



Reigate and Banstead Borough Council

Notice of Key Decisions and Corporate Forward Plan

Published: 19 October 2022

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
V Lewanski, Vice-Chair, Policy and Resources
M Brunt, Leader of the Council
T Schofield, Deputy Leader, Finance and Governance

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
October								
<i>Richard Robinson, Head of Housing</i>	Portfolio Holder for Housing and Support	Managing Director	The Purchase of Temporary & Emergency Accommodation To seek approval of a budget to purchase temporary &		20 Oct 2022		Open	KEY

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			emergency accommodation and to carry out remedial works as necessary.					
<i>Catherine Rose, Head of Corporate Policy, Dan Woodard, Sustainability Project Officer</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	Environmental Sustainability Strategy: Annual Report To provide members with an update about progress towards delivery of the Council's Environmental Sustainability Strategy	Overview and Scrutiny Committee 13 Oct 2022	20 Oct 2022		Open	KEY
<i>Andrew Benson, Head of Planning, Ian Dunsford, Planning Policy Manager</i>	Portfolio Holder for Planning Policy and Place Delivery	Director of Place	Local Plan - Local Development Scheme To agree initiation and timetable for a new Local Plan.	Overview and Scrutiny Committee 13 Oct 2022	20 Oct 2022	27 Oct 2022	Open	KEY
<i>David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Chief Finance Officer	Quarter 1 2022/23 performance report To receive an update on performance in Q1 2022/23.	Overview and Scrutiny Committee 13 Oct 2022	20 Oct 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, Projects and Performance	Risk management - Q1 2022/23 To receive an update on risk management in Q1 2022/23	Audit Committee 6 Sep 2022	20 Oct 2022		Open	
<i>Jacqueline Aboagye, Finance Manager, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	Treasury Management Strategy Outturn 2021/22 To report to members the performance of the Treasury function in the financial year 2021/22.	Audit Committee 6 Sep 2022	20 Oct 2022	27 Oct 2022	Open	
<i>Head of Legal and Governance</i>	Portfolio Holder for Investment and Companies	Managing Director	Partner and Shareholder Actions EXEMPT For the Executive to endorse and approve the decisions of the Commercial Ventures Executive Sub-Committee on 21 July 2022.	Overview and Scrutiny Committee 13 Oct 2022	20 Oct 2022		Fully exempt	KEY
<i>Joyce Hamilton, Strategic Head of Legal & Governance</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Managing Director, Strategic Head of Legal and Governance	Governance of Council's charitable trusts A recommendation to amend the terms of reference of	Commercial Ventures	17 Nov 2022	1 Dec 2022	Open	

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			CVESC to include governance of the Council's charitable trusts (where Council is the sole trustee)	Executive Sub-Committee 20 Oct 2022				
November								
<i>Jacqueline Aboagye, Finance Manager, David Brown, Finance Manager, Pat Main, Chief Finance Officer, Simon Rosser, Head of Revenues, Benefits and Fraud</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	Service & Financial Planning 2023/24 To approve draft budget proposals for 2023/24.		17 Nov 2022		Open	KEY
<i>Katie Jackson, Environmental Health Manager</i>	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	Housing Assistance Policy - Financial Assistance for Adaptations and Repairs The Housing Assistance Policy - Financial Assistance for Adaptations & Repairs has been updated and revised to reflect current and future circumstances, particularly increases in the costs of works and to improve the scope where assistance may be provided. Executive is asked to approve the revised Policy.		17 Nov 2022		Open	KEY

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<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Managing Director	Greensand Holdings Limited - Funding requirement To consider providing additional funds to Greensand Holdings Limited	Commercial Ventures Executive Sub-Committee 17 Nov 2022			Part exempt Commercially sensitive information	KEY
<i>Mark Jolley, Greenspaces Manager</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Chief Finance Officer, Strategic Head of Neighbourhood Services	Project Baseball Closure, November 2022 This report seeks to formally record the Council's operational decision to cease any further development work on, and to close Project Baseball. It provides an account of the project, and details how it was anticipated to support the delivery of the Council's Corporate Plan objectives through its future use, and income generation potential.	Commercial Ventures Executive Sub-Committee 17 Nov 2022			Open	KEY
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Strategic Head of Legal and Governance	Partnership Action - Horley Business Park Development LLP To consider required Partnership Actions as partner representative for Horley Business Park Development LLP for the 2021 accounts and auditor appointment	Commercial Ventures Executive Sub-Committee 17 Nov 2022			Part exempt	

