

# REIGATE AND BANSTEAD BOROUGH COUNCIL:

## OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME



Date of issue: 02 September 2020

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<b>10 September 2020</b>								
<i>Tom Borer, Policy Officer</i>	Leader of the Council	Chief Executive	<b>Leader's Update (September 2020)</b>  To receive an update on the work of the Council and future plans.	10 Sept 2020			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	<b>Recovery Scrutiny Panel</b>  To consider the Panel's feedback and a further update from officers.	10 Sept 2020			Open	
<i>David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance	<b>Quarterly Performance Report (Q1 2020/21)</b>  To consider the Performance Report for Quarter 1 (2020/21) and to make any observations.	10 Sept 2020	17 Sept 2020		Open	

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<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Corporate Direction and Governance	Head of Corporate Policy	<b>Five Year Plan Performance Report 2015-2020</b>  To consider the Council's performance against the Corporate Plan (2015-20).	10 Sept 2020	19 Nov 2020		Open	
<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance	<b>Draft Annual Governance Statement</b>  The Council is required to publish an annual statement on its corporate governance arrangements. This should accompany the Council's annual Statement of Accounts. These will both go to the Audit Committee in November.	10 Sept 2020			Open	
<i>Pat Main, Interim Head of Finance</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance	<b>Treasury Management Outturn Report 2019/20</b>  To consider the Treasury Management Outturn Report 2019/20	10 Sept 2020	28 July	24 Sept	Open	PFP
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Overview and Scrutiny Panel	Head of Legal and Governance	<b>Evaluating Overview and Scrutiny Panel</b>  To consider the Panel's	10 Sept 2020			Open	

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			recommendations.					
<b>22 October 2020</b>								
<i>Pat Main, Interim Head of Finance</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance	<b>Medium-Term Financial Strategy 2021/22 – 2025/26</b>  To consider the Medium-Term Financial Strategy 2021/21 – 2025/26	22 Oct 2020	28 July		Open	PFP
<i>Pat Main, Interim Head of Finance</i>	Portfolio Holder for Finance	Head of Finance	<b>Capital Investment Strategy 2021/22</b>  To review the Council's Capital Investment Strategy	22 Oct 2020			Part Exempt	
<i>Caroline Waterworth, Director of Commercial and Investment</i>	Portfolio Holder for Finance	Director of Commercial and Investment	<b>Commercial Strategy</b>  To consider the Council's Commercial Strategy	22 Oct 2020			Part Exempt	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance	<b>Companies Performance Update</b>  To receive an update on the performance of Council companies.	22 Oct 2020			Part exempt	

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<i>Caroline Waterworth, Director of Commercial and Investment</i>	Portfolio Holder for Finance	Director of Commercial and Investment	<b>Management of Capital Programme Consultants</b>  To consider the management of the Council's Capital Programme Consultants	22 Oct 2020			Part Exempt	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance	<b>Constitution of Budget Scrutiny Panel: Service and Financial Planning 2021/22</b>  To agree the membership and constitution of the Budget Scrutiny Panel	22 Oct 2020			Open	
<b>3 December 2020 (Budget Scrutiny Panel) date tbc</b>								
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance	<b>Budget Scrutiny Panel: Service and Financial Planning 2021/22</b>  For the Budget Scrutiny Panel to (i) consider the provisional budget proposals for 2021/22; (ii) report back to the Overview and Scrutiny Committee with their findings; and (iii) make recommendations to the Executive in line with the	9 Dec 2020	17 Dec 2020		Part Exempt	

