

Reigate and Banstead Borough Council Overview and Scrutiny Committee Work Programme



Published:

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
06 July 2023								
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	Reigate & Banstead 2025 Annual Report 2022/23 To report on work towards the Council's Corporate Plan and Equality Objectives for the year 2022 to 2023.	6 Jul 2023	13 Jul 2023		Open	
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Medium Term Financial Plan 2024/25 to 2028/29 To review the Medium Term Financial Plan 2024/25 to 2028/29.	6 Jul 2023	13 Jul 2023	20 Jul 2023	Open	KEY
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Commercial & Community assets	Strategic Head of Legal and Governance	Companies Performance Update - Summer 2023 To provide an update to the shareholder/partner representatives on the	6 Jul 2023	13 Jul 2023		Part exempt	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			companies owned and part-owned by the Council.					
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Capital Investment Strategy To approve the Capital Investment Strategy 2024/25 to 2028/29	6 Jul 2023	13 Jul 2023	20 Jul 2023	Open	KEY
07 September 2023								
<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	Head of Corporate Policy, Projects and Performance, Chief Finance Officer	Quarter 1 2023/24 performance report To receive the Q1 2023/24 performance report including Budget Monitoring Q1 2023/24.	7 Sep 2023	14 Sep 2023		Open	
<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 Outturn 2022/23 To report to members the performance of the Treasury function in the financial year 2022/23.	7 Sep 2023	14 Sep 2023	21 Sep 2023	Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	Environmental Sustainability Strategy: Annual Report Report into 2022/23 progress on the Environmental Sustainability Strategy	7 Sep 2023	14 Sep 2023		Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Leader of the Council	Chief Executive	Leader's Update Six-monthly update from the Leader to Overview and Scrutiny Committee	7 Sep 2023			Open	
12 October 2023								
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Finance, Governance and Organisation, Portfolio Holder for Corporate Policy and Resources, Portfolio Holder for Commercial & Community Assets	Commercial and Investment Director, Director of People, Director of Place, Chief Finance Officer	Organisation Portfolio Holder Update Updates from Executive Members in Corporate Policy & Resources, Finance & Governance, Commercial & Community Assets	12 Oct 2023			Open	
	Portfolio Holder for Place, Planning & Regulatory		Local Plan Update To receive an update on progress of the Local Plan.	12 Oct 2023			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Services							
<i>Penny Craig, Senior Development Planner</i>	Portfolio Holder for Housing and Support	Chief Finance Officer	<p>Lessons Learnt from Commercial Projects Report</p> <p>To receive a report on the outcome of the projects at Cromwell Road/Wheatley Court, Pitwood Park/Camelia Close and Lee Street and the non-financial benefits delivered, as well as the general lessons learnt for any future projects.</p>	12 Oct 2023			Possibly Part Exempt	
29 November 2023 (Budget Scrutiny Panel)								
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Chief Finance Officer	<p>Budget Scrutiny Panel: Service and Financial Planning 2024/25</p> <p>The report and recommendations of the Budget Scrutiny Panel including any observations on the Service and Financial Planning proposals for 2024/25, for consideration by the Executive in line with the Council's budget and policy procedure rules.</p>	7 Dec 2023			Open	
07 December 2023								
<i>David Brown, Finance Manager,</i>	Deputy Leader and Portfolio	Head of Corporate Policy,	Quarter 2 2023/24 performance report	7 Dec 2023	14 Dec 2023		Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Luke Harvey, Project & Performance Team Leader, Pat Main, Chief Finance Officer</i>	Holder for Finance, Governance and Organisation, Portfolio Holder for Corporate Policy and Resources	Projects and Performance, Chief Finance Officer	To receive the Q2 performance report 2023/24 including Budget Monitoring Q2 2023/24.					
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Feedback from Budget Scrutiny Panel To consider feedback from Overview and Scrutiny Committee's Budget Scrutiny Panel on Service & Financial Planning 2024/25.	7 Dec 2023	14 Dec 2023		Open	KEY
<i>Jacqueline Aboagye, Finance Manager, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Treasury Management Strategy Mid-Year Report 2023/24 To consider the Treasury Management Mid-Year Report 2023/24.	7 Dec 2023	14 Dec 2023	20 Feb 2024	Open	
<i>Tom Borer, Policy Officer, Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Commercial & Community Assets	Head of Corporate Policy	Commercial Strategy: Progress Update To provide members with a progress update about work aligned with the Council's	7 Dec 2023	14 December 2023		Part exempt	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			commercial strategy and objectives					
