

REIGATE AND BANSTEAD BOROUGH COUNCIL:

**OVERVIEW AND SCRUTINY
COMMITTEE WORK PROGRAMME**



Date of issue: 09 December 2019

Report Author(s)	Lead Member(s)	Officer sign off	Subject	O&S	Executive	Council	Open / Exempt	Key
21 November 2019 (Budget Scrutiny Panel)								
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Interim Head of Finance and Assets	<p>Budget Scrutiny Panel: Service and Financial Planning 2020/21</p> <p>For the Budget Scrutiny Panel to (i) consider the provisional budget proposals for 2020/21; (ii) report back to the Overview and Scrutiny Committee with their findings; and (iii) make recommendations to the Executive in line with the Council's budget and policy procedure rules.</p>	<p>17 Dec 2019 21 Nov 2019</p>	30 Jan 2020		Part exempt	

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17 December 2019								
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	Internal audit 2019/20 - Q2 progress report To consider progress in Q2 against delivery of the 2019/20 internal audit plan.	17 Dec 2019			Open	
<i>Tom Borer, Policy Officer</i>	Leader of the Council	Chief Executive	Leader's Update (December 2019) To receive an update on the work of the Council and future plans.	17 Dec 2019			Open	
<i>Luke Harvey, Project & 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 and Assets	Quarterly Performance Report (Q2 2019/20) To consider Council performance in the second quarter of the year in regards to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.	17 Dec 2019	30 Jan 2020		Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Leader of the Council	Head of Legal and Governance	Schedule of Meetings 2020/21 To consider the proposed schedule of meetings.	17 Dec 2019	30 Jan 2020	13 Feb 2020	Open	

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23 January 2020								
<i>Ross Spanton, Community Safety Officer, Justine Chatfield, Head of Community Partnerships</i>	Portfolio Holder for Community Partnerships	Head of Community Partnerships	Annual Community Safety Partnership Scrutiny - 2019/20 To review the work of the East Surrey Community Safety Partnership in 2019/20.	23 Jan 2020			Open	
<i>Justine Chatfield, Head of Community Partnerships</i>	Portfolio Holder for Community Partnerships, Portfolio Holder for Housing and Benefits, Portfolio Holder for Wellbeing and Intervention	Director of People	Portfolio Holder Briefing - People Portfolios To provide an overview of progress in the Wellbeing & Intervention, Community Partnerships, and Housing & Benefits Portfolios. To include an update on Community Centres.	23 Jan 2020			Open	
<i>Sanjay Sharma, Management & Commercial Accounting</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	Budget 2020/21 and Capital Programme 2020 to 2025 Budget 2020/21 and Capital Programme 2020 to 2025	23 Jan 2020	30 Jan 2020	13 Feb 2020	Open	KEY

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20 February 2020								
<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	<p>Progress Update on 2019/2020 Statement of Accounts</p> <p>A report requested by Overview and Scrutiny to provide a progress update on Statement of Accounts 2019/20 preparations.</p>	20 Feb 2020			Open	
<i>Luci Mould, Director of Place, 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	<p>Portfolio Holder Briefing - Place Portfolios</p> <p>To receive a briefing from the Place Portfolio Holders regarding the Place business areas and their portfolios.</p>	20 Feb 2020			Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	<p>Draft Key Performance Indicators - 2020/21</p> <p>To receive the latest draft of KPIs for 2020/21</p>	20 Feb 2020			Open	

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<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	<p>Overview and Scrutiny Committee: Proposed Work Programme 2020/21</p> <p>To consider the proposed work programme for the Committee for 2020/21.</p>	20 Feb 2020	27 Feb 2020	9 Apr 2020	Open	
19 March 2020								
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	<p>Internal audit 2019/20 - Q3 progress report</p> <p>To consider progress in Q3 against delivery of the 2019/20 internal audit plan.</p>	19 Mar 2020			Open	
<i>Luke Harvey, Project & Performance Team Leader</i>	Portfolio Holder for Corporate Direction and Governance	Head of Projects and Performance	<p>Internal Audit Plan 2020/21</p> <p>To endorse the draft Internal Audit Plan for 2020/21.</p>	19 Mar 2020			Open	
<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	<p>Treasury Management Strategy 2020-2021</p> <p>To consider the Treasury Management Strategy for 2020-21.</p>	19 Mar 2020	27 Feb 2020 26 Mar 2020	9 Apr 2020	Open	PFP

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<i>Helen Stocker, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance	Interim Head of Finance and Assets	<p>Annual Governance Statement</p> <p>The Council is required to publish an annual statement on its corporate governance arrangements. This should accompany the Council's annual Statement of Accounts.</p> <p>Statutory regulations recommend that the body charged with overall responsibility for governance within the Council should review and endorse the statement prior to its formal signature by the Leader of the Council and the Chief Executive.</p>	19 Mar 2020			Open	
<i>Luke Harvey, Project & 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 and Assets	<p>Quarterly Performance Report (Q3 2019/20)</p> <p>To consider Council performance in the third quarter of 2019/20 in regards to Key Performance Indicators, Revenue and Capital Budget Monitoring and Risk Management.</p>	19 Mar 2020	26 Mar 2020		Open	

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<i>Kirsty Jane Hill, Democratic Services Officer</i>	Portfolio Holder for Investment and Companies	Head of Legal and Governance, Interim Head of Finance and Assets	Companies Performance Update To receive an update on the performance of Council companies.	19 Mar 2020			Part exempt	
16 April 2020								
<i>Pat Main, Interim Head of Finance and Assets</i>	Deputy Leader and Portfolio Holder for Finance	Director of Finance and Organisation	External Audit Plan 2019/20 To endorse the draft External Audit Plan for 2019/20.	16 Apr 2020			Open	
<i>Catriona Marchant, Democratic Services Officer</i>	Chairman of the Overview and Scrutiny Committee	Head of Legal and Governance	Overview and Scrutiny Committee: Annual Report 2019/20 To consider the Annual Report of the Committee's work.	16 Apr 2020		28 May 2020	Open	
To be scheduled								
<i>Simon Rosser, Head of Revenues, Benefits and Fraud</i>	Portfolio Holder for Investment and Companies	Director of People	A Local Authority Trading Company for Provision of Revenues, Benefits and Fraud Services, and Loan Facilities Incorporation of the company and associated governance requirements.				Part exempt	KEY

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<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Neighbourhood Services	Head of Corporate Policy	<p>Update on Carbon Management - Climate Change</p> <p>This is a request from Overview and Scrutiny to receive an update on carbon management – climate change, following the motion at Full Council on 7 February 2019 –Minute 75 – Climate Change.</p>				Open	

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