



# Reigate and Banstead Borough Council

## Notice of Key Decisions and Corporate Forward Plan

**Published: 30 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.

<b>The Executive</b>
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

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

<b>Report Author(s)</b>	<b>Lead Member(s)</b>	<b>Officer sign off</b>	<b>Subject</b>	<b>O&amp;S</b>	<b>Executive</b>	<b>Council</b>	<b>Open / Exempt</b>	<b>Key</b>
<b>December 2021</b>								
<i>Pat Main, Interim Head of Finance and Assets, Simon Rosser, Head of Revenues,</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	<b>Council Tax Base 2022/23</b>  Council Tax Base 2022/23			2 Dec 2021	Open	KEY

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<i>Benefits and Fraud, Tony McGuinness, Interim Financial and Corporate Lead</i>								
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Interim Head of Finance	<b>External Audit Contract Agreements 2023 - 2023</b>  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>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	<b>Constitution Review</b>  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	<b>Observations of the Overview and Scrutiny Committee on the Budget Proposals for 2022/23</b>  To take account of the views of		16 Dec 2021		Open	

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			the Overview and Scrutiny Committee following consideration by the Committee of the Service and Financial planning for 2022/23.					
<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	<b>Treasury Management Mid-Year Report 2021/22</b>  To consider the Treasury Management Mid-Year Report 2021/22.  <i>Considered by the Audit Committee on 25 November 2021.</i>		16 Dec 2021	10 Feb 2022	Open	KEY
<i>David Brown, Finance Manager, Luke Harvey, Project &amp; 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	<b>Quarter 2 Performance Report 2021/22</b>  To consider the Council's performance in Quarter 2 2021/22	9 Dec 2021	16 Dec 2021		Open	
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	<b>Risk management - Q2 2021/22</b>  To receive an update on risk management for Q2 2021/22  <i>Considered by the Audit Committee on 25 November 2021.</i>		16 Dec 2021		Open	

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<i>Richard Robinson, Head of Housing</i>	Portfolio Holder for Housing and Support	Head of Housing	<b>Homelessness &amp; Rough Sleeping Strategy 2022-2027</b>  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	<b>Commercial Strategy - Part 2</b>  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
<b>January 2022</b>								
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Director of Finance and Organisation	<b>Shareholder Actions: RBBC Housing - Independent Living - January 2022</b>  Shareholder Action for RBBC Housing - Independent Living to approve the accounts for the period 1 April 2021 to its dissolution date, 30 September 2021.		27 Jan 2022 (CVESC)		Open	
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment and Companies	Interim Head of Paid Service  Interim Head of Paid Service	<b>Companies Performance Update - Autumn 2021</b>  To consider an update on the performance of Council companies.	21 Oct 2021	27 Jan 2022 (CVESC)		Part exempt Commercially Sensitive	

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<i>Andrew Benson, Head of Planning</i>	Portfolio Holder for Planning Policy and Place Delivery	Director of Place	<b>Local Cycling and Walking Infrastructure Plan</b>  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>Tanya Mankoo-Flatt, Principal Planning Development Officer</i>	Portfolio Holder for Planning Policy and Place Delivery	Head of Planning	<b>Draft Horley Business Park Supplementary Planning Document for Consultation</b>  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		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	<b>Budget &amp; Capital Programme 2022/23</b>  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	<b>Council Tax 2022/23</b>  Council Tax Setting 2022/23		27 Jan 2022	10 Feb 2022	Open	KEY

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<b>February 2022</b>								
<i>Catriona Marchant, Democratic Services Officer</i>	Leader of the Council	Head of Legal and Governance	<b>Calendar of Meetings 2022/23</b>  Calendar of Meetings for 2022/23	20 Jan 2022	27 Jan 2022	10 Feb 2022	Open	
<i>Christine Smith, HR Operations Manager</i>	Portfolio Holder for Corporate Policy and Resources	Head of Organisational Development	<b>Pay Policy Statement 2022/23</b>  To approve the Pay Policy Statement, for the year 2022/23.			10 Feb 2022	Open	
<b>March 2022</b>								
<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	<b>Treasury Management Strategy 2022/23</b>  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 &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Interim Head of Finance	<b>Quarter 3 Performance Report 2021/22</b>  To consider the Council's performance in Quarter 3 2021/22	17 Mar 2022	24 Mar 2022		Open	

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<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	<b>Bad Debt Write Off 2021/22</b>  Bad Debt Write Off 2021/22		24 Mar 2022		Open	
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	<b>Risk management - Q3 2021/22</b>  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 &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy	<b>Strategic risks - 2022/23</b>  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	
<i>Alex Berry, Deputy Democratic Services Manager</i>	Portfolio Holder for Neighbourhood Services	Head of Legal and Governance	<b>Appointments to the Board of Banstead Commons Conservators (2022)</b>  To consider nominations to the Banstead Commons Conservators and appoint representatives to fill positions that have come to the end of their term.		24 Mar 2022		Part exempt Information relating to an individual.	

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<b>April 2022</b>								
<i>Catriona Marchant, Democratic Services Officer</i>	Councillor Nick Harrison	Head of Legal and Governance, Interim Head of Paid Service	<b>Overview and Scrutiny Annual Report 2021/22</b>  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	<b>Overview and Scrutiny Annual Work Programme 2022/23</b>  Overview and Scrutiny Committee's Forward Work Programme for the year ahead 2022/23			7 Apr 2022	Open	
<b>June 2022</b>								
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Investment and Companies	Interim Head of Paid Service	<b>Companies Performance Update - Spring 2022</b>  To consider an update on the performance of Council companies.	17 Mar 2022	2 Jun 2022 (CVESC)		Part exempt Commercially Sensitive	



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<b>Pending</b>								
<i>Frank Etheridge, Strategic Head of Neighbourhood Services</i>	Portfolio Holder for Neighbourhood Services	Strategic Head of Neighbourhood Services	<b>Response to Motion: Roll-Out of Recycling</b>  Response to the motion on the roll-out of recycling submitted to Council on the 29 July 2021.				Open	
<i>Richard Robinson, Head of Housing</i>	Portfolio Holder for Investment and Companies	Director of Finance and Organisation	<b>Authorisation for the Sale of Wheatley Court to Castledown Homes</b>  To seek authorisation for the Sale of Wheatley Court to Castledown Homes.				Part exempt	KEY

### 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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