

CABINET
Thursday, 18 October 2018 at 7.30 pm
Council Chamber, Civic Centre

Members

Councillor Mark Ingall, Leader of the Council
Councillor Mark Wilkinson, Deputy Leader and Portfolio Holder for Housing
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 & Equality and Diversity
Councillor John Strachan, Portfolio Holder for Regeneration
Councillor Emma Toal, Portfolio Holder for Economic Growth

AGENDA

1. Apologies for absence
2. Declarations of Interest

Councillors' declarations of interest (if any) in relation to any items on the agenda.
3. Minutes (Pages 4 - 11)

To approve the minutes of the meeting held on 13 September 2018.
4. Matters Arising

Any matters arising from the minutes of the previous meeting.
5. Written Questions from the Public

To receive any questions from members of the public in accordance with Rule 10 of the Council Procedure Rules.
6. Written Questions from Councillors

To receive any questions from Councillors in accordance with Rule 11 of the Council Procedure Rules.
7. Petitions

To consider any petitions that have been referred to the Cabinet under the Council's Petition Scheme.

a) Policing in the Town Centre

Petition from Councillor Tony Edwards.

“Harlow Town Centre needs a visible ongoing Police presence to tackle the increase in crime.”

8. Forward Plan (Pages 12 - 22)

To note the Forward Plan, which lists all upcoming Cabinet decisions and provides notice of key decisions and those expected to be taken in private session.

9. Recent Decisions Taken by The Leader, Deputy or Portfolio Holder(s)

There have not been any decisions taken by Portfolio Holders under delegated powers since the last meeting of the Cabinet.

10. Review of Enterprise Zone Business Rates Relief Policy (Pages 23 - 37)

11. Contract Award for External Refurbishment Works to 15-96 and 129-312 The Hides (Pages 38 - 41)

12. Contract Award for External Refurbishment Works to 7-255 The Hornbeams (Pages 42 - 45)

13. Appointments to Cabinet Overview Working Group, Panels and Partnership Bodies (Page 46)

14. Cabinet Overview Working Group Work Plan 2018/19

To add the following items to the Cabinet Overview Working Group Work Plan:

a) Houses of Multiple Occupation; and

b) Housing Strategy.

15. Communications from Committees/Working Groups/Parties and Panels

None.

16. Minutes of Panels/Working Groups

To note the following draft minutes of Cabinet appointed bodies. Minutes remain draft until approved by the relevant body.

a) Minutes of meeting Monday, 17 September 2018 of Harlow Local Highways Panel (Pages 47 - 67)

17. Matters of Urgent Business

To deal with any matters of an urgent nature.

**MINUTES OF THE CABINET
HELD ON**

13 September 2018

7.30 - 9.05 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 and Member
Councillor John Strachan, Portfolio Holder for Regeneration
Councillor Emma Toal, Portfolio Holder for Economic Growth
Councillor Mark Wilkinson, Portfolio Holder for Housing

Other Councillors

Councillor Simon Carter
Councillor Joel Charles
Councillor Tony Edwards
Councillor Michael Hardware
Councillor Andrew Johnson
Councillor Stefan Mullard
Councillor Chris Vince

Officers

Brian Keane, Managing Director
Dianne Cooper, Planning and Building Control Manager
Simon Freeman, Head of Finance and Deputy to the Managing Director
Jane Greer, Head of Community Wellbeing
Andrew Murray, Head of Housing
Colleen O'Boyle, Interim Head of Governance
Michael Pitt, Environment and Licensing Manager
Adam Rees, Governance Support Officer

38. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lanie Shears.

39. **DECLARATIONS OF INTEREST**

None.

40. **MINUTES**

RESOLVED that the minutes of the meeting held on 19 July 2018 are agreed as a correct record and signed by the Leader.

41. **MATTERS ARISING**

None.

42. **WRITTEN QUESTIONS FROM THE PUBLIC**

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

43. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

44. **PETITIONS**

None.

45. **FORWARD PLAN**

RESOLVED that the Forward Plan is noted.

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

None.

47. **LOCAL DEVELOPMENT PLAN - SUBMISSION TO PLANNING INSPECTORATE FOR EXAMINATION UNDER REGULATION 22**

Cabinet received a report which recommended that Full Council that the Local Plan is approved for submission to the Secretary of State in accordance with Regulation 22 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended).

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

RESOLVED that Cabinet recommends to Full Council that:

- A** The Harlow Local Development Plan Pre-Submission Publication (2018) be formally approved for Submission to the Secretary of State in accordance with Regulation 22 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended).
- B** The updated Local Development Scheme (attached as Appendix G to the report) be approved.
- C** Delegated authority be given to the Managing Director, in consultation with the Leader of the Council and the Portfolio Holder for Environment, to make and approve any minor and

inconsequential amendments to the documents to be submitted in support of the Harlow Local Development Plan Pre-Submission Publication (2018) arising from the completion of the ensuing technical studies prior to the Public Examination.

48. **JOINT FINANCE AND PERFORMANCE REPORT, QUARTER 1 2018/19**

Cabinet received a report which set out both the Council's financial performance, along with its performance against its own performance indicators for the first quarter of 2018/19.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Ingall) it was:

RESOLVED that:

- A** Cabinet acknowledged the projected outturn position set out in sections three and four of Appendix A to the report for the first quarter (April – June) of 2018/19 as follows:
- i) An adverse variation on controllable budgets of £109,000 representing 0.18 percent of the gross General Fund Budget.
 - ii) A total projected underspend of £429,000 representing - 0.71 percent of the gross General Fund Budget.
 - iii) The Council performed on or above target for 47 out of 48 (98 percent) of its quarterly performance indicators.

49. **HOUSING REVENUE ACCOUNT, QUARTER 1 FINANCE REPORT 2018/19**

Cabinet received a report which provided an update on the Housing Revenue Account (HRA) for the first quarter of 2018/19 and asked that Cabinet variances in the HRA budget and the forecast of the HRA and Major Repairs Reserve.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that Cabinet:

- A** Noted:
- i) An unfavourable variation against the approved Housing Revenue Account (HRA) operational/controllable budget of £956,000 representing 1.8 percent of the gross HRA budget.

- ii) An unfavourable non-operational variance of £4,104,000 representing 7.72 percent of gross HRA budget which includes adjustments to capital programme financing as a result of the carryovers from 2017/18 and other adjustments.

B Noted the forecast balances at 31 March 2019, of £5,304,000 in respect of the HRA and nil in respect of the Major Repairs Reserve (MRR).

50. **CAPITAL PROGRAMMES, QUARTER 1 FINANCE REPORT 2018/19**

Cabinet received a report which provided an update on the Council's Housing and Non-Housing Capital Programmes, to approve a revised Housing Capital Programme for 2018/19, and to approve five business cases.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that Cabinet:

A Noted the progress on the delivery of the Council's Housing and Non-Housing Capital Programmes as at Quarter 1 (1 July 2018) as follows:

- i) Housing Capital Programme –forecast outturn of £24,551,000 (original estimate £18,804,000).
- ii) Non-Housing Capital Programme – forecast outturn of £14,727,000 (original estimate £15,250,000).

B Approved:

- i) Additional expenditure of £11,000, from the Non-Housing Capital Programme, within the Town Park Inclusive Play scheme (approved in 2018/19) for a new footpath and footpath improvements. The additional expenditure is fully grant funded by the County Council.
- ii) A business case for the installation of new boilers and system controls at Abercrombie Playbarn, £25,000, funded from the approved Non-Housing Capital Contingency Budget.
- iii) A change to the business case to upgrade council websites (approved in February 2017). It is recognised that £40,000 of urgent works are required to upgrade the main Council website, to be funded in part from the approved budget of £20,000.

- iv) An additional £10,000 from the Contingency budget to support the installation of new boilers and system controls at 2 and 2A Wych Elm. The current approved budget in the capital programme for this work is £15,000.
- v) A revised current budget in the Non-Housing Capital Programme of £14,727,000 in line with the carryovers, adjustments and additional funding detailed in Table 4 of the report.

51. **ANNUAL TREASURY MANAGEMENT REPORT 2017/18**

Cabinet received a report in the Council's treasury management functions in 2017/18.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Ingall) it was:

RESOLVED that Cabinet:

- A** Noted the annual Treasury Management Report for 2017/18 (attached as Appendix A to the report), including that the Council operated within the Treasury Management Strategy Statement during 2017/18, and that the report is recommended to Full Council for approval.
- B** Noted the issues that the outcome of the EU Referendum is creating and their impact on the Council's treasury management activities.

52. **AWARD OF CONTRACT FOR DOMESTIC WASTE AND RECYCLING COLLECTION SERVICES**

Cabinet received a report to award a contract for domestic waste and recycling collection services following the expiration of the current contract at the end of March 2019.

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

RESOLVED that:

- A** The most economically advantageous tender for the contract for the Provision of Domestic Waste and Recycling Collection and Allied Services submitted by Bidder A be accepted, subject to formal contract.
- B** Delegated authority be given to the Managing Director, in consultation with the Leader of the Council, to make the necessary contractual arrangements.

53. **AWARD OF CONTRACT FOR ADVICE SERVICES**

Cabinet received a report recommending the award of contract to provide Advice Services for three years from 1 October 2018.

Proposed by Councillor Eugenie Harvey (seconded by Councillor Emma Toal) it was:

RESOLVED that:

- A** Contractor A be awarded the contract for delivery of Advice Services for a period of three years from 1 October 2018 at £90,000 per annum subject to paragraph 7 of the report.
- B** Delegated authority be given to the Head of Community Wellbeing, in consultation with the Portfolio Holder for Community and Wellbeing, to make the necessary contractual arrangements.

54. **MHCLG BUSINESS RATES PILOT PROGRAMME 2019-20**

Cabinet received a report to grant delegated authority to the Head of Finance in consultation with the Leader of the Council and the Portfolio Holder for Resources, to give notice formally of the Council's intention to accept or to decline to opt into the 75 percent BRR Pilot Programme if it was deemed financially favourable.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Ingall) it was:

RESOLVED that Cabinet:

- A** Noted the content of the report and its potential implications for the forthcoming budget setting for 2019/20.
- B** Granted delegated authority to the Head of Finance, in consultation with the Leader of the Council and the Portfolio Holder for Resources, to give notice formally of the Council's intention to accept or to decline to opt into the 75 percent BRR Pilot Programme with the other constituent Essex local councils as deemed most favourable to the Council.

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

a) **Referral from Scrutiny Committee - Civic Pride and Education**

Cabinet received a referral from the Scrutiny Committee which recommended additional funding to support events and activities with a theme of Civic Pride.

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

RESOLVED that:

A Cabinet supports the events and activities with a theme of Civic Pride, as set out in paragraphs 10 to 13 of the original report attached as Appendix 1.

b) Referral from Scrutiny Committee - Review of Universal Credit in Harlow - Update Report

Cabinet received a referral from the Scrutiny Committee which asked it to note some specific ongoing transitional issues arising from the implementation of Universal Credit.

Proposed by Councillor Mark Ingall (seconded by Councillor Emma Toal) it was:

RESOLVED that Cabinet:

A Noted the continued operational issues that the transition to Universal Credit is having for the Council and its services during the first 12 months of the live scheme in Harlow and in particular:

- i) Delays in payments being made to housing providers.
- ii) The increased level of rent arrears.

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

RESOLVED that the minutes of the following meetings are noted.

- a) Minutes of meeting Wednesday, 25 July 2018 of Shareholder Sub Committee
- b) Minutes of meeting Thursday, 9 August 2018 of Cabinet Overview Working Group

57. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL

**CABINET – 13 SEPTEMBER 2018
QUESTIONS FROM THE PUBLIC**

Agenda item 5 refers

1. **Mr Cliff Moore to Councillor Eugenie Harvey, Portfolio Holder for Community and Wellbeing**

I understand the successful tenderer must hold a specialist level quality mark (paragraph 5 page 1448 of the Cabinet reports pack). Contractor A does not hold a specialist level quality mark. Please explain why the Council has ignored this essential criterion? Contractor B holds the relevant specialist level quality assurance standard.

