



Reigate and Banstead Borough Council

Notice of Key Decisions and Corporate Forward Plan

Published: 3 November 2021

This Notice gives 28 days' notice that the Executive of Reigate and Banstead Borough Council intends to make a key decision or make a decision in private. Other decisions by the Executive and Council are also included. Documents submitted to the decision making body for consideration may be downloaded from the Council's website. The Membership of the decision-making bodies at which a key decision can be made are shown below.

The Executive
M Brunt, Leader of the Council
T Schofield, Deputy Leader, Finance and Governance
T Archer, Investment and Companies
R Ashford, Community Partnerships
R Biggs, Planning Policy and Place Delivery
N Bramhall, Neighbourhood Services
E Humphreys, Economic Prosperity
V Lewanski, Policy and Resources
C Neame, Housing and Support
K Sachdeva, Leisure and Culture

The Commercial Ventures Executive Sub-Committee
T Archer, Chair
T Schofield, Vice-Chair
M Brunt, Leader of the Council
V Lewanski, Policy and Resources

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
November 2021								
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Director of Finance and Organisation	Shareholder Actions: RBBC Housing - Independent Living - November 2021 Shareholder Action for RBBC		18 Nov 2021 (CVESC)		Open	

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			Housing - Independent Living to approve the accounts for the period 1 April 2021 to its dissolution date, 30 September 2021.					
<i>Richard Robinson, Head of Housing</i>	Portfolio Holder for Investment and Companies	Director of Finance and Organisation	Authorisation for the Sale of Wheatley Court to Castledown Homes To seek authorisation for the Sale of Wheatley Court to Castledown Homes.		18 Nov 2021 (CVESC)		Part exempt	KEY
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment and Companies	Interim Head of Paid Service Interim Head of Paid Service	Companies Performance Update - Autumn 2021 To consider an update on the performance of Council companies.	21 Oct 2021	18 Nov 2021 (CVESC)		Part exempt Commercially Sensitive	
<i>Dan Woodard, Sustainability Project Officer</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	Environmental Sustainability: Progress update To receive a progress update on the work towards the objectives set out in the Council's Environmental Sustainability Strategy.	21 Oct 2021	18 Nov 2021		Open	

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<i>Bruno Amador, Open Space Development Manager</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Planning Policy and Place Delivery	Director of Place	Merstham Recreation Ground Refurbishment Seek authority to issue detailed planning application and progress the build stage. Also seek to approve officer authority to use capital fund to deliver the project.		18 Nov 2021		Open	KEY
<i>Ian Dunsford, Planning Policy Manager, Tanya Mankoo-Flatt, Principal Planning Development Officer</i>	Portfolio Holder for Planning Policy and Place Delivery	Head of Planning	Draft Horley Business Park Supplementary Planning Document for Consultation To seek approval to consult on the draft Horley Business Park Supplementary Planning Document (SPD) and delegated authority to make any factual changes needed to the consultation documents needed before consultation		18 Nov 2021		Open	
<i>David Brown, Finance Manager, Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Service & Financial Planning 2022/23 To approve the 2022/23 provisional budget proposal for consultation with the Overview and Scrutiny Committee in accordance with the Policy Framework and Budget Procedure rules within the Constitution and with the Business Community to comply with statutory requirements.		18 Nov 2021		Open	KEY

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<i>Pat Main, Interim Head of Finance and Assets, Tony McGuiness, Interim Financial and Corporate Lead</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Treasury Management Mid-Year Report 2021/22 To consider the Treasury Management Mid-Year Report 2021/22. <i>To be considered by the Audit Committee on 25 November 2021.</i>		18 Nov 2021	2 Dec 2021	Open	KEY
<i>Alex Berry, Deputy Democratic Services Manager</i>	Portfolio Holder for Neighbourhood Services	Head of Legal and Governance	Appointment to the Board of the Banstead Commons Conservators (Casual Vacancy) To consider the outcome of the nomination process for the appointment of one representative to serve on the Board of the Banstead Common Conservators following the resignation of a Conservator.		18 Nov 2021		Part exempt	
<i>Pat Main, Interim Head of Finance and Assets, Simon Rosser, Head of Revenues, Benefits and Fraud, Tony McGuiness, Interim Financial and Corporate Lead</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Council Tax Base 2022/23 Council Tax Base 2022/23		18 Nov 2021	2 Dec 2021	Open	KEY

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December 2021								
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	External Audit Contract Agreements 2023 - 2023 To seek Council approval to become an opted-in authority with Public Sector Audit Appointments Limited (PSAA) in anticipation of PSAA tendering for the new five-year audit contract for external audit services from 2023/24 onwards. <i>To be considered by the Audit Committee on 25 November 2021.</i>			2 Dec 2021	Open	KEY
<i>Joyce Hamilton, Deputy Monitoring Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Paid Service	Constitution Review To implement the outcomes of a review of the Constitution.			2 Dec 2021	Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Councillor Nick Harrison	Interim Head of Finance	Observations of the Overview and Scrutiny Committee on the Budget Proposals for 2022/23 To take account of the views of the Overview and Scrutiny Committee following consideration by the Committee of the Service and Financial planning for 2022/23.		16 Dec 2021		Open	

