

**MINUTES OF THE CABINET
HELD ON**

20 July 2017

7.30 - 8.30 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
Councillor Mark Wilkinson, Portfolio Holder for Housing

Additional Attendees

Councillor Lanie Shears
Councillor John Strachan

Other Councillors

Councillor David Carter
Councillor Simon Carter
Councillor Joel Charles
Councillor Tony Hall
Councillor Russell Perrin

Officers

Graeme Bloomer, Head of Place
Andrew Bramidge, Project Director – Harlow Enterprise Zone
John Dyson, Principal Finance Manager
Jane Greer, Head of Community Wellbeing
Brian Keane, Head of Governance
Andrew Murray, Head of Housing
Adam Rees, Governance Support Officer

18. **APOLOGIES FOR ABSENCE**

None.

19. **DECLARATIONS OF INTEREST**

None.

20. **MINUTES**

RESOLVED that the minutes of the meeting held on 22 June 2017 are agreed as a correct record and signed by the Leader.

21. **MATTERS ARISING**

None.

22. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

23. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

24. **PETITIONS**

None.

25. **FORWARD PLAN**

RESOLVED that the Forward Plan is noted.

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

RESOLVED that the following decision is noted.

a) Portfolio Holder for Housing - 22 June 2017

27. **YEAR END 2016/17 JOINT PERFORMANCE AND FINANCE REPORT**

The Cabinet received a report that summarised the Council's financial and operational performance as at year-end 2016/17 and proposed carryovers into 2017/18 and contributions to reserves.

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

RESOLVED that:

A Acknowledges the outturn position set out in section three of Appendix A to this report for the year ending 31 March 2017 (1 April 2016 to 31 March 2017), subject to recommendations in paragraphs 18 and 20, as follows:

- i) An under-spend on controllable service budgets of £508,000 or -0.81 percent of the gross General Fund budget after adjusting for carry forwards requests.
- ii) A total general fund underspend of £1,570,000 (-2.51 percent of the gross General Fund Budget) after including the impact of windfall income, non-controllable items.
- iii) A General Fund balance of £4.714 million after adjustments for the recommended transfers to reserves,

carry forward requests and other one off proposals as set out in this report.

B Recognises the operational performance that has been achieved across all Council services during 2016/17.

C Approves:

- i) The carry forward of £219,300 of budgets from 2016/17 to 2017/18 as set out in paragraph 19 of the report.
- ii) The transfer to reserves of £140,000 as set out in paragraph 21 of the report.
- iii) The allocation of up to £200,000 from the 2016/17 underspend to help support additional community safety resources in 2017/18 neighbourhood improvements, as reported elsewhere on the cabinet agenda.
- iv) An additional allocation of £25,000 to recognise the excellent uptake of Harlow's 70th birthday celebrations funding.
- v) The transfer of £300,000 to the Planning LDF Reserve to support the ongoing delivery of the Local Plan.

28. **HOUSING REVENUE ACCOUNT OUTTURN REPORT 2016/17**

The Cabinet received a report that summarised the year-end 2016/17 position of the Housing Revenue Account and proposed some carryovers into 2017/18.

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

RESOLVED that Cabinet:

A Acknowledges the HRA outturn for 2016/17 as set out in the report as follows:

- i) A favourable variation against the original budget adjusted for carryovers on operational/controllable budgets of £1,173,000 representing 2.09 percent of the gross Housing Revenue (HRA) budget.
- ii) A total projected underspend of £6,784,000 representing 12.08 percent of the gross HRA budget.

- B** The balances at 31 March 2017 of £12,975,000 in respect of the Housing Revenue Account and nil in respect of the Major Repairs Reserve are noted.
- C** Approve carryovers of £671,000 as detailed in paragraph 32 to meet commitments from 2016/17.
- D** Recognises the operational performance that has been achieved across all Council services during 2016/17.

29. **CAPITAL PROGRAMMES OUTTURN REPORT 2016/17**

The Cabinet received a report that summarised the year-end 2016/17 position of the Housing and Non Housing Capital Programmes and proposed some carryovers into 2017/18.

In addition to the recommendations to the report, Councillor Danvers proposed that £100,000 of funding was allocated from the underspend of the Non-Housing Capital Programme to enable the demolition of Hummingbird House to continue. This followed the identification of asbestos on the site.