Reply from Councillor Eugenie Harvey, Portfolio Holder for Community and Wellbeing

The question is unfortunately based on an incorrect premise. The criterion has not been ignored. Neither bidder met the quality assurance requirement when the tenders were evaluated.

Harlow Council Forward Plan

This plan contains all decisions that the Council's Cabinet expects to take over the coming year. Where relevant, each decision has been identified as a Key Decision or as involving consideration in private session.

The definition of a Key Decision is given in Article 12 of the Council's Constitution but is also set out here for clarity.

A 'Key Decision' means a Cabinet/Portfolio Holder decision which is likely:

- a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates. For this purpose, expenditure or savings are deemed to be significant if they exceed £50,000; or
- b) to be significant in terms of its effects on communities living in an area comprising two or more wards in Harlow.

Each decision listed in this Forward Plan has been assigned an exemption status as follows:

Open – members of the press and public are expected to be allowed to attend during consideration of this matter.

Confidential – members of the press and public are expected to be excluded during consideration of this matter. The reasons for this exclusion will be stated in column 5, and relate to a lawful power to exclude the press and public when specific classes of information are being discussed, as contained in the [Local Government Act 1972](#).

A Decision Notice for each Key Decision is published within five days of it being made. Decision Notices and documents to be considered by decision makers are open for inspection on the Council's website www.harlow.gov.uk and at the Civic Centre, The Water Gardens, Harlow, CM20 1WG. Representations on an upcoming key decision can be made by writing to the Chief Executive, using the address above.

The current members of the Cabinet are as listed on the Council's website at the following page <http://moderngov.harlow.gov.uk/mgCommitteeDetails.aspx?ID=121>

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I009 393	Review of Enterprise Zone Business Rates Relief Policy	Cabinet	18 Oct 2018 Old Harlow	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Economic Growth (Councillor Emma Toal) Andrew Bramidge
I009 429	Contract Award for External Refurbishment Works to 15-96 and 129-312 The Hides	Cabinet	18 Oct 2018 Netteswell	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson) Andrew Murray
I009 430	Contract Award for External Refurbishment Works to 7-255 The Hornbeams	Cabinet	18 Oct 2018 Little Parndon and Hare Street	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson) Andrew Murray
I008 568	Treasury Management Strategy Statement 2018/19: Mid-Year Review	Cabinet	6 Dec 2018	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I008 569	Joint Finance Performance Report, Quarter 2 2018/19	Cabinet	6 Dec 2018	Key decision: No Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman
I008 740	Housing Revenue Account, Quarter 2 Finance Report 2018/19	Cabinet	6 Dec 2018	Key decision: No Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson), Portfolio Holder for Resources (Councillor Mike Danvers) Andrew Murray, Simon Freeman
I008 570	Capital Programmes, Quarter 2 Finance Report 2018/19	Cabinet	6 Dec 2018	Key decision: No Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers), Portfolio Holder for Housing (Councillor Mark Wilkinson) Simon Freeman, Andrew Murray

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I009 377	Creation of HTS (Housing and Regeneration) Company	Cabinet	6 Dec 2018	Key decision: Yes Likely exemption status: Open	Officer's report	Leader of the Council (Councillor Mark Ingall), Portfolio Holder for Housing (Councillor Mark Wilkinson) Brian Keane
I009 345	Spatial Vision and Design Charter	Cabinet	6 Dec 2018 All Wards	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Environment (Councillor Danny Purton) Graeme Bloomer
I008 604	Revision of London Road North Enterprise Zone Local Development Order	Cabinet	6 Dec 2018 Old Harlow	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Environment (Councillor Danny Purton), Portfolio Holder for Economic Growth (Councillor Emma Toal) Graeme Bloomer, Andrew Bramidge

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I009 431	Contract Award for External Refurbishment Works to 115-150 The Hornbeams	Cabinet	6 Dec 2018 Little Parndon and Hare Street	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson) Andrew Murray
I009 432	Contract Award for External Refurbishment Works to 14-248 The Hornbeams	Cabinet	6 Dec 2018 Little Parndon and Hare Street	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson) Andrew Murray
I009 434	Award of Contract for Window and Door Replacement Programme	Cabinet	6 Dec 2018	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson) Andrew Murray
I008 571	Debt Write Offs	Cabinet	6 Dec 2018	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I001 163	Non Housing Asset Management Strategy	Cabinet	6 Dec 2018 Subject to OWG Review	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Regeneration (Councillor John Strachan) Graeme Bloomer
I008 572	Local Council Tax Support Scheme Proposals 2019/20	Cabinet	6 Dec 2018	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman
I009 394	Development of Small Business Laboratory Building on the Harlow Science Park	Cabinet	6 Dec 2018 Old Harlow	Key decision: Yes Likely exemption status: Confidential Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Officer's report	Portfolio Holder for Economic Growth (Councillor Emma Toal), Portfolio Holder for Resources (Councillor Mike Danvers) Andrew Bramidge, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I008 573	Corporate Plan 2019/20	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Leader of the Council (Councillor Mark Ingall) Brian Keane
I008 574	Medium Term Financial Strategy 2019/20 - 2021/22	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman
I008 575	General Fund Budget 2019/20	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I008 576	Housing Revenue Account Business Plan 2018 - 2048	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers), Portfolio Holder for Housing (Councillor Mark Wilkinson) Simon Freeman, Andrew Murray
I008 577	Housing Revenue Account Budget 2019/20	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson), Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman, Andrew Murray

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I008 578	Capital Programmes 2018/19 - 2023/24	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers), Portfolio Holder for Housing (Councillor Mark Wilkinson) Simon Freeman, Andrew Murray
I008 579	Treasury Management Strategy 2019/20	Cabinet	24 Jan 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman
I007 560	Town Centre Area Action Plan - Approval of Regulation 19 Consultation	Cabinet	28 Feb 2019 Toddbrook; Little Parndon and Hare Street; Netteswell	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Regeneration (Councillor John Strachan) Graeme Bloomer

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I008 580	Joint Finance Performance Report, Quarter 3 2018/19	Cabinet	28 Mar 2019	Key decision: No Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman
I008 581	Housing Revenue Account, Quarter 3 Finance Report 2018/19	Cabinet	28 Mar 2019	Key decision: No Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson), Portfolio Holder for Resources (Councillor Mike Danvers) Andrew Murray, Simon Freeman
I008 582	Capital Programmes, Quarter 3 Finance Report 2018/19	Cabinet	28 Mar 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson), Portfolio Holder for Resources (Councillor Mike Danvers) Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I009 104	Homelessness Strategy	Cabinet	28 Mar 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Housing (Councillor Mark Wilkinson) Andrew Murray
I008 583	Debt Write Offs	Cabinet	28 Mar 2019	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Resources (Councillor Mike Danvers) Simon Freeman
I007 561	Town Centre Area Action Plan - Submission to Planning Inspectorate for Examination Under Regulation 22	Cabinet	Sep 2019 (date of meeting to be confirmed) Toddbrook; Little Parndon and Hare Street; Netteswell	Key decision: Yes Likely exemption status: Open	Officer's report	Portfolio Holder for Regeneration (Councillor John Strachan) Graeme Bloomer

REPORT TO: CABINET

DATE: 18 OCTOBER 2018

TITLE: REVIEW OF ENTERPRISE ZONE BUSINESS RATES RELIEF POLICY

PORTFOLIO HOLDER: COUNCILLOR EMMA TOAL, PORTFOLIO HOLDER FOR ECONOMIC GROWTH

LEAD OFFICER: ANDREW BRAMIDGE, PROJECT DIRECTOR – ENTERPRISE ZONE (01279) 446410

This is a Key Decision
It is on the Forward Plan as Decision Number I009393
Call-in Procedures may apply
This decision will affect Old Harlow Ward.

RECOMMENDED that:

- A** The revised Business Rates Relief Policy attached as Appendix 1 to the report be approved.

REASON FOR DECISION

- A** The Council's original business rate relief policy was established in September 2013 as part of the work to set up the Harlow Enterprise Zone. With five years having passed, the Enterprise Zone has moved forward in many ways and it is time to review the targeting of the policy. Whilst the policy can act as an incentive to businesses to locate in Harlow, it also reduces the amount of business rates income that is available for the Council to spend. A balance therefore needs to be struck and for the policy to be reviewed at increasingly more regular intervals.

BACKGROUND

1. Part of the status of a Government designated Enterprise Zone (EZ) is that it provides the potential benefit of a reduction in business rates to businesses in or moving to an EZ. Each EZ is required by Government to have a Business Rate Discount Policy, but the details of this policy are at the discretion of the Local Authority and the granting of any relief is entirely discretionary.
2. The responsibility for allocating the monies accruing from the uplift in business rates on the EZ was given by the Department for Communities and Local Government (now the Ministry of Housing, Communities and Local Government) to the South East Local Enterprise Partnership (SELEP). Harlow Council has

subsequently agreed with SELEP that the first £72 million of this uplift would be spent on activities in Harlow, primarily in connection with supporting the development of the EZ.

3. In 2013, it was agreed with SELEP that any business rate reduction offered by the Council to businesses in the Harlow EZ would be reimbursed to the Council through the increase in business rates accruing from the EZ. This ensures that the Council is no worse off than it would have been if the EZ did not exist.
4. Although the amount of discounts offered by the Council is reimbursed through the business rate uplift, the Council may choose to spend this money in other areas rather than business rate subsidy. Once each site has become attractive in its own right, and business rate discounts cease to be a significant influencer, it is perhaps right that the discounts are withdrawn leaving the Council free to allocate more of the uplift money to other activities.
5. The Council's existing Enterprise Zone Business Rate Relief Policy was agreed by Cabinet in September 2013. Since then, Kao Park has been largely built out and significant progress has been made on the Harlow Science Park. It is therefore timely to review the policy and amend it to reflect the current situation and to provide the right balance between incentives for business to come to Harlow and being able to make a wide range of investment decisions.

ISSUES/PROPOSALS

Geography

6. Currently the Policy provides larger incentives to businesses who locate from further distances. This is to prevent local businesses moving a short distance simply to secure a business rate discount for five years. However, the Policy is based on the 'west Essex' geography of Epping Forest, Harlow and Uttlesford district council areas. Whilst this had some logic at the time of the West Essex Alliance, in practice it means that a business based in, say, Gilston could receive a maximum discount for moving a couple of miles whereas a business in, say, Saffron Walden, would not although this would involve a move of more than 20 miles. To ensure a more equitable policy, it is proposed that the Policy refers to a 10 mile radius around Harlow and that this policy is effective from the date of this meeting.

Timescales

7. Different parts of the EZ will be developed at different speeds and discounts should be offered only where there is a strong case that this provides a real incentive for business to move to Harlow. When sites become an attractive destination in their own right there should be no need to offer such financial incentives. Accordingly, it is proposed that the discounts for Kao Park cease at the end of March 2019, for the Harlow Science Park site in March 2021 and Templefields in March 2022. This will enable the Council to divert business rate uplift funds to other activities.

Appeals

8. The granting of any business rate relief is entirely discretionary and currently this decision is made jointly by the Enterprise Zone Project Director and by the Head of Community Wellbeing. However, the policy has always included a provision for a business to appeal against a decision. Previously the Policy stated that any appeal would be heard by the Head of Regeneration. However, this post no longer exists within the Council structure and so it is now proposed that this is replaced in the Policy by the Head of Finance, which is consistent with the process for all other business rates appeals.

Sector Qualification

9. Business Rate Relief is available for businesses in one of the three target sectors of ICT, Life Sciences or Advanced Manufacturing. It is also potentially available for businesses that can demonstrate that they support these sectors, including logistics and transportation. However, this broad category does not necessarily accord with the objectives of the EZ. Therefore, the 'Other acceptable uses' section of Appendix B of the Policy has been amended to remove the reference to logistics and transportation and to specify that these 'other uses' must be providing 'specialist' products or services to the target sectors.

IMPLICATIONS

Place (Includes Sustainability)

There are no direct implications for Place from these changes and the removal of logistics and transportation from the definition is supported. Clarification of the use classes order for the specialist products or services of target sectors being proposed will be required for development management purposes.

