

**MINUTES OF THE CABINET  
HELD ON**

23 March 2017

7.30 - 8.52 pm

**PRESENT**

**Committee Members**

Councillor Jon Clempner, Leader of the Council  
Councillor Emma Toal, Deputy Leader and Portfolio Holder for Youth and Community  
Councillor Mike Danvers, Portfolio Holder for Resources  
Councillor Tony Durcan, Portfolio Holder for Regeneration and Enterprise  
Councillor Waida Forman, Portfolio Holder for Governance  
Councillor Danny Purton, Portfolio Holder for Environment

**Additional Attendees**

Councillor Mark Ingall  
Councillor Lanie Shears

**Other Councillors**

Councillor David Carter  
Councillor Simon Carter  
Councillor Joel Charles  
Councillor Andrew Johnson  
Councillor Eddie Johnson

**Officers**

Graham Branchett, Chief Operating Officer  
Graeme Bloomer, Head of Place  
Simon Freeman, Head of Finance  
Jane Greer, Head of Community Wellbeing  
Brian Keane, Head of Governance  
Andrew Murray, Head of Housing  
Adam Rees, Corporate and Governance Support Officer

124. **TRIBUTE TO VICTIMS OF WESTMINSTER ATTACKS**

A minutes silence was held in honour of the victims of the attacks at Westminster on 22 March.

125. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors John Strachan and Mark Wilkinson.

126. **DECLARATIONS OF INTEREST**

None.

127. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 23 February 2017 are agreed as a correct record and signed by the Leader.

128. **MATTERS ARISING**

None.

129. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

130. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

131. **PETITIONS**

None.

132. **FORWARD PLAN**

**RESOLVED** that the Forward Plan is noted.

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

None.

134. **JOINT FINANCE AND PERFORMANCE REPORT, QUARTER 3 2016/17**

Cabinet received a report which set out both the Council's financial performance, along with its performance against its own performance indicators for the third quarter of 2016/17.

Proposed by Councillor Mike Danvers (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that Cabinet acknowledges:

**A** The projected outturn position set out in sections three and four of Appendix A to the report for the third quarter (October to December of 2016/17 as follows:

- (i) A favourable variation on controllable budgets of £314,000 representing a net favourable variance of -0.50 percent of the gross General Fund Budget.
- (ii) A total projected underspend of £481,000 representing a forecast underspend of -0.77 percent of the gross General Fund Budget.
- (iii) The Council performed on target or above target for 44 out of 48 (92 percent) of performance indicators.

**B** The transfers to reserves as set out in the Major Variations table in Appendix A to this report are made.

135. **HOUSING REVENUE ACCOUNT, QUARTER 3 FINANCE REPORT 2016/17**

Cabinet received a report which provided an update on the Housing Revenue Account (HRA) for the third quarter of 2016/17 and asked that Cabinet noted variances in the HRA budget and the forecast budget of the HRA and Major Repairs Reserve.

Proposed by Councillor Mike Danvers (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that Cabinet:

**A** Notes:

- (i) A favourable variation against the approved Housing Revenue Account (HRA) operational/controllable budget of (-)£508,000 representing (-)0.90 percent of the gross HRA budget.
- (ii) A favourable non-operational variance of (-) £3,588,000 representing (-)6.39 percent of gross HRA budget which includes adjustments to capital programme financing as a result of the revised outturn for 2016/17.

**B** Notes the forecast balances at 31 March 2017, of £10,287,000 in respect of the Housing Revenue Account and nil in respect of the Major Repairs Reserve.

136. **CAPITAL PROGRAMMES QUARTER 3 FINANCE REPORT 2016/17**

Cabinet received a report which provided an update on the Council's Housing and Non-Housing Capital Programmes, to approve six business cases and the utilisation of up to £1000,000 to support town centre development work.

Proposed by Councillor Mike Danvers (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that Cabinet:

- A** Notes the progress made in the delivery of the Council's Housing and Non-Housing Capital Programmes as at 1 January 2017 as follows:

- (i) Housing Capital Programme – forecast outturn of £21,097,000 (revised estimate £22,714,000).
- (ii) Non-Housing Capital Programme – a forecast outturn of £6,320,000.

**B Approves new business cases:**

- (i) Work to Stort Valley Ponds and Ditches funded by Essex County Council (paragraph 17 of the report).
- (ii) Fuel Station Replacement at Mead Park Depot by a direct revenue contribution (paragraph 18 of the report).
- (iii) Work to Mead Park Depot to comply with regulations as a part of the terms of a new lease to HTS (Property and Environment) Ltd, funded by a direct revenue contribution (paragraph 18 of the report).
- (iv) Refurbishment of Nichols Field Multi-Use-Games-Area, funded from an approved budget underspend (paragraph 19 of the report).
- (v) To construct a Pay and Display Car Park at River Way Car Park, funded from an approved budget underspend (paragraph 20 of the report).
- (vi) Disabled toilet near Pets Corner/Walled Garden in the Town Park, fully funded by a grant of £105,000 from Essex County Council (paragraph 21 of the report)

**C Approves the utilisation of up to £100,000 from the Regeneration and Enterprise Reserve as set out in the report to support town centre development work.**

**137. HMO ANNUAL LICENSING**

Cabinet considered a report which sought approval for changes to the Council's mandatory licensing scheme for Houses in Multiple Occupation (HMOs).

Proposed by Councillor Danny Purton (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that:

- A** New or renewed licenses for Houses in Multiple Occupation under section 55 (2) (a) of the Housing Act 2004 be issued for a period of one year.

- B** The scheme of fees and charges adopted for the Council's Additional Licensing Scheme for Houses in Multiple Occupation be applied to new or renewed licenses for Houses in Multiple Occupation under section 55 (2) (a) of the Housing Act 2004.

138. **PROCUREMENT OF DOMESTIC WASTE AND RECYCLING COLLECTION SERVICES**

Cabinet received a report which sought approval for the Council to commence the procurement process for a domestic waste and recycling collection contractor.

Proposed by Councillor Danny Purton (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that:

- A** The Council commences procurement of a domestic waste and recycling collection contractor as set out in paragraphs 13 to 20 of the report.
- B** Authority to approve all necessary procurement documentation be delegated to the Head of Place in consultation with the Portfolio Holder for Environment.
- C** Cabinet receive a further report on the outcome of the procurement process and the appointment of a preferred bidder.

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

- a) **Referral from Cabinet Overview Working Group - Economic Development Strategy for Harlow**

Cabinet received a report to approve a revised Economic Development Strategy which had been referred to it by the Cabinet Overview Working Group.

Proposed by Councillor Tony Durcan (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that the Economic Development Strategy attached as Appendix A to the report be approved.

- b) **Referral from Scrutiny Committee - Review of Community Engagement**

Cabinet received on the development of a revised Community Engagement Strategy, which recommended that the matter was referred to the Cabinet Overview Working Group to help develop a new Strategy.

Proposed by Councillor Emma Toal (seconded by Councillor Jon Clempner) it was:

**RESOLVED** that the toolkit developed by the Local Government Association and the Campaign Company, as part of the New Conversations Project, be referred to the Overview Working Group with a view to developing a new Community Engagement Strategy.

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

**RESOLVED** that the minutes of the following meetings are noted.

- a) Minutes of meeting Tuesday, 24 January 2017 of Housing Standards Board
- b) Minutes of meeting Tuesday, 7 February 2017 of Cabinet Overview Working Group

141. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL