	Red

Ref no	Risk description 2018/19	Risk Rating
	<p><i>is now superseded).</i></p> <p>Regarding our pool cars, our fleet is ageing and is beginning to require increasing levels of maintenance.</p> <p>An increase in maintenance costs of our fleet of vehicles is therefore likely.</p>	

INTERNAL AUDIT

Background

The annual Audit Plan is agreed by the Overview and Scrutiny Committee.

SCORING

RED	<p>Taking account of the issues identified, the Authority cannot take assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied or effective.</p> <p>Urgent action is needed to strengthen the control framework to manage the identified risk(s).</p>
AMBER/ RED	<p>Taking account of the issues identified, the Authority can take partial assurance that the controls to manage this risk are suitably designed and consistently applied. Action is needed to strengthen the control framework to manage the identified risk(s).</p>
AMBER/ GREEN	<p>Taking account of the issues identified, the Authority can take reasonable assurance that the controls in place to manage this risk are suitably designed and consistently applied.</p> <p>However, we have identified issues that need to be addressed in order to ensure that the control framework is effective in managing the identified risk(s).</p>
GREEN	<p>Taking account of the issues identified, the Authority can take substantial assurance that the controls upon which the organisation relies to manage the identified risk(s) are suitably designed, consistently applied and operating effectively.</p>

Headline Information

During the last quarter 1 internal audit has been completed that provides 2 opinions:

Name of Audit	score
Redaction Procedures - For online representations	Partial Assurance
Redaction Procedures - For areas other than online representations	Reasonable Assurance

Recommendations with a high priority

None

Management action

N/A

eMembers room information

Copies of the individual audit reports.

Agenda Item 7

Overview and Scrutiny Committee
6 December 2018

Agenda Item: 7
Schedule of Meetings 2019-20



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

REPORT OF:	DIRECTOR OF FINANCE & ORGANISATION
AUTHOR:	TOM BORER
TELEPHONE:	01737 276717
E-MAIL:	tom.borer@reigate-banstead.gov.uk
TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	6 DECEMBER 2018

WARD(S) AFFECTED:	N/A
SUBJECT:	SCHEDULE OF MEETINGS 2019-20
RECOMMENDATION: The Overview and Scrutiny Committee is invited to comment on the draft schedule of meetings for 2019-20.	
SUMMARY <p>The purpose of the Schedule of Meetings is to set a suitable timetable for the efficient and effective conduct of Council business during the municipal year.</p> <p>The comments of the Overview and Scrutiny Committee will be reported to the meeting of the Executive on 24 January 2019.</p> <p>The proposed Annual Schedule of Meetings will then be considered by full Council at its meeting on 7 February 2019.</p>	

BACKGROUND

1. Under the Constitution it is for the Council to approve a Schedule of Meetings for the forthcoming Municipal Year.
2. A draft schedule is attached to this report at Annex 1.

FACTORS FOR CONSIDERATION

3. The following points might be helpful to Members in considering the draft schedule:
 - The proposed schedule builds upon past experience and is designed to ensure that all business is accomplished as efficiently as possible.
 - The draft schedule includes indicative dates for meetings at the start of the 2020-21 municipal year to assist with planning for future business. These dates will be confirmed as part of the Schedule of Meetings for 2020-21, subject to any revisions.
 - The deadline for the publication of the Council's annual Statement of Accounts and the opinion of the External Auditors is 31 July. The Executive meeting has therefore been set for 18 July to accommodate this.
 - In order to accommodate the August break for Members, the following Council meeting is scheduled for 25 July. Any resulting Executive recommendations for this meeting will therefore need to be circulated as a following addendum to the main agenda papers.

- As in previous years, meetings of the Licensing & Regulatory Committee and its sub-committees, Standards Committee, Employment Committee and Executive Sub Committees have not been scheduled, except for the initial meeting to make appointments to the chair.
- The initial meetings of the Standards Committee and Employment Committee are expected to be brief, and have therefore been scheduled on dates coinciding with other Committee meetings in order to reduce unnecessary travel requirements for Members.
- An additional meeting of the Overview & Scrutiny Committee has been incorporated into the schedule to allow for any additional scrutiny activities identified in the Committee's work programme, or as may arise.
- Amendments to the schedule may be made at any time in the course of the year, in the case of unforeseen circumstances. Any changes will be publicly notified as and when they occur.
- Following conclusion of the Boundary Commission Review, there will be all-out elections in May 2019. These elections will elect 45 Members of the Council, reduced from a previous number of 51.
- In line with the reduction in the total number of Members, changes may be agreed to the number of Members forming the Council's committees. Any such changes will be considered in line with the Council's constitution and are not expected to affect scheduling requirements.
- All scheduled meetings will be listed in the Centralised Diary, which can be viewed by both officers and Members, to avoid meeting clashes.
- An electronic schedule of meeting dates will be available for Members to access via personal devices.
- Scheduled meetings will be available to view on the Council's website.