Author: Dianne Cooper, Planning and Building Control Manager on behalf of Graeme Bloomer, Head of Place

Finance (Includes ICT)

As set out within the report, the Council is protected in so much as any discounts offered under the policy are netted from and overall business rates growth achieved across the Enterprise Zone prior to that growth being passed to SELEP.

Author: Simon Freeman, Head of Finance

Housing

As contained within the report.

Author: Andrew Murray, Head of Housing

Community Wellbeing (Includes Equalities and Social Inclusion)

The Business Rate Policy is one of the factors that contribute to the success of the Enterprise Zone, which will help stimulate economic and employment growth in Harlow.

Author: Jane Greer, Head of Community Wellbeing

Governance (Includes HR)

The policy states criteria for business rate relief, allows for discretion and contains an internal appeal process. Application of this process will demonstrate this Council's robust governance arrangements whilst attracting business and regeneration.

Author: Colleen O'Boyle, Interim Head of Governance

Appendices

Appendix 1 – Revised Harlow Enterprise Zone Business Rates Relief Policy

Background Papers

None.

Glossary of terms/abbreviations used

EZ – Enterprise Zone

SELEP – South East Local Enterprise Partnership



Harlow Enterprise Zone Business Rates Relief policy

This policy identifies the circumstances in which Harlow Council will grant a business rate relief to occupiers of non-domestic properties located within the Harlow Enterprise Zone.

Businesses that occupy property in the Harlow Enterprise Zone may be eligible for a discretionary relief of up to 100% of the business rates payable, up to a limit of £55,000 per year and a maximum of £275,000 in any 5 year period subject to meeting the criteria set out within this policy. This will be subject to State Aid limits.

In applying for the relief, businesses will need to demonstrate how their business supports the Harlow Enterprise Zone aim of supporting the growth of the following target employment sectors:

- Advanced Manufacturing
- ICT
- Life Science

For this purpose businesses will need to demonstrate their involvement in the sectors targeted by the Enterprise Zone and provide appropriate evidence.

Applicants for business rate relief will be assessed following the completion and submission of the Harlow Enterprise Zone Business Rate Relief Application Form. The business rate relief will be awarded where the business demonstrates that they will meet the policy criteria.

Applications will be assessed by The Enterprise Zone Team and applications will normally be determined within one month of receipt. The outcome of the assessment will be notified to the applicant in writing.

Business Rate Enterprise Zone Relief Scheme criteria:

To qualify for relief:

- a) The whole or part of the property must be situated within the defined boundary of the Harlow Enterprise Zone as shown on the maps in Appendix A.
- b) The business occupying the property must satisfy the sector test defined in Appendix B.
- c) The award of relief will be made on an annual basis and the business will be required to reapply each year.
- d) The business premises must be occupied in accordance with section 43 of the Local Government Finance act 1988. State Aid de minimus

limits must not be exceeded (See Appendix C for details of what classes as State Aid and the limits);

- e) If a business that moves into the Harlow Enterprise Zone after 18th October 2018 is within the Harlow locality (within a 10 mile radius, as defined in Appendix D) they will need to satisfy the growth test as defined in Appendix E. This helps the local authority to safeguard against displacement.
- f) Businesses that were **already located within Harlow prior to 18th October 2018** that can satisfy the **sector test** (Appendix B) will need to demonstrate that they satisfy the **growth test** (Appendix E) to qualify for a discount.

Business Rate Relief available:

Business meets the following criteria	Amount of Discount available
Business locating in Harlow Enterprise Zone	
Business meets sector test and new business to the wider Harlow area	Up to 100%
Business meets sector test but is an existing Harlow area business that meets the growth test	Up to 80%
Business located in Harlow prior to 18/10/18	
Business meets sector test and growth test	Up to 50%

The Local Authority retains the right to exercise discretion on a case by case basis.

Timescales:

The availability of Enterprise Zone Business Rate Relief will be time-limited and Harlow Council will withdraw the offer of Rate Relief at each of the three sites when the Council feels that it is appropriate to do so. Currently, the availability of Business Rate Relief will cease as follows: -

London Road South (Kao Park) – 31st March 2019

London Road North (Harlow Science Park) – 31st March 2021

Templefields – 31st March 2022

Businesses qualifying, and submitting applications, before these dates will have eligibility for up to five years, subject to the usual annual review process.

Appeals:

In circumstances where an application for business rate relief has been declined, the applicant may appeal for the decision to be reconsidered. A request for appeal should be made in writing to the Head of Finance, no later than one month after the date of the determination. Appeals will be considered by the Head of Finance and this decision will be final.

Monitoring:

The Business Rate Relief is subject to annual monitoring to make sure that the qualifying business is still eligible for the relief, namely to ensure that the business is still in the sector and remains in occupation of the premises. The business will be required to complete an Annual Evaluation Form which will require the business to report on progress made against the plans described on their application form.

Relief can be withdrawn retrospectively if it is established the award was granted in error

On-going relief will not be unreasonably withheld, but businesses will only be granted relief for one financial year at a time and relief will automatically terminate at the end of the financial year for which it is granted.

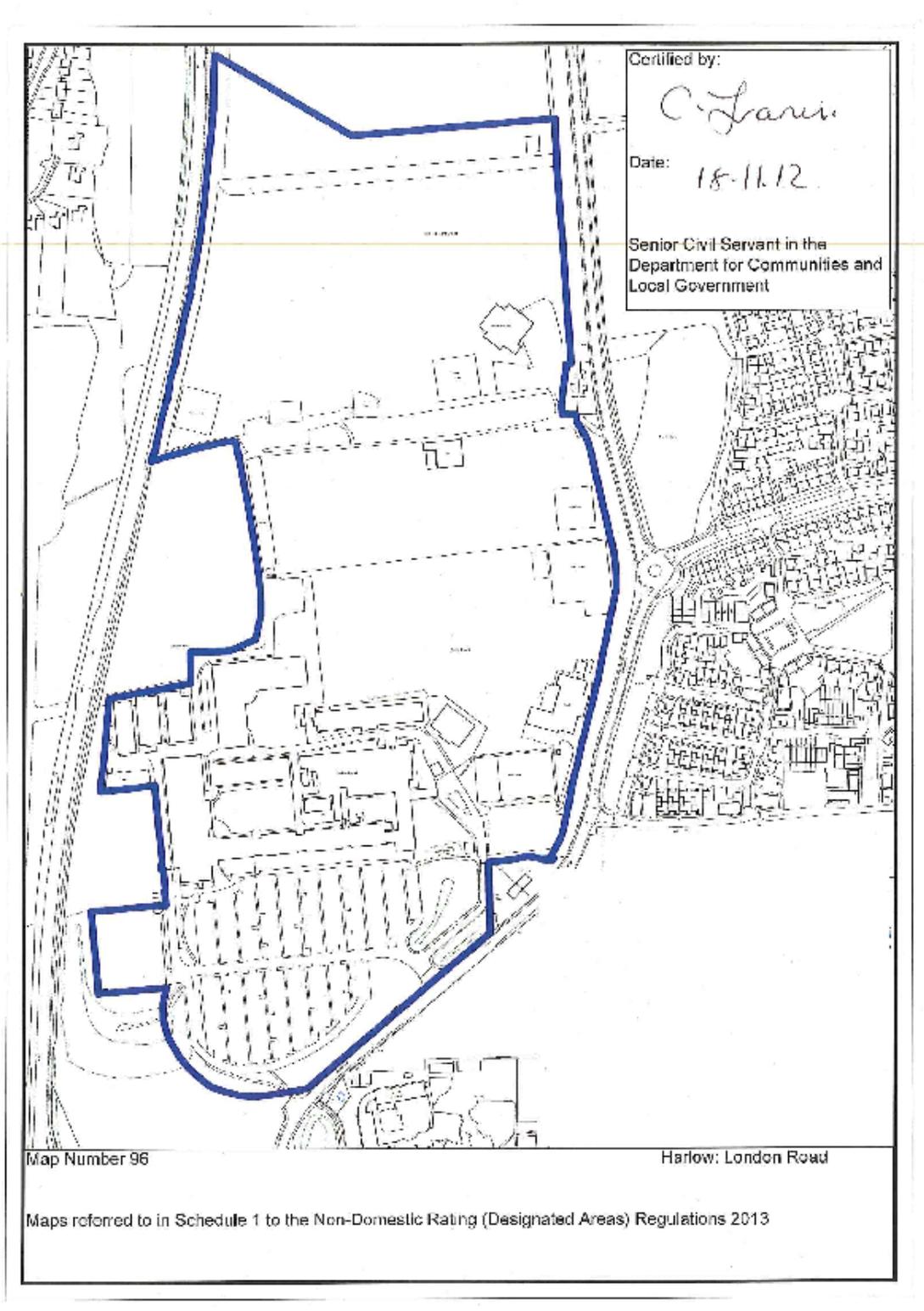
In cases where State Aid de minimus levels would be exceeded, relief will be terminated with immediate effect.

Each case will be considered on its merits.

Appendix A

Harlow Enterprise Zone Site Boundaries

London Road

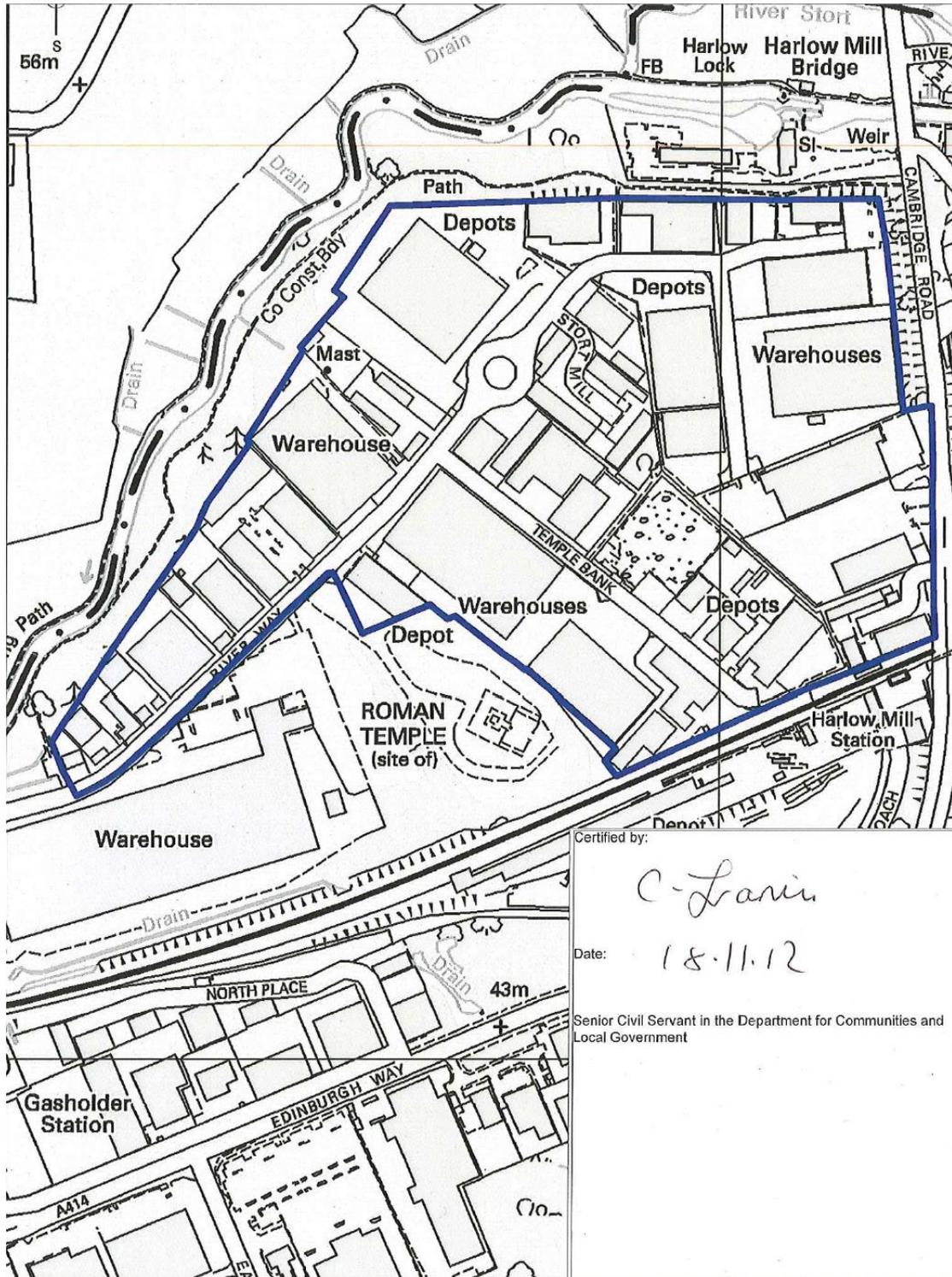


Templefields North East

Map Number 97

Harlow Templefields

Maps referred to in Schedule 1 to the Non-Domestic Rating (Designated Areas) Regulations 2013



Appendix B

Harlow Enterprise Zone Sector Test

Harlow Enterprise Zone wishes to attract businesses from the following 3 target growth employment sectors:

- Advanced Manufacturing
- ICT
- Life Science

In order to qualify for the Harlow Enterprise Zone Business Rate Relief all businesses must demonstrate that the primary focus of the part of the business that is being located within the Enterprise Zone fits within the target sectors.