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<i>David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Interim Head of Finance	Quarter 2 Performance Report 2021/22 To consider the Council's performance in Quarter 2 2021/22	9 Dec 2021	16 Dec 2021		Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	Risk management - Q2 2021/22 To receive an update on risk management for Q2 2021/22. <i>To be considered by the Audit Committee on 25 November 2021.</i>		16 Dec 2021		Open	
<i>Richard Robinson, Head of Housing</i>	Portfolio Holder for Housing and Support	Head of Housing	Homelessness & Rough Sleeping Strategy 2022-2027 To consider and provide feedback on the priorities proposed in the Homelessness & Rough Sleeping Strategy 2022-27	9 Dec 2021	24 Mar 2022		Open	
<i>Catherine Rose, Head of Corporate Policy</i>	Councillor Tim Archer	Interim Head of Paid Service	Commercial Strategy - Part 2 To consider and agree Part 2 of the Council's Commercial Strategy following agreement of Part 1 in 2020	9 Dec 2021	16 Dec 2021		Open	KEY

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January 2022								
<i>Andrew Benson, Head of Planning</i>	Portfolio Holder for Planning Policy and Place Delivery	Director of Place	Local Cycling and Walking Infrastructure Plan To seek approval of the Local Cycling and Walking Infrastructure Plan in line with Atkins/Surrey County Council report to be received.		27 Jan 2022		Open	
<i>David Brown, Finance Manager, Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Budget & Capital Programme 2022/23 Budget & Capital Programme 2022/23		27 Jan 2022	10 Feb 2022	Open	KEY
<i>Pat Main, Interim Head of Finance and Assets, Tony McGuinness, Interim Financial and Corporate Lead</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Council Tax 2022/23 Council Tax Setting 2022/23		27 Jan 2022	10 Feb 2022	Open	KEY
February 2022								
<i>Catriona Marchant, Democratic Services Officer</i>	Leader of the Council	Head of Legal and Governance	Calendar of Meetings 2022/23 Calendar of Meetings for 2022/23	20 Jan 2022	27 Jan 2022	10 Feb 2022	Open	

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<i>Christine Smith, HR Operations Manager</i>	Portfolio Holder for Corporate Policy and Resources	Head of Organisational Development	Pay Policy Statement 2022/23 To approve the Pay Policy Statement, for the year 2022/23.			10 Feb 2022	Open	
March 2022								
<i>Pat Main, Interim Head of Finance and Assets, Tony McGuinness, Interim Financial and Corporate Lead</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Treasury Management Strategy 2022/23 Treasury Management Strategy 2022/23. <i>To be considered by the Audit Committee on 15 March 2022.</i>		24 Mar 2022	7 Apr 2022	Open	KEY
<i>David Brown, Finance Manager, Pat Main, Interim Head of Finance and Assets, Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Interim Head of Finance	Quarter 3 Performance Report 2021/22 To consider the Council's performance in Quarter 3 2021/22	17 Mar 2022	24 Mar 2022		Open	
<i>Pat Main, Interim Head of Finance and Assets, Martin Trenaman, Transactions Manager</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	Bad Debt Write Off 2021/22 Bad Debt Write Off 2021/22		24 Mar 2022		Open	

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<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	Risk management - Q3 2021/22 To receive an update on risk management for Q3 2021/22. <i>To be considered by the Audit Committee on 15 March 2022.</i>		24 Mar 2022		Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	Strategic risks - 2022/23 To consider the strategic risks for 2022/23. <i>To be considered by the Audit Committee on 15 March 2022.</i>		24 Mar 2022		Open	
April 2022								
<i>Catriona Marchant, Democratic Services Officer</i>	Councillor Nick Harrison	Head of Legal and Governance, Interim Head of Paid Service	Overview and Scrutiny Annual Report 2021/22 Annual Report from the Overview and Scrutiny Committee 2021/22			7 Apr 2022	Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Councillor Nick Harrison	Head of Legal and Governance	Overview and Scrutiny Annual Work Programme 2022/23 Overview and Scrutiny Committee's Forward Work Programme for the year ahead 2022/23			7 Apr 2022	Open	
June 2022								
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment	Interim Head of Paid Service	Companies Performance Update - Spring 2022	17 Mar 2022	2 Jun 2022 (CVESC)		Part exempt	

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	and Companies		To consider an update on the performance of Council companies.				Commercially Sensitive	
Pending								
<i>Catherine Radziwonik, Principal Development Manager</i>	Portfolio Holder for Planning Policy and Place Delivery	Head of Place Delivery	Delivering Change in Horley Town Centre Providing an update on the programme to Executive and seeking project specific recommendations regarding the projects, in particular, the High Street Car Park Development.				Open	KEY
<i>Frank Etheridge, Strategic Head of Neighbourhood Services</i>	Portfolio Holder for Neighbourhood Services	Strategic Head of Neighbourhood Services	Response to Motion: Roll-Out of Recycling Response to the motion on the roll-out of recycling submitted to Council on the 29 July 2021.				Open	

What is a key decision?

Article 14 of the Council's constitution defines a key decision as a decision that is likely to: (i) result in the Council incurring expenditure which is, or the making of savings which are, significant (in excess of £250,000 or 10% of the budget allocated to that particular service); or (ii) be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Council's area.

Notice of Private Meetings

Notice is hereby given in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the above items (marked as part-exempt or exempt above) are likely to be considered in private at a meeting of the Council's Executive (or its sub-committees). Should you wish to make representations in relation to a meeting being held in private for consideration of any exempt or part-exempt items listed above, you should contact Democratic Services by no later than 14 clear calendar days before the relevant meeting.

Mari-Roberts-Wood, Interim Head of Paid Service

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