



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

Published: 21 February 2024

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
R Biggs, Leader of the Council
V Lewanski, Deputy Leader, Finance, Governance and Organisation
H Avery, Neighbourhood Services
A King, Commercial and Community Assets
J King, Corporate Policy and Resources
R Michalowski, Place, Planning and Regulatory Services
N Moses, Environment and Sustainability
C Neame, Housing and Support

Partner, Shareholder and Trustee Executive Sub-Committee
A King, Commercial and Community Assets (Chair)
V Lewanski, Deputy Leader, Finance, Governance and Organisation (Vice-Chair)
R Biggs, Leader of the Council
R Michalowski, Place, Planning and Regulatory Services

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
March								
<i>Pat Main, Chief Finance Officer, Simon Rosser, Head of Revenues,</i>	Deputy Leader and Portfolio Holder for Finance, Governance	Chief Finance Officer	Debt Write Off 2023/24 To approve the write off of irrecoverable bad debts for 2023/24.		21 Mar 2024		Open	KEY

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<i>Benefits and Fraud</i>	and Organisation							
<i>Catherine Rose, Head of Corporate Policy, Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	Risk management -2024/25 To receive the strategic risk register and assurance framework for 2024/25.	Audit Committee 13 Mar 2024	21 Mar 2024		Open	
<i>Luke Harvey, Project & Performance Team Leader, Gloria Addai, Performance Officer - Project & Business Assurance</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	Risk Management - Quarter 3 2023/24 To receive the Q3 2023/24 risk management report.	Audit Committee 13 Mar 2024	21 Mar 2024		Open	
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Environment and Sustainability	Head of Corporate Policy, Projects and Performance	Review of the Council's Environmental Sustainability Strategy To present the outcomes of the review of the Environmental Sustainability Strategy and seek approval of a revised Strategy	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024		Open	KEY
<i>Alex Vine, Democratic and Electoral Services Manager, Liane Dell, Democratic Services Officer</i>	Portfolio Holder for Environment and Sustainability	Strategic Head of Legal and Governance	Appointment to the Board of Banstead Commons Conservators (2024) To ensure that positions on the Board of the Banstead Commons Conservators are		21 Mar 2024		Part exempt 1. Information relating to any	

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			suitably filled, and that there is clarity on landowner appointments.				individual.	
<i>David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation, Portfolio Holder for Corporate Policy and Resources	Chief Finance Officer, Head of Corporate Policy, Projects and Performance	<p>Quarter 3 2023/24 performance report</p> <p>To receive Q3 performance report 2023/24, including Budget Monitoring and Treasury Management update.</p>	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY
<i>Tanya Mankoo-Flatt, Principal Planning Development Officer, Andrew Benson, Head of Planning</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	<p>Local Plan (Core Strategy) Review and Statement of Community Involvement (SCI) Review</p> <p>In line with statutory obligations the Council must review its Local Plan every five years starting with the date of the adoption, and if not necessary to update it, must publish its review. The Council's Core Strategy was adopted on 3 July 2014 and reviewed 2 July 2019, this second review is within five years of the last review.</p>		21 Mar 2024	28 Mar 2024	Open	KEY

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			The Council is also required to review its Statement of Community Involvement (SCI) every 5 years. Council is asked to approve and adopt the Local Plan Review and revised SCI.					
<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Treasury Management Strategy 2024/25 To consider the Treasury Management Strategy 2024/25.	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	Overview and Scrutiny Proposed Annual Work Programme 2024/25 To agree the Overview and Scrutiny Committee proposed annual Work Programme 2024/25.	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	
<i>Joyce Hamilton, Strategic Head of Legal & Governance</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Managing Director	Constitution Review To provide Council with an overview of the review of the Constitution for its approval.			28 Mar 2024	Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	Overview and Scrutiny Annual Report 2023/24	Overview and Scrutiny Committee		28 Mar 2024	Open	

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			To note the Annual Report of the Overview and Scrutiny Committee and recommend it to Full Council for approval.	14 Mar 2024				
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	Property Portfolio Performance Quarter 3 2023/24 To receive the Property Portfolio Performance report Quarter 3 2023/24.	Partner, Shareholder and Trustee Executive Sub-Committee 21 Mar 2024			Open	KEY
June 2024								
<i>Catherine Radziwonik, Principal Development Manager</i>	Portfolio Holder for Commercial and Community Assets, Portfolio Holder for Communities, Leisure and Culture	Chief Finance Officer, Strategic Head of Legal and Governance, Director of People, Head of Community Partnerships	Horley Community Centre Modernisation To provide an overview of the proposed refurbishment and physical modernisation of Horley Community Centre and seeking approval to proceed with the project as set out in the report.		20 Jun 2024		Part exempt Commercially sensitive information	KEY
<i>George Potter, Principal Estates Manager</i>	Deputy Leader and Portfolio Holder for Finance,	Chief Finance Officer	Cleaning and Sanitary Contract To award the clearing and		20 Jun 2024		Part exempt	KEY

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	Governance and Organisation		sanitary contract for five years (with the potential of a two year extension) from 1 May 2024.					
Pending								
<i>Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	Shareholder Actions - Greensand Holdings Limited To receive and approve the Shareholder Actions - Greensand Holdings Limited	Partner, Shareholder and Trustee Executive Sub-Committee			Part exempt	
<i>Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	Shareholder Actions - Pathway for Care Limited To receive and approve the Shareholder Actions - Pathway for Care Limited	Partner, Shareholder and Trustee Executive Sub-Committee			Part exempt	
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Interim Head of Finance	Options for a Council-owned commercial property in Reigate To consider the options for a Council-owned commercial	Partner, Shareholder and Trustee			Part exempt	

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			property in Reigate.	Executive Sub-Committee				
<i>Tomas Pugh-Cook, Senior Planning Policy Officer</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	A23 Great Street Design Code SPD Seeking the adoption approval following the formal consultation of the Design Code SPD.				Open	KEY
<i>Justine Chatfield, Head of Community Partnerships</i>	Leader of the Council	Head of Community Partnerships	Consideration of CCTV Petition For Executive to consider and give a response to the resident petition on monitored CCTV.				Open	
<i>Laura McCartney, Head of Strategic Organisation & Transformation</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Managing Director	Productivity Plan To devise a productivity plan for the Council to meet the requirements of the Local Government Funding Settlement.				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

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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 **Telephone:** 01737 276812
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