It will be expected that at least 50% of the turnover of the elements of the business that are located within the Enterprise Zone should be achieved from target sector activity.

It is also expected that the elements of the business that are to be targeted within the Enterprise Zone will have a clear focus on the activities related to the target sectors.

Advanced Manufacturing Sector:

Advanced Manufacturing refers to businesses that use innovative technology to improve products or processes and are likely to use a high level of design or scientific skills in this process.

It is likely that Advanced Manufacturing businesses meet some or all of the following criteria:¹

- is intensive in the use of capital and knowledge;
- requires long term investment decisions to develop processes and buy equipment (that can take more than a year to manufacture);
- uses high levels of technology and R&D and intangible investments (training, improvements to business process) to support innovation;
- requires a flexible workforce with strong specialist skills in the areas of science, technology, engineering and mathematics and design;
- competes in international and domestic markets"²

Advanced Manufacturing businesses are likely to have a sic code that falls within the 10-33 and 72 groupings.³

Examples of manufacturing businesses that are likely to fall with the Advanced Manufacturing sector include the following:

¹ BIS Growth Review as referred to in UKCES, Sector Skills Insights, Advanced Manufacturing Evidence Report 48, July 2012, pviii

² UKCES, Sector Skills Insights, Advanced Manufacturing, Evidence report 48, July 2012, pviii

³ Sic codes 2007

- chemicals / gases
- fuels/ petroleum products
- electrical products including plastic / printed electronics
- machinery
- pharmaceutical products
- industrial biotechnology
- composites
- nanotechnology
- metal products
- aerospace products
- ICT products

ICT Sector:

Information and Communication and Technologies (ICT) generally refers to technologies that focus on communication technologies, such as the internet, wireless, networks, cell phones and other communication mediums. In 1998, OECD member countries agreed to define the ICT sector as a combination of manufacturing and services industries that capture, transmit and display data and information electronically.⁴

The ICT sector refers to both business that are involved in manufacturing ICT products or delivering ICT services as well as where the employees of a business primary job focus is connected with the operation of ICT systems no matter what sector they are employed in.

ICT businesses are likely to have a one of the Sic codes highlighted in the table below.

ICT sub-sector SIC codes⁵:

<u>4 digit SIC code</u>	<u>Sub-sector</u>
2233	Reproduction of computer media
3002	Manufacturer of computer and other information processing equipment
3220	Manufacturer of television and radio transmitters
6420	Telecommunications
7210	Hardware consultancy
7221	Publisher of software
7222	Other software consultancy and supplies
7230	Data processing
7240	Data base activities
7250	Maintenance and repair of office, accounting and computer machinery
7260	Other computer related activities

⁴ <http://www.oecd.org/internet/ieconomy/2771153.pdf>

⁵ E-skills ICT Sic codes

Life Science Sector:

The Life Science sector includes both the manufacturing and research and development (R&D) activities often linked with pharmaceutical and Medical devices industries. It includes the following:

- **Life Science Manufacturing** – includes a range of manufacturing activities relating to life sciences including the manufacture of basic pharmaceutical products, the manufacture of pharmaceutical preparations, the manufacture of irradiation, electro-medical and electrotherapeutic equipment, the manufacture of optical precision instruments and the manufacture of medical and dental instruments and supplies.
- **Life Sciences R&D** – includes research and development activities relating to life sciences

It is likely that Life Science businesses will have a sic code from the following:

Sic Code	Sic code description
21.10	Manufacture of basic pharmaceutical products
21.20	Manufacture of pharmaceutical preparations
21.60	Manufacture of irradiation, electromedical and electrotherapeutic equipment
26.70/1	Manufacture of optical instruments and photographic equipment
26.70/2	Manufacture of optical precision instruments
26.80	Manufacture of photographic and cinematographic equipment
32.50	Manufacture of medical and dental instruments and supplies
72.11	Research and experimental development on biotechnology
72.19	Other research and experimental development on natural sciences and engineering
72.20	Research and experimental development on social services and humanities

Other acceptable uses

The following uses will also potentially qualify for a Harlow Enterprise Zone Business Rate Relief as they are viewed as supporting the growth of the target sectors of the Enterprise Zone. To qualify for relief under these uses the business must clearly demonstrate that they support the target sectors or have a clear business plan to actively develop their business plans to move into supporting the target sectors.

- Companies providing specialist products or services in the direct Supply Chain of companies within the Enterprise Zone target sectors.
- Companies whose primary purpose is to provide service sector support activities to businesses within the Enterprise Zone target sectors. This can include financial, insurance, legal, accountancy and management and consultancy activities.
- Education, training, research and development facilities where the primary purpose is to support learning, innovation, knowledge transfer and growth across the Enterprise Zone target sectors.

Appendix C

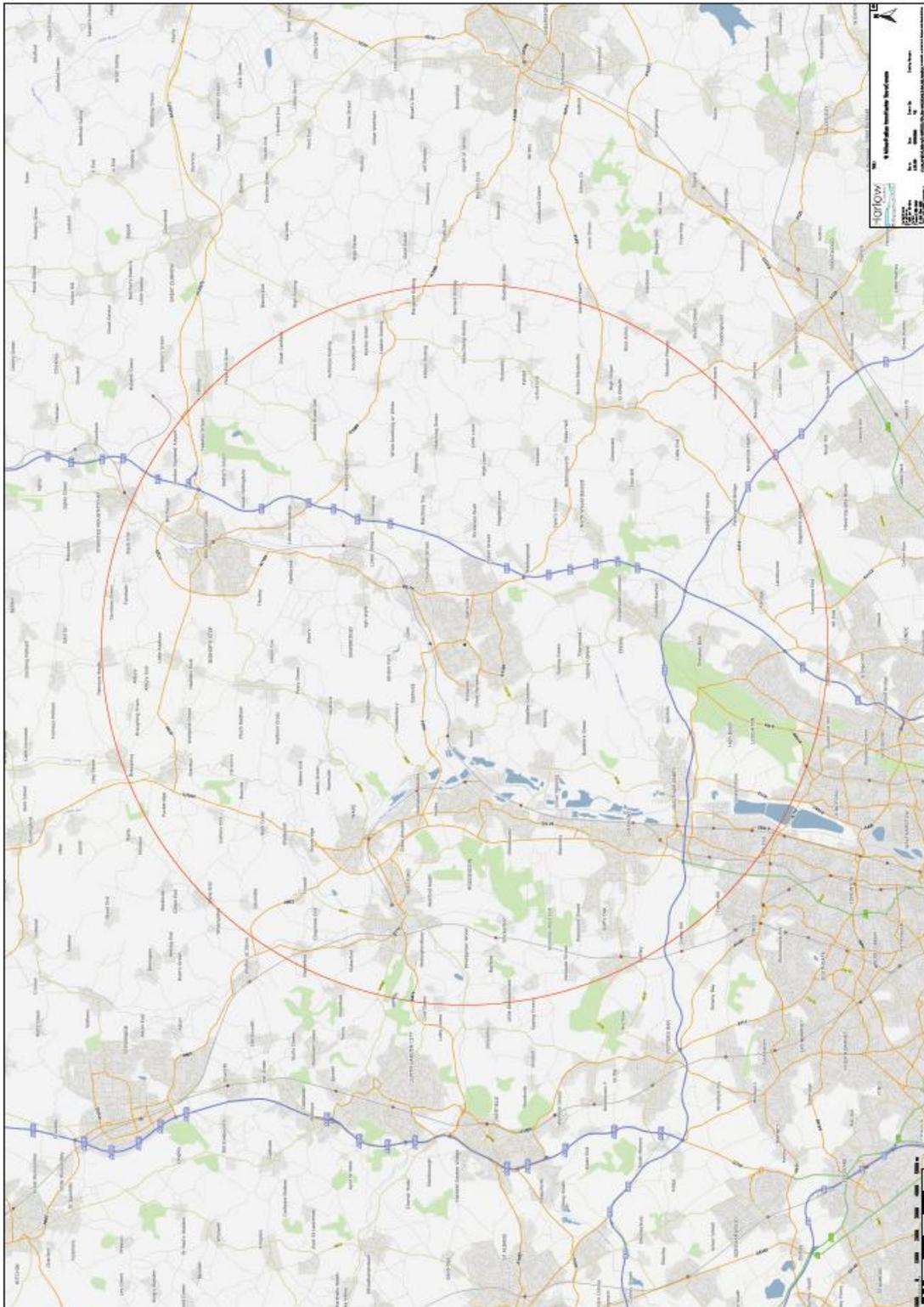
State Aid

State Aid is financial support that is provided by the State to business organisations. State Aid exists to avoid public funded interventions distorting competition within the European Union. **Enterprise Zone Business Rate Relief is State Aid.** Generally State Aid is prohibited and unlawful. However, there are a number of exemptions, which if they apply, render the State Aid lawful and permitted. The relevant exemption in respect to the Enterprise Zone Business Rates Relief is De Minimus Aid.

If the business (including the applicant, parent company or subsidiary) has received any other de minimus State Aid during the current and the preceding two financial years this will be taken into account in calculating the amount of Business Rate Relief that may be awarded, to ensure that State Aid de minimus levels (currently €200,000 over a rolling three year period) are not exceeded.

Appendix D

Extent of 'Harlow Area'



Appendix E

Growth Test

Businesses that have demonstrated that they belong to one of the Harlow Enterprise Zone target sectors but are already located within West Essex, will need to demonstrate how they intend to grow over the next five years. In particular it is important for businesses to demonstrate they intend to meet one or more of the following criteria:

- 20% increase in employment over the 5 years
- or
- 20% increase in turnover over the 5 years
- or
- 20% increase in profit over the 5 years
- or
- Combined 20% from all / mixture of above.

REPORT TO: CABINET

DATE: 18 OCTOBER 2018

TITLE: CONTRACT AWARD FOR EXTERNAL
REFURBISHMENT WORKS TO 15-96 AND 129-
312 THE HIDES

PORTFOLIO HOLDER: COUNCILLOR MARK WILKINSON, DEPUTY
LEADER AND PORTFOLIO HOLDER FOR
HOUSING

LEAD OFFICER: ANDREW MURRAY, HEAD OF HOUSING
(01279) 446676

CONTRIBUTING OFFICER: WENDY MAKEPEACE, SENIOR HOUSING
OPERATIONS MANAGER (PROPERTY)
(01279) 446342

This is a Key Decision
It is on the Forward Plan as Decision Number I009429
Call-in Procedures may apply
This decision will affect Netteswell Ward.

RECOMMENDED that:

- A** The most economically advantageous tender submitted by Contractor D is accepted in the sum of £929,376.35 for the delivery of the external refurbishment works programme subject to contract and Leaseholder consultation.

REASON FOR DECISION

- A** To enable the Council to enter into a contract for these works in compliance with Contracts Standing Orders, and to deliver the Council's priorities as part of its Housing Investment Programme (HIP).

BACKGROUND

1. The block addresses within the Hides Estate which form the basis of this work package were identified for inclusion within year two of the previous eight year programmes. As a result of programme delivery delays and budgetary pressures their refurbishment did not proceed as planned. As such, and in line with current Housing priorities, this scheme has been prioritised for the 2018-19 External Works budget allocation. Effectively this work package represents a continuation of the Council's existing capital works programme but via a new procurement

model as a result of the earlier than planned termination of the former framework agreement.

2. The main drivers for this budget stream and the works identified for this scheme are:
 - a) To ensure properties meet Central Government Decency Standards and are kept weather proof and watertight; and
 - b) To preserve the value, presentation and integrity of the block and properties therein through a planned maintenance programme, including repairing, making good or replacement of deteriorated or failing elements which are in poor repair or at the end of their lifecycle.
3. The scope of works at six large leasehold blocks forming 15-96 The Hides comprises of roof, window and door replacements along with associated cyclical repairs, replacements and decoration to external fascias, rainwater goods, render, walls and ceilings, paving, drainage, boundaries and outbuildings.
4. The scope of works at six smaller leasehold corner blocks comprises cyclical repairs and replacements and decoration to communal rear door, fascia, rainwater goods, render, walls, single glazed window, paving, drainage, boundaries and outbuildings.
5. Works recommended by block Fire Risk Assessments are being undertaken within both block archetypes.

ISSUES/PROPOSALS

The Procurement Process

6. The works have been subject to a competitive tender process, in line with the Council's procurement procedures. The selected form of contract is JCT Minor Works Building Contract 2016 Edition incorporating the Council's preferred amendments. In view of the relatively short term and standalone nature of the works the tender comprised of a 70 percent price and 30 percent quality weighting.
7. Six contractors were invited to submit tenders, each of which had satisfied the Council's pre-tender checks. Four compliant tenders were received by the deadline.
8. Bids were evaluated against a pre-determined evaluation model. Quality evaluations were completed by a panel of three and this assessment was concluded prior to prices being released.
9. A detailed tender analysis has been undertaken. As part of this process several qualifications, clarifications; and where appropriate, amendments were sought

from tendering contractors. The final prices, weighted scores and rankings are shown below.

Table 1 – Weighted Scores for Tenders

Contractor	Quality Weighted Score %	Total Price £'s	Price Weighted Score %	Total Points Score	Ranking
Contractor A	17.37	997,424.42	65.22	82.59	3
Contractor B	27.63	1,108,398.75	58.69	86.33	2
Contractor C	12.63	1,221,788.89	53.25	65.88	4
Contractor D	30.00	929,376.35	70.00	100.00	1

Conclusion

10. Contractor D has submitted the most advantageous bid overall and furthermore has provided both the lowest price and most highly ranked quality submission. Our conclusion is that Contractor D's bid provides good value for money and demonstrates that they will be capable of delivering the works to the standard required by the Council.

Next Steps

11. The relevant statutory consultation with leaseholders (Notice of Estimates) is currently ongoing and due to conclude 12 October 2018.
12. A contract lead in period of at least four weeks is necessary in order for the contractor to mobilise their supply chain and internal resources. It is anticipated that works will commence on site December 2018.

IMPLICATIONS

Place (Includes Sustainability)

None specific.

Author: Jane Greer, Head of Community Wellbeing on behalf of Graeme Bloomer, Head of Place

Finance (Includes ICT)

As detailed within the report – the costs are included and can be contained within the existing approved Housing Capital Programme.

Author: Simon Freeman, Head of Finance

Housing

The Housing Revenue Account Business Plan which is approved annually identifies priorities for inclusion in the Housing Investment Programme (HIP). The HIP programme identifies short, medium and long term priorities for investment in the Council's housing stock in order to maintain it in good order, meeting the Government's statutory requirement.

Author: Andrew Murray, Head of Housing

Community Wellbeing (Includes Equalities and Social Inclusion)

None specific.

Author: Jane Greer, Head of Community Wellbeing

Governance (Includes HR)

The compliance with contract standing orders for seeking tenders together with the application of an agreed evaluation process ensures value for money and demonstrates robust governance arrangements.

Author: Colleen O'Boyle, Interim Head of Governance

Appendices

None.

Background Papers

None.

Glossary of terms/abbreviations used

HIP – Housing Investment Programme

REPORT TO: CABINET

DATE: 18 OCTOBER 2018

TITLE: CONTRACT AWARD FOR EXTERNAL
REFURBISHMENT WORKS TO 7-255 THE
HORNBEAMS

PORTFOLIO HOLDER: COUNCILLOR MARK WILKINSON, DEPUTY
LEADER AND PORTFOLIO HOLDER FOR
HOUSING

LEAD OFFICER: ANDREW MURRAY, HEAD OF HOUSING
(01279) 446676

CONTRIBUTING OFFICER: WENDY MAKEPEACE, SENIOR HOUSING
OPERATIONS MANAGER (PROPERTY)
(01279) 446342

This is a Key Decision

It is on the Forward Plan as Decision Number I009430

Call-in Procedures may apply

This decision will affect Little Parndon and Hare Street Ward.

RECOMMENDED that:

- A** The most economically advantageous tender submitted by Contractor E is accepted in the sum of £355,809.85 for the delivery of the external refurbishment works as detailed subject to contract and Leaseholder consultation.

REASON FOR DECISION

- A** To enable the Council to enter into a contract for these works in compliance with Contracts Standing Orders, and to deliver the Council's priorities as part of its Housing Investment Programme (HIP).

BACKGROUND

1. The block addresses within The Hornbeams Estate which form the basis of this work package were identified for inclusion within year three of the previous eight year programme and represent a refurbishment priority area within the Housing Department. As a result of programme delivery delays and budgetary pressures their refurbishment did not proceed as planned. As such, and in line with current Housing priorities, this scheme has been prioritised for the 2018-19 External Works budget allocation. Effectively this work package represents a continuation

of the Council's existing capital works programme but via a new procurement model as a result of the earlier than planned termination of the former framework agreement.

2. The main drivers for this budget stream and the works identified for this scheme are:
 - a) To ensure properties meet Central Government Decency Standards and are kept weather proof and watertight; and
 - b) To preserve the value, presentation and integrity of the block and properties therein through a planned maintenance programme, including repairing, making good or replacement of deteriorated or failing elements which are in poor repair or at the end of their lifecycle.
3. The scope of works comprises of isolated chimney, roof, wall and render repairs, communal window screen, fascia and rainwater system replacement along with pre-paint repairs and decoration, cavity wall insulation and fire risk reduction works as recommended by existing block Fire Risk Assessments.
4. The works affect nine leaseholder blocks across the estate: 7-10, 40-43, 54-57, 87-90, 101-104, 177-180, 213-216, 224-227 and 252-255 The Hornbeams.

ISSUES/PROPOSALS

The Procurement Process

5. The works have been subject to a competitive tender process, in line with the Council's procurement procedures. The selected form of contract is JCT Minor Works Building Contract 2016 Edition incorporating the Council's preferred amendments. In view of relatively short term and standalone nature of the works the tender comprised of a 70 percent price and 30 percent quality weighting.
6. Six contractors were invited to submit tenders, each of which had satisfied the Council's pre-tender checks. Six tenders were received by the deadline.
7. Bids were evaluated against a pre-determined evaluation model. Quality evaluations were completed by a panel of three and this assessment was concluded prior to prices being released.
8. A detailed tender analysis has been undertaken. As part of this process several qualifications, clarifications; and where appropriate, amendments were sought from tendering contractors. The final prices, weighted scores and rankings are shown below:

Table 1 – Weighted Scores for Tenders

Contractor	Quality Weighted Score %	Total Price £'s	Price Weighted Score %	Total Points Score	Ranking
Contractor A	5.14	435,294.26	57.23	62.37	4
Contractor B	13.71	466,316.81	53.41	67.13	3
Contractor C	22.29	403,806.90	61.68	83.97	2
Contractor D	6.86	958,177.00	25.99	32.85	5
Contractor E	30.00	355,809.85	70.00	100.00	1

Conclusions

- Contractor E has submitted the most advantageous bid overall and has also provided both the lowest price and most highly ranked quality submission. Our conclusion is that Contractor E's bid provides good value for money and demonstrates that they will be capable of delivering the works to the standard required by the Council.

Next Steps

- The relevant statutory consultation with leaseholders (Notice of Estimates) is due to commence 20 September 2018 and will need to conclude satisfactorily prior to contract award.
- A contract lead in period of at least four weeks is necessary in order for the contractor to mobilise their supply chain and internal resources. It is anticipated that works will commence on site December 2018.

IMPLICATIONS

Place (Includes Sustainability)

None specific.

Author: Jane Greer, Head of Community Wellbeing Graeme Bloomer, Head of Place

Finance (Includes ICT)

As detailed within the report – the costs are included and can be contained within the existing approved Housing Capital Programme.

Author: Simon Freeman, Head of Finance

Housing

The Housing Revenue Account Business Plan which is approved annually identifies priorities for inclusion in the Housing Investment Programme (HIP). The HIP programme identifies short, medium and long term priorities for investment in the Council's housing stock in order to maintain it in good order, meeting the Government's statutory requirement.

Author: Andrew Murray, Head of Housing

Community Wellbeing (Includes Equalities and Social Inclusion)

None specific.

Author: Jane Greer, Head of Community Wellbeing

Governance (Includes HR)

The compliance with contract standing orders for seeking tenders together with the application of an agreed evaluation process ensures value for money and demonstrates robust governance arrangements.

Author: Colleen O'Boyle, Interim Head of Governance

Appendices

None.

Background Papers

None.

Glossary of terms/abbreviations used

HIP – Housing Investment Programme

CABINET APPOINTMENTS 2018/19

Recommended that changes to the appointments to Cabinet bodies for 2018/19 are amended as highlighted in bold below:

Cabinet Overview Working Group

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

Partnership and Liaison Bodies

West Essex Wellbeing Joint Committee (2 + 1 Substitute)
Tony Edwards
Eugenie Harvey
<i>Vacant (sub)</i>

**MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL
HELD ON**

17 September 2018

10.02 - 11.25 am

PRESENT**Committee Members**

Councillor Eddie Johnson, Essex County Council (Chair)
Councillor Michael Garnett, Essex County Council
Councillor Michael E Hardware, Essex County Council
Councillor Clive Souter, Essex County Council
Councillor Danny Purton, Harlow Council.

Officers

Lisa Thornett, Corporate Governance Support Officer

Other Members

Councillor Simon Carter, Harlow Council
Councillor Tony Hall, Harlow Council.

63. INTRODUCTIONS AND APOLOGIES

The Chairman welcomed all attendees to the meeting and invited Councillors and Officers to introduce themselves.

Apologies were received from Councillor Tony Edwards.

64. DECLARATIONS OF INTEREST

None.

65. MINUTES OF LAST MEETING AND MATTERS ARISING

AGREED that the minutes of the meeting held on 5 April 2018 are agreed as a correct record.

66. PUBLIC QUESTIONS

Ann Nutt, Chair of Patient Panel at Princess Alexandra Hospital, firstly thanked the group for the new shelter and the digital display. However the shelter opposite the eye unit is in a terrible state and is not fit for purpose.

Rissa Long, advised Mrs Nutt that she would look into this and come back to her. However, it was explained that this year's money has been allocated but following the findings she would make sure it is placed on the list for next year's budget.

67. **NORTH ESSEX PARKING PARTNERSHIP PRESENTATION**

Paul Seabright from North Essex Parking Partnership gave a presentation which is appended to the minutes.

68. **APPROVED SCHEMES UPDATE**

Rissa Long, advised the group of the following:

LHAR181001- The design work is nearly complete and will be sent out as soon as possible.

LHAR172003 – The design has been approved and the initial posts for the signs have been installed.

LHAR162001 – This works is due to commence in October.

LHAR173002 – Some concerns have been raised which will need to be finalised before the work can commence.

LHAR162009 – Design has been completed and is awaiting approval.

LHAR172004 – Is as previously discussed in the last meeting.

LHAR173003 and **LHAR173006** both have been added to the direct delivery programme.

