

Action tracker - Overview and Scrutiny Committee 2020/21 – Updated 1 June 2020

Meeting 2019/20	Subject and request	Action	Who	When	Completed and Archived
20 Feb 2020	Item 6 – Portfolio Holder Briefing – Place Portfolios	Supporting local businesses – it was noted that 37 business support grants worth £36,978 had been awarded since April 2019 to help local businesses. Members asked for a written response giving more detail on how the grants had been used by local businesses.	Request to officers (Simon Bland)	Completed	Email on full year of business grants sent to Members on 1 June 2020.
20 Feb 2020	Item 6 – Portfolio Holder Briefing – Place Portfolios	Borough boundary road signs – Members referred to the 'Welcome to Reigate and Banstead Borough Council' Borough Boundary road sign on the northern carriageway A217 which needed repairs. Members asked if the Strategic Head of Neighbourhood Services could follow-up this request.	Request to officers	Completed	Quote being obtained for replacement/repair of Borough boundary sign.
20 Feb 2020	Item 6 – Portfolio Holder Briefing – Place Portfolios	Wildflower verges – Members asked for more information on the planned wildflower planting sites which would be supplied in a written answer to the Committee.	Request to officers (Morag Williams)	In progress	
23 Jan 2020	Item 5 – Portfolio Holder Briefings – People Portfolios	Harlequin theatre – Members requested information on the box office financial takings.	Request to officers	In progress	

17 Dec	Item 5 – Budget Scrutiny Panel Report: Service and Financial Planning 2020/21	Trust Funds – Members asked officers to confirm the actions necessary to gain approval to spend capital sums relating to the Reigate Baths Trust Fund and Commons Trust. Officers to report back with the outcome and options.	Request to officers	In progress	Collection work on the trust documents is on-going and once available they will be reviewed by Head of Legal and Governance.
17 Oct	Item 6 – Portfolio Holder Briefing – Organisation Portfolios	Procurement – Members requested sight of the review report of the procurement and contract management processes and its recommendations when completed.	Request to officers	Completed	A summary of the RBBC Procurement Review was emailed to O&S Members on 17 March 2020.
17 Oct	Item 9 – Future Work Programme – October 2019	Projects Reporting – Members requested further detailed project and programme information to understand the current performance of the major development projects: Marketfield Way, Cromwell Road, Lee Street and Pitwood Park. This followed a written response emailed to Committee Members on 15 October 2019.	Request to officers	Completed	A set of monthly theme dashboards that are shared with Portfolio Holders are now made available to all Members via ModGov intranet Library.