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			Council's budget and policy procedure rules.					
<b>9 December 2020</b>								
<i>Catriona Marchant, Democratic Services Officer</i>	Portfolio Holders - Organisation	Director of Commercial and Investment	<b>Portfolio Holders Update – Organisation (December 2020)</b>  To receive an update on the work of the Organisation Portfolios.	9 Dec 2020			Open	
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Neighbourhood Services	Director of Place	<b>Environmental Sustainability Strategy</b>  To consider the Council's overall approach in relation to environmental sustainability					
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance	<b>Budget Scrutiny Panel: Service and Financial Planning 2021/22</b>  To receive a report from the Budget Scrutiny Panel to i) consider the provisional budget proposals for 2021/22 and make recommendations to the Executive in line with the Council's budget and policy procedure rules.	9 Dec 2020	17 Dec 2020		Part Exempt	
<i>Catriona</i>	Chair of the	Cath Rose, Head	<b>Recovery Scrutiny Panel</b>	9 Dec 2020	17 Dec 2020		Open	

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<i>Marchant, Democratic Services Officer</i>	Recovery Scrutiny Panel	of Corporate Policy	To consider the Panel's feedback and a further update from officers and make recommendations.					
<i>Pat Main, Interim Head of Finance</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance	<b>Treasury Management Half Year Report 2020/21</b>  To consider the Treasury Management Half Year Report 2020/21.			10 Dec	Open	PPF
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance	<b>Quarterly Performance Report (Q2 2020/21)</b>  To consider Council performance in the second quarter of the year with regard to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	9 Dec 2020	17 Dec 2020		Open	
<b>21 January 2021</b>								
<i>Ross Spanton, Community Safety Officer, Justine Chatfield, Head of Community Partnerships</i>	Portfolio Holder for Community Partnerships	Head of Community Partnerships	<b>Annual Community Safety Partnership Scrutiny - 2019/20</b>  To review the work of the East Surrey Community Safety Partnership in 2020/21.	21 Jan 2021			Open	

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<i>Mari Roberts-Wood, Director of People</i>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Benefits, Portfolio Holder for Wellbeing and Intervention	Director of People	<b>Portfolio Holder Briefing - People Portfolios</b>  To receive a briefing from the People Portfolio Holders.	21 Jan 2021			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance	<b>Budget 2021/22, Capital Programme 2021 to 2026 and Council Tax 2021/22</b>  To consider final budget proposals and make any final recommendations to Executive.	21 Jan 2021			Part Exempt	
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	<b>Recovery Scrutiny Panel</b>  To consider the Panel's feedback and a further update from officers and make recommendations.	21 Jan 2021	28 Jan 2021		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Leader of the Council	Head of Legal and Governance	<b>Calendar of Meetings 2021/22</b>  To consider the proposed schedule of meetings.	21 Jan 2021	28 Jan 2021	11 Feb 2021	Open	

**18 March 2021**

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<i>Luci Mould, Director of Place</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place and Economic Prosperity, Portfolio Holder for Planning Policy	Director of Place	<b>Portfolio Holder Briefing - Place Portfolios</b>  To receive a briefing from the Place Portfolio Holders regarding the Place business areas and their portfolios.	18 Mar 2021			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chair of the Recovery Scrutiny Panel	Cath Rose, Head of Corporate Policy	<b>Recovery Scrutiny Panel</b>  To consider the Panel's feedback and a further update from officers and make recommendations.	18 Mar 2021	25 March 2021		Open	
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance	<b>Companies Performance Update</b>  To receive an update on the performance of Council companies.	18 Mar 2021			Part exempt	
<i>Luke Harvey, Project &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance, Interim Head of Finance	<b>Quarterly Performance Report (Q3 2020/21)</b>  To consider Council performance in the third quarter of 2020/21 with regard to Key Performance Indicators, Revenue and Capital Budget	18 Mar 2021	25 Mar 2021		Open	



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			Monitoring and Risk Management.					
<i>Pat Main, Interim Head of Finance</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance	<b>Treasury Management Strategy 2021/2022</b>  To consider the Treasury Management Strategy for 2021/22.		25 March	8 April	Open	PPF
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	<b>Overview and Scrutiny Committee: Proposed Work Programme 2021/22</b>  To consider the proposed work programme for the Committee for 2021/22.	18 Mar 2021	25 Mar 2021	8 Apr 2021	Open	

**To be scheduled**

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