69. **POTENTIAL CAPITAL SCHEMES**

Rissa advised the group that should they have any schemes that they would like to be considered, they must complete the appropriate form on line. Rissa will send out an email with the link to the forms.

Following an enquiry from Councillor Simon Carter, Rissa advised that **LHAR172011** should start this week.

Following enquiries from Councillor Mike Garnett, Rissa relating to **LHAR182002**, Rissa advised that Essex County Council are currently writing a new policy for guard railings and a decision will be taken following on from the policy.

LHAR182003, the survey will commence in the next couple of weeks.

70. **HIGHWAYS RANGERS AND REVENUE EXPENDITURE**

The group noted the attached report.

Rissa will send information on what the rangers are able to do. She will also send this through to Lisa Thornett at Harlow for forwarding to the relevant Councillors.

71. **SECTION 106 SCHEMES**

None

72. **ANY OTHER BUSINESS**

Rissa reminded the group that she will be available in Harlow on the second Thursday of every month should Councillors wish to meet with her. This should be facilitated through Lisa Thornett

73. **DATE OF NEXT MEETING**

The date of the next meeting is Monday 21 January 2019 at 7pm in the Council Chamber.

CHAIR OF THE PANEL

North Essex Parking Partnership



Paul Seabright
Area Manager

50

Minute Item 67



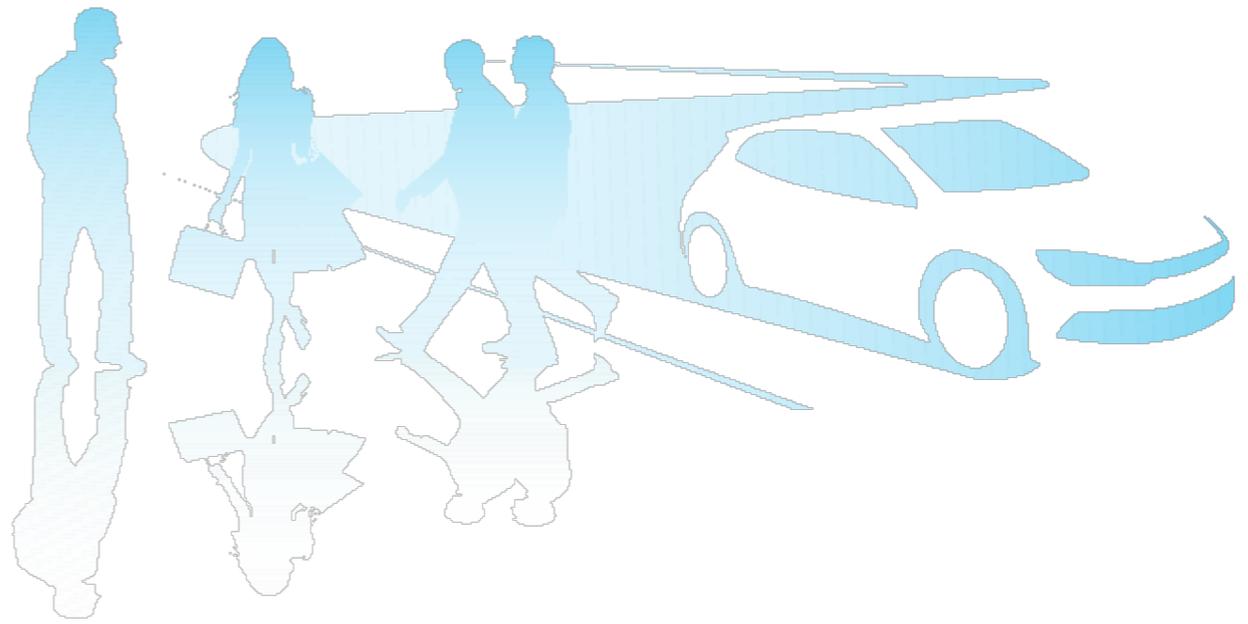
www.parkingpartnership.org

Bringing together the parking operations for North Essex

The Parking Partnership

Agenda

1. **History, role and responsibilities** including the **Governance** arrangements of the North Essex Parking Partnership.
2. Overview of the **operational work** of the parking partnership's front line, back office and technical support services.



North Essex Parking Partnership

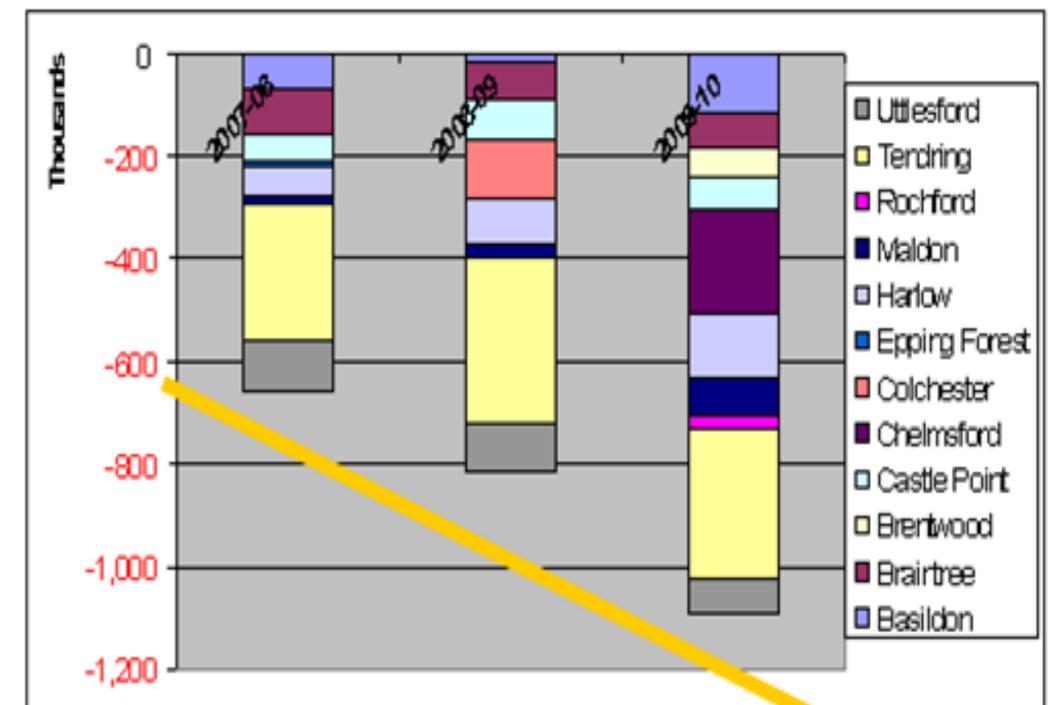
History, Role and Responsibilities

Previous Arrangements

On-Street Parking



- From 2002 until March 2011 on-street parking management and enforcement was delivered separately by the 12 borough, city and district councils through ECC agency arrangements
- Deficit no longer be supported by ECC and gave notice to districts for arrangements to end 31/03/2011
- A project group was established