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

RESOLVED that Cabinet:

- A** Notes the outturn of the Council's Housing and Non-Housing Capital Programmes as at 31 March 2017 detailed as follows:
 - i) Housing Capital Programme expenditure of £18,734,000 against an approved revised budget of £21,366,000.
 - ii) Non-Housing Capital Programme expenditure of £4,874,000 against an approved revised budget of £7,043,000.
- B** Approves the carryover of Housing Capital Programme schemes to 2017/18 of £2,855,000 to meet capital commitments.
- C** Approves the carryover of Non-Housing Capital Programme schemes to 2017/18 of £2,058,000. The carryover includes grant or other funding to support these commitments of £426,000.
- D** Recognises the operational performance which has been achieved across all Council services during 2016/17.

- E That an additional £100,000 be allocated from the Non-Housing Capital underspend in 2016/17 to be carried forward to fund the completion of the demolition of the Hummingbird Public House.

30. **ENERGY PROCUREMENT FRAMEWORK REVIEW**

Cabinet received a report which sought approval for changing the Council's energy procurement framework for a three year period up until April 2021. There would be a review in 2020/21 to determine whether the contract should be extended.

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

RESOLVED that:

- A Cabinet agreed to switch from the Council's existing gas and electricity procurement framework to the Procurement for Housing Flexible Collective Framework agreement from April 2018 to April 2021.
- B A review is undertaken in year three (2020/21) to assess whether the framework has provided best value for money and determine whether the two year contract extension should be triggered.

31. **HTS (PROPERTY AND ENVIRONMENT) LTD CONTRACT AWARDS 2017/18**

Cabinet considered a report to award three Business Cases to HTS (Property and Environment) Limited.

Proposed by Councillor Mark Wilkinson (seconded by Councillor Jon Clempner) it was:

RESOLVED that:

- A The following Business Cases are awarded to HTS (Property and Environment) Limited subject to terms and conditions, and that separate contracts are entered into for each activity not exceeding the values set below:

a) Windows and Doors	£ 1,300,000
b) Disabled Adaptations	£ 900,000
c) Compliance	£ 700,000
TOTAL	£ 2,900,000

32. **COMMUNITY SAFETY**

Cabinet received a report to approve £200,000 of additional funding for the Council's Community Safety Team to help enable public realm improvements and assist with efforts to reduce anti-social behaviour.

Proposed by Councillor Emma Toal (seconded by Councillor Tony Durcan) it was:

RESOLVED that Cabinet approved an additional resource of £200,000 for the financial year 2017/2018 to be invested into the Community Safety Team and for public realm improvements at the Stow and Bush Fair, enabling the Council to provide a package of initiatives to reduce antisocial behaviour and develop additional community safety initiatives in Harlow.

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

a) **Referral from Audit & Standards Committee - Annual Governance Statement 2016/17**

Cabinet considered a referral from the Audit and Standards Committee to approve the Annual Governance Statement 2016/17.

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

RESOLVED that Cabinet approves the Annual Governance Statement for 2016-17 (attached as Appendix A to the report).

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

RESOLVED that the minutes of the following meetings are noted.

a) **Minutes of meeting Thursday, 15 June of Shareholders Sub-Committee**

35. **MATTERS OF URGENT BUSINESS**

None.

36. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that the following item be taken in private session on the grounds that it is likely to involve the disclosure of exempt information as specified under Paragraph 3 of Part One of Schedule 12A of the Local Government Act 1972, if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

37. **HARLOW ENTERPRISE ZONE - DEVELOPMENT OF HARLOW COUNCIL FUNDED BUILDING**

Cabinet received a report on the development of a Council funded building.

Proposed by Councillor Tony Durcan (seconded by Councillor Mike Danvers) it was:

RESOLVED that Cabinet approves:

- A** The development of the building by commissioning the final stages of design and then to give delegated authority to the Head of Paid Service, or the Managing Director if in post at the appropriate time, in consultation with Portfolio Holders for Regeneration & Enterprise and Resources, to agree to the procuring of its construction once that design is complete and there is a final detailed cost plan.
- B** Option B, as set in paragraph 11 of the report, for the ongoing management of the building in its operational phase. A report will be presented to a future Cabinet meeting for a decision to be made on the final sub-option to be selected once different options have been explored and costed.

LEADER OF THE COUNCIL