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December								
<i>Duane Kirkland, Head of Wellbeing and Intervention</i>	Portfolio Holder for Leisure and Culture	Head of Legal and Governance, Head of Paid Service, Chief Finance Officer	Leisure and Culture Strategy To receive and consider the Council's first Leisure and Culture Strategy	Overview and Scrutiny Committee 8 Dec 2022	15 Dec 2022		Open	KEY
<i>Tara O'Hara, Housing Register and Prevention Team Leader</i>	Portfolio Holder for Housing and Support	Managing Director	Social Housing Downsizing Support Scheme To seek approval to pilot a downsizing scheme that will assist social tenants currently under occupying family size homes with securing smaller properties.		15 Dec 2022		Open	
<i>Andrew Benson, Head of Planning, Tanya Mankoo-Flatt, Principal Planning Development Officer</i>	Portfolio Holder for Planning Policy and Place Delivery	Director of Place	CIL Strategic Infrastructure Programme 2023-2028 To agree the strategic infrastructure programme for CIL projects to be funded 2023-2028.		15 Dec 2022		Open	
<i>Tom Borer, Policy Officer, Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Investment and Companies	Head of Corporate Policy, Projects and Performance	Commercial Strategy: Progress Update To provide members with a progress update about work aligned with the Council's	Overview and Scrutiny Committee 8 Dec 2022	15 Dec 2022		Part exempt The report may contain	

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			commercial strategy and objectives				commercially sensitive information	
<i>David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance, Chief Finance Officer	Quarter 2 2022/23 performance report To receive an update on Q2 2022/23 performance	Overview and Scrutiny Committee 8 Dec 2022	15 Dec 2022		Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	Risk management - Q2 2022/23 To receive an update on Q2 2022/23 risk management.	Audit Committee 6 Dec 2022	15 Dec 2022		Open	
<i>Pat Main, Chief Finance Officer</i> <i>Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	Treasury Management Strategy Mid-Year Report 2022/23 To consider the Treasury Management Mid-Year Report 2022/23.	Audit Committee Audit Committee 7 Dec 2022	15 Dec 2022	9 Feb 2023	Open	KEY

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<i>Liane Dell, Democratic Services Officer, Alex Vine, Democratic and Electoral Services Manager</i>	Leader of the Council	Strategic Head of Legal and Governance	<p>Report of the Independent Remuneration Panel on Members' Allowances for 2023/24</p> <p>To consider the recommendations of the Independent Remuneration Panel regarding Member allowances.</p>			1 Dec 2022	Open	
<i>Joyce Hamilton, Strategic Head of Legal & Governance</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Strategic Head of Legal and Governance	<p>Constitution update</p> <p>A report recommending changes to the Constitution and scheme of delegation.</p>			1 Dec 2022	Open	
January 2023								
<i>Annette Wiles, Deputy Democratic Services Manager</i>	Leader of the Council	Strategic Head of Legal and Governance	<p>Calendar of Meetings 2023 - 2024</p> <p>To provide the calendar of meetings for the 2023 - 2024 municipal year for approval by Council.</p>	Overview and Scrutiny Committee 19 Jan 2023	26 Jan 2023	9 Feb 2023	Open	

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Pending								
<i>Daniel Jones, Property Services Manager</i>	Portfolio Holder for Investment and Companies	Chief Finance Officer	Asset Management Plan 2023-2028 To approve the Council's Asset Management Plan 2023 -2028.	Overview and Scrutiny Committee	Executive		Open	KEY
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Investment and Companies	Chief Finance Officer	Options for Council-owned commercial property, Beech House, Reigate To consider the options of a Council-owned commercial property, Beech House, Reigate.	Commercial Ventures Executive Sub-Committee			Part exempt	
<i>Kate Brown, Head of Organisational Development, Ann Slavin, Interim Strategic Head of Corporate Resources</i>	Portfolio Holder for Corporate Policy and Resources	Strategic Head of Corporate Resources	Pay Policy for 2023/24 To agree the Pay Policy for 2023/24.			Council	Part exempt Discussion of pay policy.	KEY

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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

Managing Director

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