On 1 April 2011 two new Parking Partnerships were established



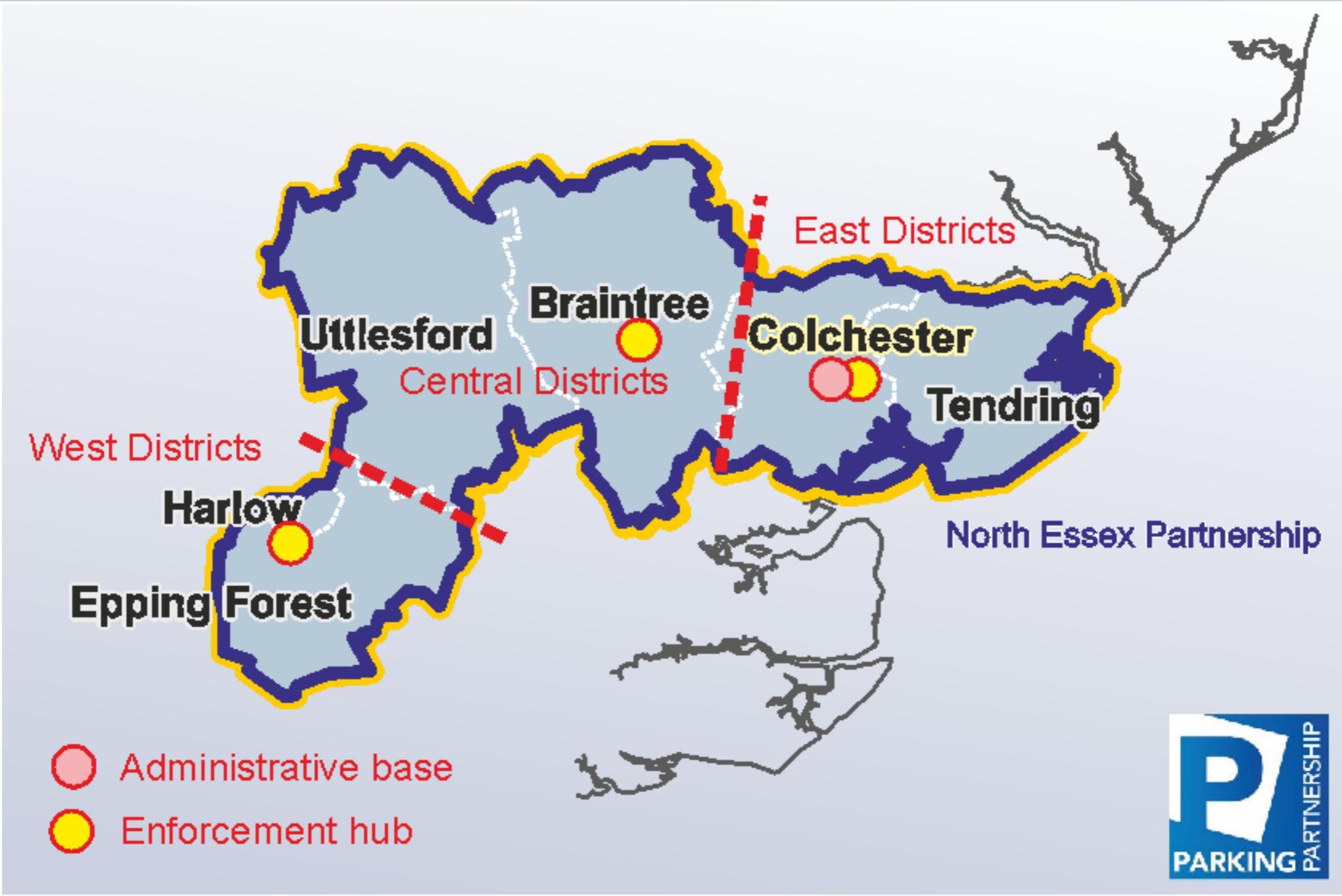
North Essex Parking Partnership



South Essex Parking Partnership

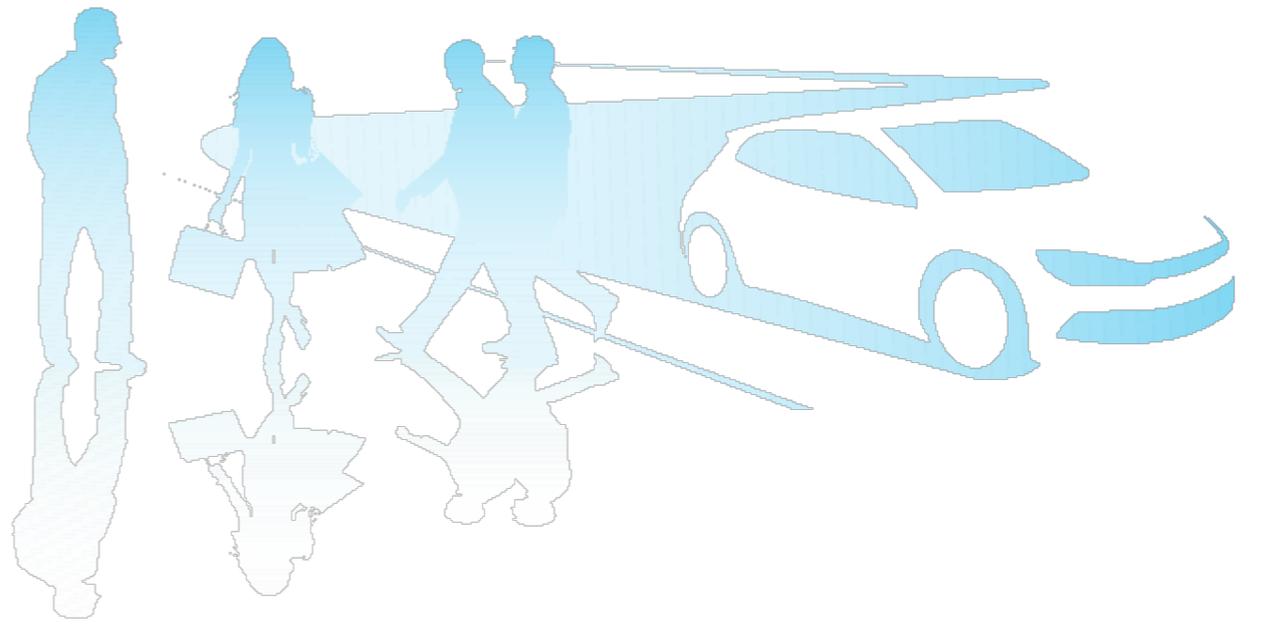


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www.parkingpartnership.org

Bringing together the parking operations for North Essex

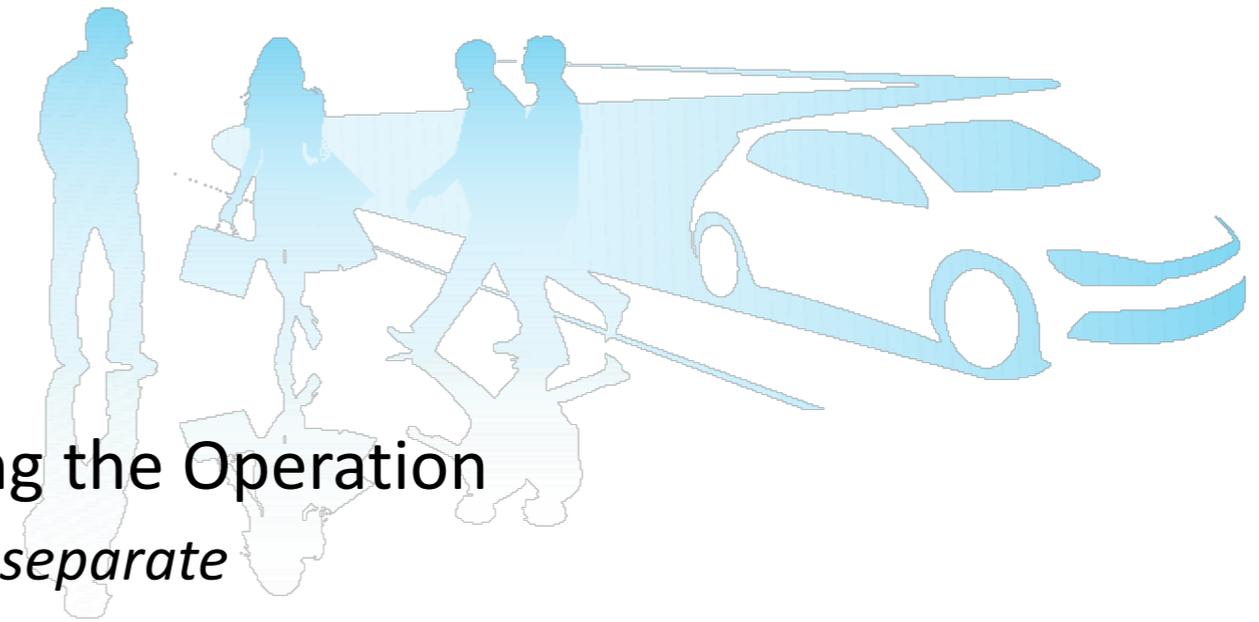


North Essex Parking Partnership

Governance

56

New style of Governance



JOINT COMMITTEE supporting the Operation

On-Street and Off-Street arrangements are separate

– Membership:

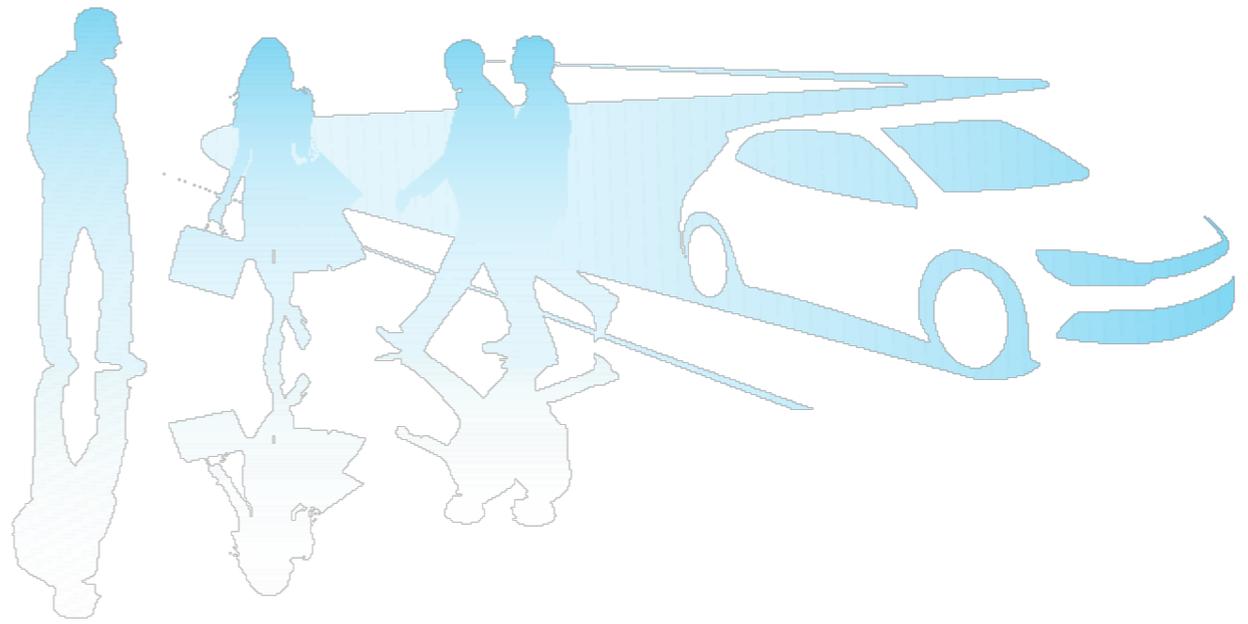
- One member from each borough/city/district
- County member representation

– Officers:

- Managers report to Joint Committee
- Lead authority employer



NB – member representation has to be an executive member to be able to vote



North Essex Parking Partnership

Operations

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TRO Function

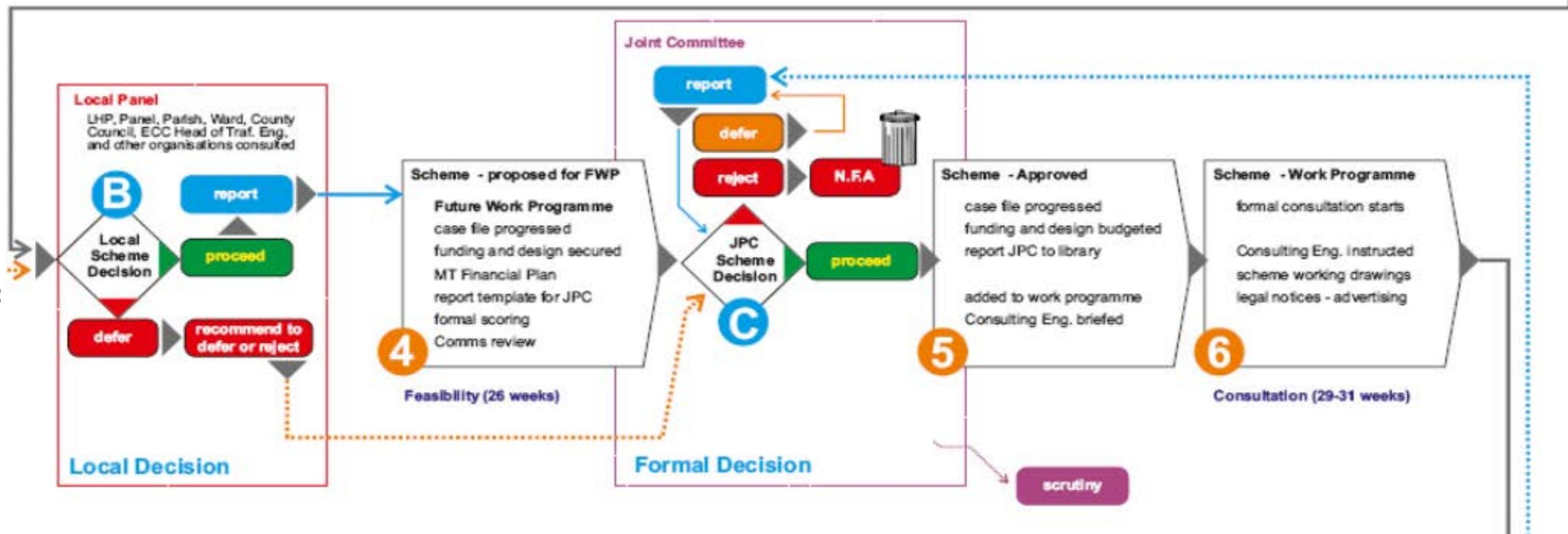
- New parking restrictions
- Existing parking restrictions
- New schemes agreed against TRO policy
- Maintaining local influence on parking decisions
- Technical Function
e.g. Machine Maintenance



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Bringing together the parking operations for North Essex

Procedure flowchart for the introduction of TRO showing approval by Localism Panel or district Committee/Cabinet to support schedules going forward.



Enforcement

- 3 Areas in NEPP – all very rural
- Operationally split into beats and shifts
- All information via Handheld Computers *increasingly digital via MiPermit*
- Yellow lines, resident zones, parking bays, public car parks



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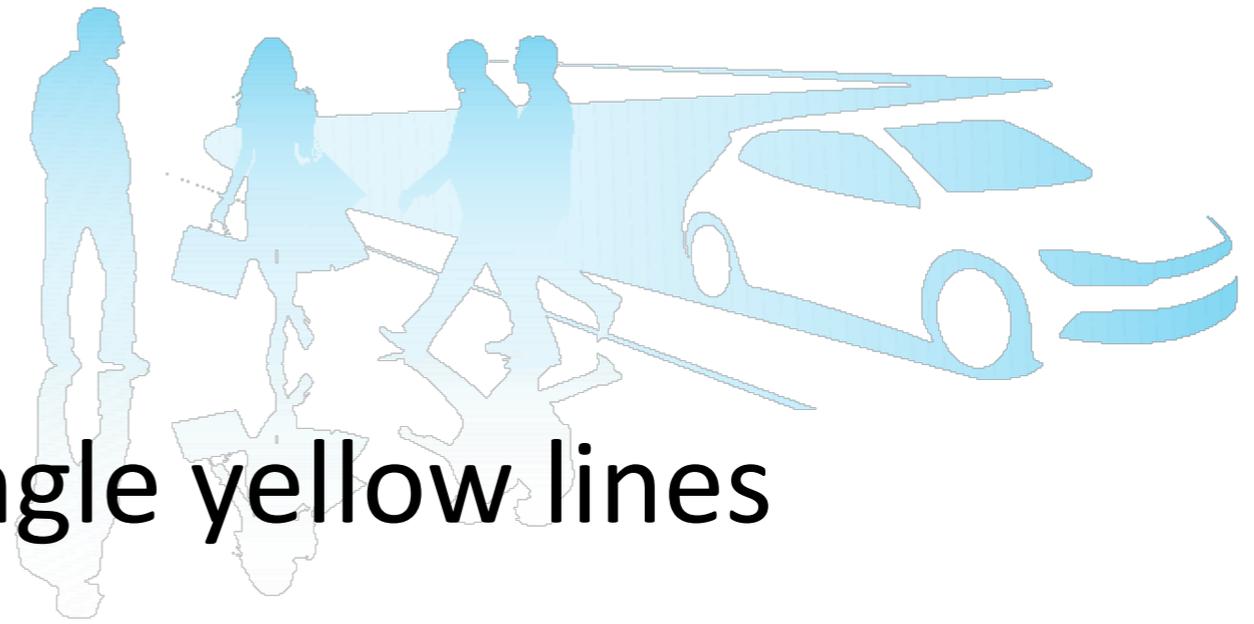
MiPermit



- MiPermit is an online parking account which is accessible using telephone landline, mobile phone, smart phone and Internet through a computer or tablet.

