

## Action Tracker - Overview and Scrutiny Committee 2023/24

Meeting 2021/22	Subject and request	Action	Who	Status	Completed
8 December 2022 and 15 June 2023	Item 6 Commercial Strategy Progress Update	<b>Commercial Assets</b> - Members further asked for a “lessons learnt” report following completion of the projects at Cromwell Road and Pitwood Park.	Request to officers	Completed	<p><i>The request from Members will be considered, more information will be provided in due course.</i></p> <p><i>Further response emailed to Members on 28/03/23. Copy of response in ModGov Library, link provided below.</i></p> <p><i>26/06/2023 - Lessons learnt from the Cromwell Road/Wheatley Court, Pitwood Park/Camelia Close and Lee Street projects will be added to the O&amp;S Forward Work Plan when it is considered on 6 July, for reporting on 12 October.</i></p> <p><i>04/10/2023 - Included in the October meeting agenda pack.</i></p>
8 December 2022	Item 6 Commercial Strategy Progress Update	<b>Asset (Re-)Development</b> – Members commented that the costs and potential revenue income from The Rise and Cromwell Road were included in the report but were not broken down by property. Members requested a breakdown by property of funding, construction costs and net rental income to ascertain the return on investment for each asset.	Request to officers	In progress	<p><i>Holding response emailed to Members on 01/02/23. Copy of response in Mod.Gov Library, link provided below</i></p> <p><i>Further response emailed to Members on 28/03/23. Copy of response in ModGov Library, link provided below.</i></p>

					<p>26/06/2023 - The latest budget forecast for The Rise development at Marketfield Way will be included in the Q1 Performance Report to O&amp;S on 7 September 2023.</p> <p>A more detailed breakdown of the budget for The Rise development at Marketfield Way - by property of funding, construction costs and net rental income to ascertain the return on investment on each asset - plus a lessons learnt assessment will be included in the Commercial Strategy Progress Update to O&amp;S on 7 December 2023.</p>
15 June 23	Item 6 Quarter 4 2022/23 Performance Report	<b>The Chair requested a breakdown of Corporate complaints resolved at stage 1</b>	Request to officers	Completed	<i>Response emailed to O&amp;S Members on 04/10/2023. Copy of response published in Mod.Gov Library.</i>
15 June 23	Item 8 Revenues, Benefits & Fraud – Service Provision	The Chair requested an update on progress when the Commercial Strategy Update Report is next presented to this committee in December 2023.	Request to officers	In progress	

6 July 2023	Item 1 Minutes	<b>Camelia Close</b> – Members requested information on the timescale between project completion and sale to be included in the report to O&S Committee in October 2023.	Request to officers	Completed	<i>Report on Lessons Learnt from Pitwood Park, Cromwell Road and Lee Street included in the October meeting agenda pack.</i>
6 July 2023	Item 1 Minutes - Exempt	<b>Cromwell Road</b> – Members requested that details of construction costs per m <sup>2</sup> and type of brick used to be included in the report to O&S Committee in October 2023.	Request to officers	Completed	<i>Report on Lessons Learnt from Pitwood Park, Cromwell Road and Lee Street included in the October meeting agenda pack.</i>
6 July 2023	Item 1 Minutes - Exempt	<b>Lee Street</b> – Members requested that running costs and a cost comparison to other similar social housing projects in neighbouring boroughs be identified in the report to O&S Committee in October 2023.	Request to officers	Completed	<i>Report on Lessons Learnt from Pitwood Park, Cromwell Road and Lee Street included in the October meeting agenda pack.</i>
6 July 2023	Item 4 Medium Term Financial Plan 2024/25 to 2028/29	Members requested a summary of budget changes over the last 8 years to be included in the Budget Scrutiny papers.	Request to officers	In progress	
6 July 2023	Item 4 Medium Term Financial Plan 2024/25 to 2028/29	The Chair requested that future updates include financial values for the ranges of possible impacts for the identified risks in section 15 of the MTFP.	Request to officers	In progress	

6 July 2023	Item 5 Capital Investment Strategy	<b>Capital Assets</b> - Members requested information on the net yield from the assets listed in the report, together with the portfolio total gross and net yield.	Request to officers	In progress	<i>Response emailed to Members on 08/08/2023. Copy of response published in Mod.Gov Library. 7/09/2023 Members asked for this action to be re-opened to receive a response on the net return on the portfolio over a period of time, ie the price paid for the asset plus any additional capital expenditure costs for upkeep; and the revenue generators minus operational costs</i>
7 Sep 2023	Item 5 Quarter 1 2023/24 Performance Report	<b>KPI 2 – The % of Business Rates collected</b> – Members requested the data on the potential business rates if all rateable properties were occupied.	Request to officers	Completed	<i>Response emailed to O&amp;S Members on 04/10/2023. Copy of response published in Mod.Gov Library.</i>
7 Sep 2023	Item 5 Quarter 1 2023/24 Performance Report	<b>KPI 5 – The % of positive homelessness prevention and relief outcomes</b> – Members asked for a written answer detailing the number of local properties available for emergency accommodation and the intended number for the entire year.	Request to officers	Completed	<i>Response emailed to O&amp;S Members on 04/10/2023. Copy of response published in Mod.Gov Library.</i>
7 Sep 2023	Item 5 Quarter 1 2023/24 Performance Report	<b>Treasury Management</b> – the Chief Finance Officer offered to provide a written explanation for the treasury management benchmarks and their relevance.	Request to officers	Completed	<i>Response emailed to O&amp;S Members on 04/10/2023. Copy of response published in Mod.Gov Library.</i>

7 Sep 2023	Item 5 Quarter 1 2023/24 Performance Report	<b>Service budgets</b> – Members requested an explanation for the forecast overspends in the IT and HR & OD budgets.	Request to officers	Completed	<i>Response emailed to O&amp;S Members on 04/10/2023. Copy of response published in Mod.Gov Library.</i>
7 Sep 2023	Item 6 Environmental Sustainability Strategy Annual Report	<b>Recycling and waste</b> – Members requested an update on plans for the full recycling service being offered to all flats.	Request to officers	Completed	<i>Response emailed to O&amp;S Members on 04/10/2023. Copy of response published in Mod.Gov Library.</i>
7 Sep 2023	Item 6 Environmental Sustainability Strategy Annual Report	<b>Action Plan</b> - A committee member requested that provision of industrial-sized recycling bins for organisations, such as Reigate College, could be considered in the action plan.	Request to officers	In progress	
7 Sep 2023	Item 6 Environmental Sustainability Strategy Annual Report	<b>Improvements to Council buildings</b> – Members requested an update on LED replacement roll out across Council buildings.	Request to officers	In progress	

Written answers from 8 December 2022 can be found here - [Document Written Answers from OSC 8 December 2022 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/Document/Written-Answers-from-OSC-8-December-2022-Reigate-and-Banstead-Borough-Council)

Further responses from 8 December 2022 can be found here - [Document Further Responses to Follow On Questions 8 Dec 22 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

Additional Further responses from 8 December 2022 can be found here – [Document Additional Further Responses to Follow On Questions OS 8 Dec 22 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

Written answers from 6 July 2023 can be found here - [Document Follow Up Questions from OS 06 July 2023 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)

Written answers from 7 September 2023 can be found here - [Document Follow Up Questions from OS 07 September 2023 | Reigate and Banstead Borough Council \(moderngov.co.uk\)](#)