

**MINUTES OF THE CABINET
HELD ON**

14 June 2018

7.30 - 8.32 pm

PRESENT

Committee Members

Councillor Mark Ingall, Leader of the Council
Councillor Waida Forman, Deputy Leader and Portfolio Holder for Equality and Diversity
Councillor Mike Danvers, Portfolio Holder for Resources
Councillor Eugenie Harvey, Portfolio Holder for Community and Wellbeing
Councillor Danny Purton, Portfolio Holder for Environment
Councillor Lanie Shears, Portfolio Holder for Governance
Councillor John Strachan, Portfolio Holder for Regeneration
Councillor Mark Wilkinson, Portfolio Holder for Housing

Other Councillors

Councillor David Carter
Councillor Simon Carter
Councillor Joel Charles
Councillor Bob Davis
Councillor Tony Hall
Councillor Michael Hardware
Councillor Sue Livings
Councillor Stefan Mullard
Councillor Russell Perrin
Councillor Chris Vince

Officers

Brian Keane, Managing Director
Julie Galvin, Solicitor
Jane Greer, Head of Community Wellbeing
Andrew Murray, Head of Housing
Colleen O'Boyle, Interim Head of Governance
Lisa Thornett, Corporate Governance Support Officer

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Emma Toal.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

RESOLVED that the minutes of the meeting held on 22 March 2018 are agreed as a correct record and signed by the Leader.

4. **MATTERS ARISING**

None.

5. **WRITTEN QUESTIONS FROM THE PUBLIC**

The question, together with the answer, is appended to the minutes.

6. **WRITTEN QUESTIONS FROM COUNCILLORS**

The question, together with the answer, is appended to the minutes.

7. **PETITIONS**

None.

8. **FORWARD PLAN**

RESOLVED that the Forward Plan is noted.

9. **RECENT DECISIONS TAKEN BY THE LEADER, DEPUTY OR PORTFOLIO HOLDER(S)**

None.

10. **PORTFOLIO HOLDER DELEGATIONS**

RESOLVED that the Leader's Scheme of Delegation to Portfolio Holders for 2018/19, as set out in the document submitted, is noted.

11. **APPOINTMENT OF CABINET OVERVIEW WORKING GROUP, PANELS AND PARTNERSHIP BODIES 2018/19**

RESOLVED that appointments to the Cabinet Overview Working Group, Panels and Partnership Bodies were approved as appended to the minutes.

12. **CABINET OVERVIEW WORKING GROUP WORK PLAN 2018/19**

RESOLVED that the proposed 2018/19 work plan for the Cabinet Overview Working Group, attached as Appendix A to the report, be agreed.

13. **HTS GROUP 2018-2020**

The Cabinet considered a report which sought approval for a further programme of council house building, as well as the establishment of a subsidiary company to HTS Group which would undertake housing and regeneration projects.

Proposed by Councillor Mark Ingall (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that:

- A** The Council undertake a further programme of building Council houses.
- B** HTS (Property & Environment) Ltd be appointed subject to acceptable business cases being submitted to undertake the associated construction works for those schemes detailed within the report, and that the current HTS (Property & Environment) Ltd's Business Plan be amended accordingly.
- C** A wholly owned subsidiary of HTS Group to undertake housing and regeneration projects be established.
- D** Authority is delegated to the Managing Director, in consultation with the Leader of the Council to complete all necessary legal and financial formalities to progress the above.
- E** Authority is delegated to the Section 151 Officer, in consultation with the Leader of the Council to select and purchase a financial modelling scheme to assist with the Council's housing development processes.

14. **SAFEGUARDING POLICY**

Cabinet considered a report on an updated Child and Adult Safeguarding Policy.

Proposed by Councillor Eugenie Harvey (seconded by Councillor Waida Forman) it was:

RESOLVED that:

- A** The revised and updated Child and Adult Safeguarding Policy, attached as Appendix A to the report, be approved.