MIPERMIT

Enforcement

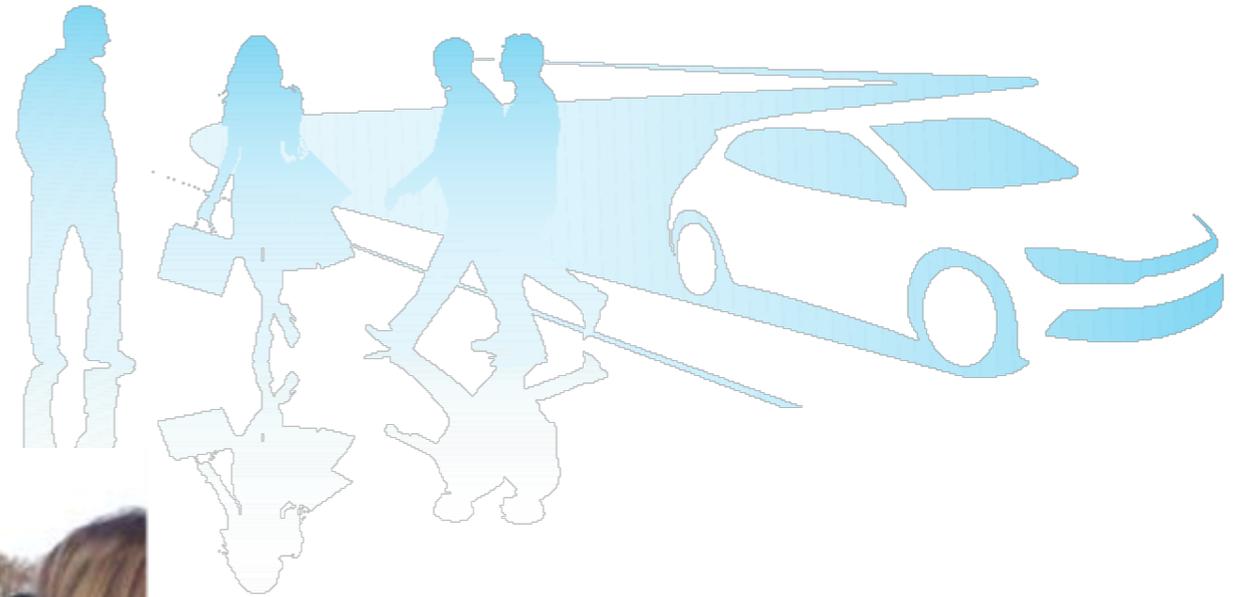


- Double yellow lines/single yellow lines
- Resident Permit Zones
- Dropped kerbs
- Obstruction
- Schools



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ParkSafe



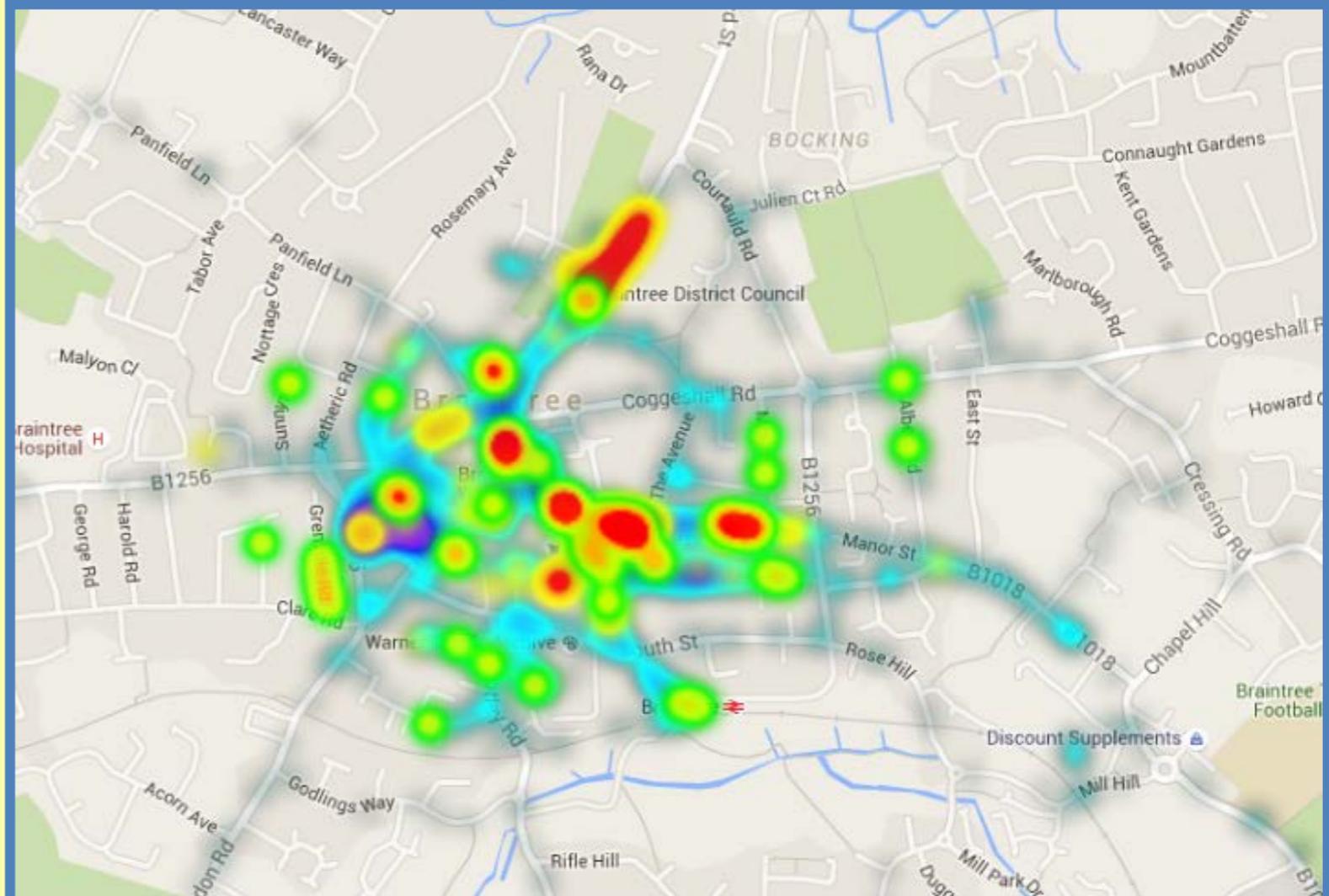
64

School zig-zags and bus stops only at present.



Business Unit

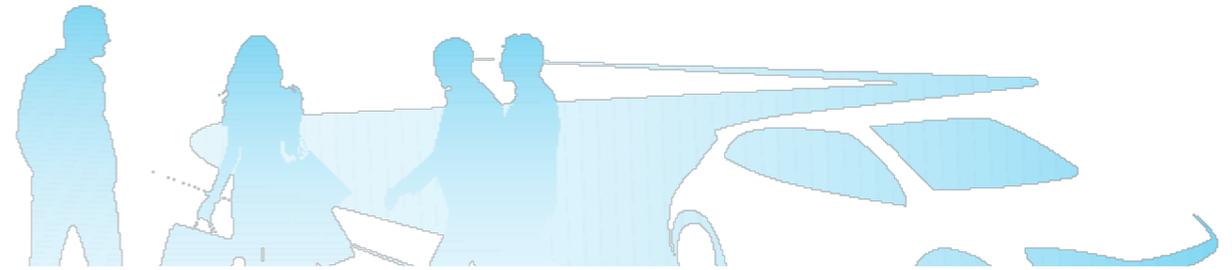
- National Guidance; Operational Policy
- Single Back Office administers:
 - 60,000 PCN
 - 5,100 resident permits
 - 90,000 visitor permits p.a.
 - 4 Joint Committee Meetings p.a.



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The Enforcement Process



The Parking Penalty Enforcement Process

Step 1

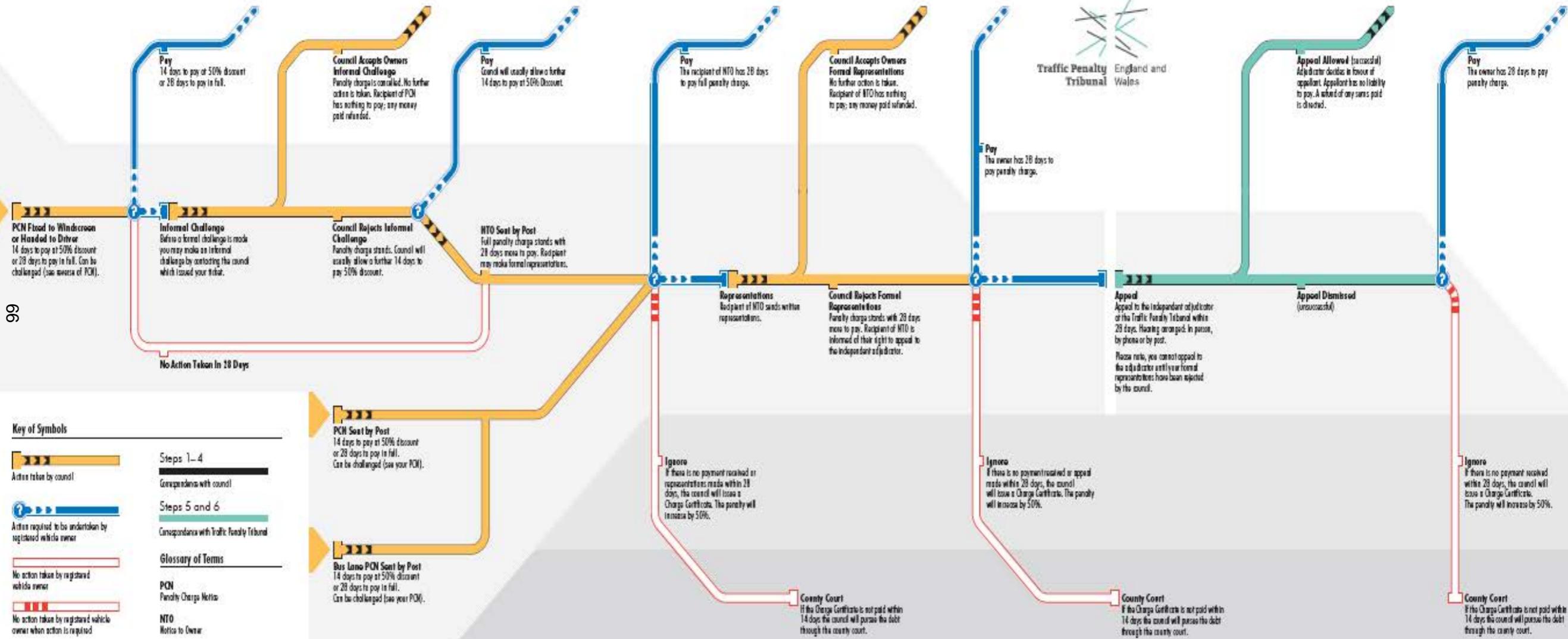
Step 2

Step 3

Step 4

Step 5

Step 6



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Key of Symbols

- Active taken by council
- Actions required to be undertaken by registered vehicle owner
- No action taken by registered vehicle owner
- No action taken by registered vehicle owner when action is required
- Steps 1-4
Correspondence with council
- Steps 5 and 6
Correspondence with Traffic Penalty Tribunal
- Glossary of Terms
PCN
Penalty Charge Notice
NTO
Notice to Owner



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- Any questions ?

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