



# Reigate and Banstead Borough Council Notice of Key Decisions and Corporate Forward Plan

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

<b>Report Author(s)</b>	<b>Lead Member(s)</b>	<b>Officer sign off</b>	<b>Subject</b>	<b>Considered by</b>	<b>Executive</b>	<b>Council</b>	<b>Open / Exempt</b>	<b>Key</b>
<b>January 2023</b>								
<i>Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	<b>Budget &amp; Capital Programme 2023/24</b>  To approve the budget and capital programme for 2023/24.		26 Jan 2023		Open	KEY

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<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager, David Brown, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	<b>Council Tax 2023/24</b>  To approve the Council Tax precept for 2023/24.			9 Feb 2023	Open	KEY
<i>Tara O'Hara, Housing Register and Prevention Team Leader</i>	Portfolio Holder for Housing and Support	Chief Executive	<b>Social Housing Downsizing Support Scheme</b>  To seek approval to pilot a downsizing scheme that will assist social tenants currently under occupying family size homes with securing smaller properties.		26 Jan 2023		Open	
<i>Alison Robinson, Housing Strategy and Performance Manager</i>	Portfolio Holder for Housing and Support	Director of People	<b>Council's Social Landlord Functions - Supporting Policies</b>  To agree a Rent Policy, Compensation Policy and Decant Policy to support the Council's landlord functions.		26 Jan 2023		Open	KEY
<i>Annette Wiles, Deputy Democratic Services Manager</i>	Leader of the Council	Head of Legal and Governance	<b>Calendar of Meetings 2023 - 2024</b>  To provide the calendar of	Overview and Scrutiny Committee 19 Jan 2023	26 Jan 2023	9 Feb 2023	Open	

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			meetings for the 2023 - 2024 municipal year for approval by Council.					
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Director of Finance and Organisation	<b>Greensand Holdings Limited - Funding requirement</b>  To consider providing additional funds to Greensand Holdings Limited		26 Jan 2023		Part exempt Commercially sensitive information	KEY
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance	<b>Companies Performance Update - Winter 2022</b>  To review the Winter 2022 Companies Performance Update		26 Jan 2023		Part exempt Commercially sensitive information	
<b>February 2023</b>								
<i>Ann Slavin, Interim Strategic Head of Corporate Resources</i>	Portfolio Holder for Corporate Policy and Resources	Director of People  Strategic Head of Corporate Resources	<b>Pay Policy Statement 2023/24</b>  To agree the Pay Policy for 2023/24.			9 Feb 2023	Open	
<i>Kate Brown, Head of Organisational Development</i>	Portfolio Holder for Corporate Policy and							

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	Resources							
<i>Liane Dell, Democratic Services Officer, Alex Vine, Democratic and Electoral Services Manager</i>	Leader of the Council	Head of Legal and Governance	<p><b>Report of the Independent Remuneration Panel on Members' Allowances for 2023/24</b></p> <p>To consider the recommendations of the Independent Remuneration Panel regarding Member allowances.</p>			9 Feb 2023	Open	
<i>Joyce Hamilton, Strategic Head of Legal &amp; Governance</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Monitoring Officer	<p><b>Constitution update: Governance Task Group</b></p> <p>Monitoring Officer to update the constitution and code of corporate governance to remove references to the Governance Task Group, which has delivered its work programme and is no longer required.</p>			9 Feb 2023	Open	
<b>March 2023</b>								
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<p><b>Risk management Strategy - 2023/24-2025/26</b></p> <p>To approve the Council's updated risk management strategy for 2023/24-2025/26</p>	Audit Committee 7 Dec 2022	23 Mar 2023	30 Mar 2023	Open	

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<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	<p><b>CIL Strategic Infrastructure Programme 2023-2028</b></p> <p>To agree the strategic infrastructure programme for CIL projects to be funded 2023-2028.</p>		23 Mar 2023		Open	
<i>Alex Vine, Democratic and Electoral Services Manager, Liane Dell, Democratic Services Officer</i>	Portfolio Holder for Neighbourhood Services	Strategic Head of Legal and Governance	<p><b>Appointment to the Board of Banstead Commons Conservators (2023)</b></p> <p>This report covers the annual appointment of representatives to serve on the Banstead Commons Conservators. Officers have delegated authority to accept those nominations (paragraph 1.14 of Officer Scheme of Delegation). In the event that the number of nominations received exceed the number of vacancies, or where nominations come from non-members the matter is passed to the Executive for determination.</p>		23 Mar 2023		Open	
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey,</i>	Deputy Leader and Portfolio Holder for Finance and Governance,	Head of Corporate Policy, Projects and Performance, Interim Head of	<p><b>Quarter 3 2022/23 performance report</b></p> <p>To receive an update on Q3 2022/23 performance</p>	Overview and Scrutiny Committee 16 Mar 2023	23 Mar 2023		Open	

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<i>Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Finance						
<i>Pat Main, Chief Finance Officer, Simon Rosser, Head of Revenues, Benefits and Fraud, Martin Trenaman, Transactions Manager</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	<b>Debt Write Off 2022/23</b>  To approve the write off of irrecoverable bad debts for 2022/23.		23 Mar 2023		Open	KEY
<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer	<b>Treasury Management Strategy 2023/24</b>  To consider the Treasury Management Strategy 2023/24.	Audit Committee 14 Mar 2023	23 Mar 2023	30 Mar 2023	Open	
<b>July 2023</b>								
<i>Joyce Hamilton, Strategic Head of Legal &amp; Governance</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Strategic Head of Legal and Governance	<b>Procurement and Contract Management Strategy</b>  To adopt a strategy that delivers strategic procurement and contract management.		20 Jul 2023	27 Jul 2023	Open	KEY

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<i>Joyce Hamilton, Strategic Head of Legal &amp; Governance</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Strategic Head of Legal and Governance	<p><b>Procurement Governance Board</b></p> <p>To create an officer board for strategic oversight of procurement and contract management.</p>		20 Jul 2023	27 Jul 2023	Open	
<b>Pending</b>								
<i>Andrew Benson, Head of Planning</i>	Portfolio Holder for Planning Policy and Place Delivery	Director of Place	<p><b>Use of up to 10% of CIL strategic fund for urgent/unforeseen project funding</b></p> <p>Agreement for use of up to 10% of Community Infrastructure Levy (CIL) strategic fund for urgent/unforeseen project funding.</p>		Not before 26th Jan 2023		Open	KEY
<i>Duane Kirkland, Head of Wellbeing and Intervention</i>	Portfolio Holder for Leisure and Culture	Head of Legal and Governance, Head of Paid Service, Interim Head of Finance	<p><b>Leisure and Culture Strategy</b></p> <p>To receive and consider the Council's first Leisure and Culture Strategy</p>	Overview and Scrutiny Committee 8 Dec 2022	Not before 26th Jan 2023		Open	KEY

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<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Investment and Companies	Interim Head of Finance	<p><b>Options for Council-owned commercial property in Reigate</b></p> <p>To consider the options of a Council-owned commercial property in Reigate.</p>				Part exempt	

### 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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