15. **AWARD OF CONTRACT FOR REPLACEMENT ROOF COVERING AND ASSOCIATED WORKS TO UNITS AT THE LATTON BUSH CENTRE**

Cabinet received a report to accept a tender for replacement roof works to units at the Latton Bush Centre.

Proposed by Councillor John Strachan (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that:

- A** The most economically advantageous tender submitted by Contractor B is accepted, subject to contract, in the sum of £369,645.41.

16. **EMPLOYMENT MEMORANDUM OF UNDERSTANDING**

Cabinet received a report to approve a draft Employment Memorandum of Understanding between East Hertfordshire District Council, Epping Forest District Council, Harlow Council and Uttlesford District Council.

Proposed by Councillor Danny Purton (seconded by Councillor Mark Ingall) it was:

RESOLVED that:

- A** The draft Memorandum of Understanding (MoU) between East Hertfordshire District Council, Epping Forest District Council, Harlow Council, Uttlesford District Council covering the Distribution of Objectively Assessed Employment Need across the West Essex-East Herts Functional Economic Market Area attached as Appendix A to the report be approved.
- B** Authority be delegated to the Managing Director in consultation with the Portfolio Holder for Environment to approve any minor and inconsequential amendments to the draft Memorandum.
- C** Subject to B, the Managing Director be authorised to sign the MoU in consultation with the Leader and the Portfolio Holder.

17. **COMMUNICATIONS FROM COMMITTEES/WORKING GROUPS/PARTIES AND PANELS**

- a) Referral from Cabinet Overview Working Group - Health and Wellbeing Strategy

Cabinet received a report of the review of the health and wellbeing in Harlow which had been referred to it by the Cabinet Overview Working Group. The report proposed the adoption of a Health and Wellbeing Strategy.

Proposed by Councillor Eugenie Harvey (seconded by Councillor Waida Forman) it was:

RESOLVED that:

- A** The Health and Wellbeing Strategy, attached as Appendix A to the report, be approved.

18. **MINUTES OF PANELS/WORKING GROUPS**

RESOLVED that the minutes of the following meetings are noted.

- a) Minutes of meeting Thursday, 5 April 2018 of Harlow Local Highways Panel

b) Minutes of meeting Thursday, 12 April 2018 of Cabinet Overview Working Group

19. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL

**CABINET – 14 JUNE 2018
QUESTIONS FROM THE PUBLIC**

Agenda item 5 refers

1. **Ms Sheila Sullivan to Councillor Mark Wilkinson, Portfolio Holder for Housing**

The Housing Act 2004 provided for licensing schemes for Houses in Multiple Occupation to be operated on a revenue neutral basis, at no cost to the public purse. The costs of running the schemes, including enforcement, were to be covered by income from the licence fees.

A neighbour of mine has recently received an e mail from an Environmental Health Officer explaining that they have a waiting list of over one hundred suspected unlicensed HMOs to be investigated. The explanation given is that resources are limited.

Any tenants in these properties would not have the protection that licensing provides and may be at risk.

What action will Harlow Council take to clear this backlog of enforcement as soon as possible and ensure resources are adequate for the future?

Reply from Councillor Mark Wilkinson, Portfolio Holder for Housing

Resources made available through licensing fees and charges are deployed to administer the licensing regime including taking progressive and proportionate enforcement action in accord with the Council's enforcement policy where this is appropriate.

Concerns about possible HMOs raised by members of the public are quite properly recorded by the Environmental Health team amongst the information collected, and each enquiry is followed up. Experience demonstrates that the great majority of such enquiries when investigated relate to dwellings which do not meet the statutory definition of an HMO. There will always be a certain number of such lines of enquiry to follow up in any enforcement regime and the number of enquiries to be followed up should not be equated with an estimate of outstanding enforcement actions.

Resources allocation across all enforcement functions is kept under review to ensure that it remains in balance with Council priorities.