CONSULTATION

Any comments by the Overview and Scrutiny Committee will be reported to the Executive at its meeting on 24 January 2019.

2019					
Mon	29 April		Mon	8 Jul	
Tue	30 April		Tue	9 Jul	
Wed	1 May		Wed	10 Jul	
Thu	2 May	ELECTIONS	Thu	11 Jul	OVERVIEW & SCRUTINY
Mon	6 May	BANK HOLIDAY	Mon	15 Jul	
Tue	7 May		Tue	16 Jul	
Wed	8 May		Wed	17 Jul	
Thu	9 May		Thu	18 Jul	EXECUTIVE
Mon	13 May		Mon	22 Jul	
Tue	14 May		Tue	23 Jul	
Wed	15 May	PLANNING	Wed	24 Jul	
Thu	16 May		Thu	25 Jul	COUNCIL
Mon	20 May	Planning Training	Mon	29 Jul	
Tue	21 May		Tue	30 Jul	
Wed	22 May		Wed	31 Jul	PLANNING
Thu	23 May	ANNUAL COUNCIL	Thu	1 Aug	
Mon	27 May	BANK HOLIDAY	Mon	5 Aug	
Tue	28 May		Tue	6 Aug	
Wed	29 May	LIC. & REG. (Meeting & Training)	Wed	7 Aug	
Thu	30 May	EXECUTIVE	Thu	8 Aug	
Mon	3 Jun		Mon	12 Aug	
Tue	4 Jun		Tue	13 Aug	
Wed	5 Jun		Wed	14 Aug	
Thu	6 Jun	STANDARDS (19 :00)	Thu	15 Aug	
		OVERVIEW & SCRUTINY			
Mon	10 Jun		Mon	19 Aug	
Tue	11 Jun		Tue	20 Aug	
Wed	12 Jun	PLANNING	Wed	21 Aug	
Thu	13 Jun		Thu	22 Aug	
Mon	17 Jun		Mon	26 Aug	BANK HOLIDAY
Tue	18 Jun		Tue	27 Aug	
Wed	19 Jun		Wed	28 Aug	
Thu	20 Jun	EMPLOYMENT (19:00)	Thu	29 Aug	
		EXECUTIVE			
Mon	24 Jun		Mon	2 Sep	
Tue	25 Jun		Tue	3 Sep	
Wed	26 Jun		Wed	4 Sep	PLANNING
Thu	27 Jun		Thu	5 Sep	
Mon	1 Jul		Mon	9 Sep	
Tue	2 Jul		Tue	10 Sep	
Wed	3 Jul	PLANNING	Wed	11 Sep	
Thu	4 Jul		Thu	12 Sep	EXECUTIVE

2019					
Mon	16 Sep		Mon	25 Nov	
Tue	17 Sep		Tue	26 Nov	
Wed	18 Sep		Wed	27 Nov	PLANNING
Thu	19 Sep	OVERVIEW & SCRUTINY	Thu	28 Nov	
Mon	23 Sep		Mon	2 Dec	
Tue	24 Sep		Tue	3 Dec	
Wed	25 Sep		Wed	4 Dec	
Thu	26 Sep	COUNCIL	Thu	5 Dec	EXECUTIVE
Mon	30 Sept		Mon	9 Dec	
Tue	1 Oct		Tue	10 Dec	
Wed	2 Oct	PLANNING	Wed	11 Dec	OVERVIEW & SCRUTINY
Thu	3 Oct		Thu	12 Dec	COUNCIL
Mon	7 Oct		Mon	16 Dec	
Tue	8 Oct		Tue	17 Dec	
Wed	9 Oct		Wed	18 Dec	PLANNING
Thu	10 Oct	EXECUTIVE	Thu	19 Dec	
Mon	14 Oct		Mon	23 Dec	
Tue	15 Oct		Tue	24 Dec	
Wed	16 Oct		Wed	25 Dec	XMAS HOLIDAY
Thu	17 Oct	OVERVIEW & SCRUTINY	Thu	26 Dec	XMAS HOLIDAY
					2020
Mon	21 Oct		Mon	30 Dec	
Tue	22 Oct		Tue	31 Dec	
Wed	23 Oct		Wed	1 Jan	NEW YEAR HOLIDAY
Thu	24 Oct		Thu	2 Jan	
Mon	28 Oct		Mon	6 Jan	
Tue	29 Oct		Tue	7 Jan	
Wed	30 Oct	PLANNING	Wed	8 Jan	
Thu	31 Oct	COUNCIL	Thu	9 Jan	
Mon	4 Nov		Mon	13 Jan	
Tue	5 Nov		Tue	14 Jan	
Wed	6 Nov		Wed	15 Jan	
Thu	7 Nov	EXECUTIVE	Thu	16 Jan	EXECUTIVE
Mon	11 Nov		Mon	20 Jan	
Tue	12 Nov		Tue	21 Jan	
Wed	13 Nov		Wed	22 Jan	PLANNING
Thu	14 Nov		Thu	23 Jan	OVERVIEW & SCRUTINY
Mon	18 Nov		Mon	27 Jan	
Tue	19 Nov		Tue	28 Jan	
Wed	20 Nov		Wed	29 Jan	
Thu	21 Nov	<i>Budget Scrutiny Panel 6.30pm</i>	Thu	30 Jan	EXECUTIVE