<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Commercial & Community Assets	Strategic Head of Legal and Governance	Companies Performance Update - Winter 2023 To provide an update to the shareholder/partner representatives on the companies owned and part-owned by the Council.	7 Dec 2023	14 Dec 2023		Part exempt	
25 January 2024								
<i>Jacqueline Aboagye, Finance Manager, Catherine Rose, Head of Corporate Policy, Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	Budget & Capital Programme 2024/25 To approve the budget and capital programme for 2024/25.	25 Jan 2024	1 Feb 2024	20 Feb 2024	Open	KEY
<i>Jacqueline Aboagye, Finance Manager,</i>	Deputy Leader and Portfolio Holder for	Chief Finance Officer	Summary of Budget Movements November 2023 to January 2024	25 Jan 2024			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
<i>Catherine Rose, Head of Corporate Policy, Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader</i>	Finance, Governance and Organisation		To consider the summary of budget movements November 2023 to January 2024.					
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Communities, Leisure & Culture, Portfolio Holder for Housing and Support	Director of People, Head of Community Partnerships, Head of Wellbeing and Intervention	People Portfolio Holders Update Update from Executive Members of Communities, Leisure & Culture, and Housing and Support	25 Jan 2024			Open	
<i>Annette Wiles, Deputy Democratic Services Manager</i>	Leader of the Council	Strategic Head of Legal and Governance	Calendar of Meetings 2024 - 2025 To provide the calendar of meetings for the 2024 - 2025 municipal year for approval by Council.	25 Jan 2024			Open	
22 February 2024								
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Communities,	Director of People, Head of Community	Annual Community Partnership Scrutiny	22 Feb 2024			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Leisure & Culture	Partnerships	Annual "crime and disorder" scrutiny - Community Partnership					
14 March 2024								
<i>David Brown, Finance Manager, Luke Harvey, Project & Performance Team Leader, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Corporate Policy and Resources, Deputy Leader and Portfolio Holder for Finance and Governance	Chief Finance Officer, Head of Corporate Policy, Projects and Performance	Quarter 3 2023/24 performance report To receive Q3 performance report, including Budget Monitoring Q3 2023/24.	14 Mar 2024	21 Mar 2024		Open	KEY
<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 2023/24 Q3 report To consider the Treasury Management Strategy 2023/24 Quarter 3 report.	14 Mar 2024	21 Mar 2024		Open	KEY
<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.	14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
	Portfolio Holder for Place, Planning & Regulatory Services		Local Plan Update To receive an update on progress of the Local Plan.	14 Mar 2024			Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Leader of the Council	Chief Executive	Leader's Update Six-monthly update from the Leader to Overview and Scrutiny Committee	14 Mar 2024			Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place, Planning and Regulatory Services	Director of Place, Head of Economic Prosperity, Head of Neighbourhood Operations, Head of Planning	Place Portfolio holders Update Update from Executive Members of Place, Planning and Regulatory Services and Neighbourhood Services	14 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 To note the Overview and Scrutiny Annual Report 2023-24.	14 Mar 2024				KEY
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison		Overview and Scrutiny Annual Work Programme 2024/25	14 Mar 2024			Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			Overview and Scrutiny's Forward Work Programme for the year ahead 2024/25					
Pending								
<i>Catherine Rose, Head of Corporate Policy</i>		Head of Corporate Policy, Projects, and Performance	Strategy Development Approach To consider the approach to developing new Council strategies.					
			Review of the Greenspaces Strategy A broader review of the Greenspaces strategy ahead of the review of the work of the Greenspaces team.					
<i>Marie Crabtree, Democratic Services Officer</i>	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	Review the Work of the Green Spaces Team to review the work of the Green Spaces Team in regard to the Countryside spaces in the Borough, and delivery of the Green Spaces work programme. For clarity, this excludes the Council's parks, gardens and play areas, work				Open	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
			on highways verges and grassed areas, the spaces managed by the Banstead Commons Conservators and matters to do with Planning (Core Strategy and Development Management Plan). The aim of the review is to see how improvements can be made to services.					
			<p>Review of Recycling Service</p> <p>To review the recycling service, following proposed revisions to the service as a consequence of the Government's Resources and Waste Strategy.</p>					
<i>Duane Kirkland, Head of Wellbeing and Intervention</i>	Portfolio Holder for Communities, Leisure and Culture	Strategic Head of Legal and Governance, Managing Director, Chief Finance Officer	<p>Leisure & Culture Strategy – part 2</p> <p>To review the Leisure & Culture Strategy part 2</p>					

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