CABINET – 14 JUNE 2018
QUESTIONS FROM COUNCILLORS

Agenda item 6 refers

1. **Councillor Michael Hardware to Councillor Danny Purton, Portfolio Holder for Environment**

What additional arrangements has he put in place to encourage a meaningful response from residents of Harlow to the current Regulation 19 consultation on the Local Plan? I am sure he will agree that just over 120 responses to the Regulation 18 consultation was really not adequate or a proper representation of the views of residents, and the Council really should do better to promote the consultation and ensure residents can better understand the Local Plan and easily be able to provide their comments.

Reply from Councillor Danny Purton, Portfolio Holder for Environment

The Local Plan follows the procedures set out in the Town and Country Planning Regulations 2012 and we have now reached the stage known as Regulation 19 where the Plan is being tested against the “Tests of Soundness” together with the legal compliance of the Plan. More specifically, the consultation is being undertaken in accordance with the Councils’ recently adopted Statement of Community Involvement (September 2017). For example, to date the Council has sent out over 2,000 letters and emails to statutory undertakers, members of the public, businesses and a range of interest groups; and has also made hard copies of the draft Plan available at Council premises and public libraries across Harlow. Currently we have had 130 expressions of interest, although whether they become representations depends upon whether they consider they need to formally respond.

Item 11 refers:

CABINET APPOINTMENTS 2018/19

Recommended that appointments to Cabinet bodies for 2018/19 are made as detailed below:

Cabinet Overview Working Group

Cabinet Overview Working Group (10)	
Conservative (4)	Labour (6)
David Carter	Ian Beckett (c)
Simon Carter	Tony Edwards (vc)
Mike Garnett	Jean Clark
Shona Johnson	Bob Davis
	Maggie Hulcoop
	Edna Stevens

Cabinet Advisory Panels

Constitution Panel (3)	
Conservative (1)	Labour (2)
Nick Churchill	Lanie Shears (c)
	Stefan Mullard

Local Development Plan Panel (7)	
Conservative (3)	Labour (4)
Simon Carter	Stefan Mullard (c)
Mike Garnett	Waida Forman (vc)
Michael Hardware	Danny Purton
	Lanie Shears

HTS Bodies

Shareholders Sub-Committee for HTS (Property & Environment) Ltd	
Conservative (2)	Labour (3)
Joel Charles	Mark Ingall (c)
Andrew Johnson	Danny Purton
	Mark Wilkinson

HTS (Property & Environment) Board of Directors	
Conservative (1)	Labour (2)
Simon Carter	Bob Davis
	Chris Vince

Item 11 refers:

HTS Group Ltd	
Conservative (1)	Labour (2)
Simon Carter	Bob Davis
	Chris Vince

Partnership and Liaison Bodies

Harlow Local Highways Panel (4)	
Conservative (0)	Labour (4)
	Tony Durcan
	Tony Edwards
	Danny Purton
	John Strachan

Enterprise Zone Board (1 + 1 Substitute)	
Emma Toal	
Sub (vacant)	

Essex Flood Partnership (1 + 1 Substitute)	
Danny Purton	
John Strachan (sub)	

Harlow Health and Wellbeing Board (<i>previously Harlow Wellbeing Partnership</i>) (1)	
Eugenie Harvey (c)	

London Stansted Cambridge Consortium (1 + 1 Officer)	
Emma Toal	

North Essex Parking Partnership (1 + 1 Substitute)	
Danny Purton	
Mike Danvers (sub)	

West Essex Wellbeing Joint Committee (2 + 1 Substitute)	
Waida Forman	
Eugenie Harvey	
Ian Beckett (sub)	

Harlow Bus Users Group	
Maggie Hulcoop (c)	

Item 11 refers:

Tenant and Leaseholder Participation Forum

Housing Standards Board (3)	
Conservative (1)	Labour (2)
Simon Carter	Mark Wilkinson (c)
	Bob Davis (vc)