2020					
Mon	3 Feb		Mon	13 Apr	EASTER MONDAY
Tue	4 Feb		Tue	14 Apr	
Wed	5 Feb		Wed	15 Apr	PLANNING
Thu	6 Feb		Thu	16 Apr	OVERVIEW & SCRUTINY
Mon	10 Feb		Mon	20 Apr	
Tue	11 Feb		Tue	21 Apr	
Wed	12 Feb		Wed	22 Apr	
Thu	13 Feb	COUNCIL	Thu	23 Apr	EXECUTIVE
Mon	17 Feb		Mon	27 Apr	
Tue	18 Feb		Tue	28 Apr	
Wed	19 Feb	PLANNING	Wed	29 Apr	
Thu	20 Feb	OVERVIEW & SCRUTINY	Thu	30 Apr	
Mon	24 Feb		Mon	4 May	BANK HOLIDAY
Tue	25 Feb		Tue	5 May	
Wed	26 Feb		Wed	6 May	
Thu	27 Feb	EXECUTIVE	Thu	7 May	ELECTIONS
Mon	2 Mar		Mon	11 May	
Tue	3 Mar		Tue	12 May	
Wed	4 Mar		Wed	13 May	
Thu	5 Mar		Thu	14 May	
Mon	9 Mar		Mon	18 May	
Tue	10 Mar		Tue	19 May	
Wed	11 Mar		Wed	20 May	PLANNING
Thu	12 Mar		Thu	21 May	
Mon	16 Mar		Mon	25 May	BANK HOLIDAY
Tue	17 Mar		Tue	26 May	Planning Training
Wed	18 Mar	PLANNING	Wed	27 May	
Thu	19 Mar	OVERVIEW & SCRUTINY	Thu	28 May	ANNUAL COUNCIL
Mon	23 Mar		Mon	1 Jun	
Tue	24 Mar		Tue	2 Jun	
Wed	25 Mar		Wed	3 Jun	LIC. & REG. (Meeting & Training)
Thu	26 Mar	EXECUTIVE	Thu	4 Jun	EXECUTIVE
Mon	30 Mar		Mon	8 Jun	
Tue	31 Mar		Tue	9 Jun	
Wed	1 Apr		Wed	10 Jun	PLANNING
Thu	2 Apr		Thu	11 Jun	STANDARDS (19 :00)
					OVERVIEW & SCRUTINY
Mon	6 Apr		Mon	15 Jun	
Tue	7 Apr		Tue	16 Jun	
Wed	8 Apr		Wed	17 Jun	
Thu	9 Apr	COUNCIL	Thu	18 Jun	

2020					
Mon	22 Jun		Mon	24 Aug	
Tue	23 Jun		Tue	25 Aug	
Wed	24 Jun		Wed	26 Aug	
Thu	25 Jun	EMPLOYMENT (19:00)	Thu	27 Aug	
		EXECUTIVE			
Mon	29 Jun		Mon	31 Aug	
Tue	30 Jun		Tue	1 Sep	
Wed	1 Jul		Wed	2 Sep	
Thu	2 Jul	OVERVIEW & SCRUTINY	Thu	3 Sep	
Mon	6 Jul				
Tue	7 Jul				
Wed	8 Jul	PLANNING			
Thu	9 Jul				
Mon	13 Jul				
Tue	14 Jul				
Wed	15 Jul				
Thu	16 Jul				
Mon	20 Jul				
Tue	21 Jul				
Wed	22 Jul				
Thu	23 Jul	EXECUTIVE			
Mon	27 Jul				
Tue	28 Jul				
Wed	29 Jul	PLANNING			
Thu	30 Jul	COUNCIL			
Mon	3 Aug				
Tue	4 Aug				
Wed	5 Aug				
Thu	6 Aug				
Mon	10 Aug				
Tue	11 Aug				
Wed	12 Aug				
Thu	13 Aug				
Mon	17 Aug				
Tue	18 Aug				
Wed	19 Aug				
Thu	20 Aug				