



# Reigate and Banstead Borough Council

## Notice of Key Decisions and Corporate Forward Plan

**PUBLISHED - 22 February 2023**

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>March 2023</b>								
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Leisure and Culture	Head of Leisure and Intervention	<b>Leisure and Culture strategy</b>  For the Executive to receive the Leisure and Culture strategy for approval.	Overview and Scrutiny Committee 16 Mar 2023	23 Mar 2023		Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
<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	<b>CIL Strategic Infrastructure Programme 2023-2027</b>  To agree the strategic infrastructure programme for CIL projects to be funded 2023-2028.		23 Mar 2023		Open	KEY
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader</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	<b>Quarter 3 2022/23 performance report</b>  To receive an update on Q3 2022/23 performance	Overview and Scrutiny Committee 16 Mar 2023	23 Mar 2023		Open	
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<b>Risk management Strategy - 2023/24-2025/26</b>  To approve the Council's updated risk management strategy for 2023/24-2025/26	Audit Committee 7 Dec 2022	23 Mar 2023	30 Mar 2023	Open	
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<b>Risk management - Q3 2022/23</b>  To receive an update on Q3 2022/23 risk management	Audit Committee 14 Mar 2023	23 Mar 2023		Open	

<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>
<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	
<i>Pat Main, Chief Finance Officer, Martin Trenaman, Finance Operations Manager, Simon Rosser, Head of Revenues, Benefits and Fraud</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>Penny Craig, Senior Development Manager</i>	Portfolio Holder for Housing and Support	Head of Housing	<b>Local Authority Housing Fund</b>  To approve entering into a funding agreement with DLUHC for their Local Authority Housing Fund (LAHF) to purchase properties and to share funding with Registered Providers.		23 Mar 2023		Open	KEY
<i>Katie Jackson, Environmental Health Manager</i>	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	<b>Retender of Home Improvement Agency and Handy Person Services</b>  The current 5 year contract for provision of Home Improvement Agency and Handy Person services expires in January 2024, and so Executive agreement is sought to retender		23 Mar 2023		Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
			the contract. The award of the contract requires Executive authority due to the contract value being above the threshold set in the Council's Contract Procedure Rules. The Contract Procedure Rules refer to award of the contract, which is a time limited part of the procurement process, so Executive approval is sought to procure and to allow the process to determine the successful bidder and report back the results.					
<i>Alex Vine, Democratic and Electoral Services Manager</i>	Deputy Leader and Portfolio Holder for Finance and Governance	Strategic Head of Legal and Governance	<b>Council chamber IT upgrade</b>  To approve funding for a project to upgrade the hybrid meeting and webcasting equipment in the New Council Chamber.		23 Mar 2023	30 Mar 2023	Open	
<i>Liane Dell, Democratic Services Officer, Alex Vine, Democratic and Electoral Services Manager</i>	Portfolio Holder for Neighbourhood Services	Strategic Head of Legal and Governance	<b>Appointment to the Board of Banstead Commons Conservators (2023)</b>  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		23 Mar 2023		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
			nominations received exceed the number of vacancies, or where nominations come from non-members the matter is passed to the Executive for determination.					
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Head of Legal and Governance	<b>Overview and Scrutiny Annual Work Programme 2023/24</b>  Overview and Scrutiny's Forward Work Programme for the year ahead 2023/24	Overview and Scrutiny Committee 16 Mar 2023	23 Mar 2023	30 Mar 2023	Open	
<i>Daniel Jones, Property Services Manager</i>	Portfolio Holder for Investment and Companies	Chief Finance Officer	<b>Acquisition of property in Redhill</b>  To obtain authority to acquire two property interests in Redhill, subject to due diligence.	Partner, Shareholder and Trustee Executive Sub-Committee 23 Mar 2023			Part exempt	
<b>June</b>								
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate	Head of Corporate Policy, Projects and Performance, Interim Head of Finance	<b>Quarter 4 2022/23 performance report</b>  To receive the Q4 2022/23 performance report	Overview and Scrutiny Committee 15 Jun 2023	22 Jun 2023		Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
	Policy and Resources							
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<b>Risk management - Q4 2022/23</b>  To receive an update on risk management in Q4 2022/23	Audit Committee 13 Jun 2023	22 Jun 2023		Open	
<b>July</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	Open	KEY
<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 Governance Board</b>  To create an officer board for strategic oversight of procurement and contract management.			20 Jul 2023	Open	
<b>Pending</b>								
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Investment and Companies	Interim Head of Finance	<b>Options for Council-owned commercial property in Reigate</b>  To consider the options of a Council-owned commercial	Partner, Shareholder			Part exempt	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
			property in Reigate.	and Trustee Executive Sub-Committee				
<i>Strategic Head of Legal and Governance</i>	Portfolio Holder for Investment and Companies	Chief Finance Officer	<b>Greensand Holdings Limited - Funding requirement</b>  To consider providing additional funds to Greensand Holdings Limited	Partner, Shareholder and Trustee Executive Sub-Committee			Part exempt Commercially sensitive information	

### 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**    **Contact:** Democratic Services **Email:** [democratic@reigate-banstead.gov.uk](mailto:democratic@reigate-banstead.gov.uk) **Telephone:** 01737 276812  
Address: Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH