

**Harlow Council  
Cabinet Portfolios  
2019/20**

**Portfolio:** Leader  
**Portfolio Holder:** Mark Ingall

Areas of Responsibility	Key Strategic Policies and Areas
HTS <ul style="list-style-type: none"><li>Overview of HTS Corporate Development</li></ul>	Corporate Plan

**Portfolio:** Community and Wellbeing  
**Portfolio Holder:** Eugenie Harvey

Areas of Responsibility	Key Strategic Policies and Areas
<p>Community, Leisure and Culture</p> <ul style="list-style-type: none"><li>• The Playhouse</li><li>• The Leah Manning Centre</li></ul> <p>Contact Harlow</p> <ul style="list-style-type: none"><li>• Cash Office</li></ul> <p>Communications</p> <p>Youth and Citizenship</p> <ul style="list-style-type: none"><li>• Neighbourhood Forums</li><li>• Residents Associations</li><li>• Vulnerable Adults</li></ul> <p>Electoral Services</p> <ul style="list-style-type: none"><li>• Electoral Reviews</li></ul> <p>Environmental Health</p> <ul style="list-style-type: none"><li>• Public Health</li><li>• Food Safety</li><li>• Health and Safety</li></ul> <p>Community Safety</p> <ul style="list-style-type: none"><li>• Anti-Social Behaviour</li><li>• Environmental Crimes</li><li>• Partnership Working with the Police</li><li>• Safer Harlow Partnership</li><li>• Paddling Pools</li><li>• Emergency Planning</li></ul> <p>Young People</p> <ul style="list-style-type: none"><li>• Youth Council</li><li>• Sam's Place</li><li>• Youth Services</li><li>• Schools and College Liaison</li><li>• Children's Centre Liaison</li><li>• Harlow Children's Partnership</li><li>• Young People and the Protection of Vulnerable Children</li></ul>	<p>Health and Wellbeing Strategy</p> <p>Mental Health Strategy</p> <p>Customer Services Review</p> <p>Community Engagement Strategy</p> <p>Apprenticeships</p> <p>Anti-social Behaviour</p> <p>Safeguarding Policy</p> <p>Harlow Museum</p>

**Portfolio:** Economic Growth  
**Portfolio Holder:** Tony Durcan

Areas of Responsibility	Key Strategic Policies and Areas
<p>Enterprise</p> <ul style="list-style-type: none"><li>• Jobs and Skills</li><li>• Employability</li><li>• Enterprise Zone</li></ul> <p>Properties and Facilities Management (non-parking)</p> <ul style="list-style-type: none"><li>• HTS 'non-housing client'</li><li>• Energy Management</li></ul>	<p>Growth Board</p> <p>The Enterprise Zone</p> <p>Economic Development Strategy</p> <p>Regeneration Strategy</p> <p>Public Health England</p> <p>LSCC</p>

**Portfolio:** Environment  
**Portfolio Holder:** Danny Purton

Areas of Responsibility	Key Strategic Policies and Areas
<p>Forward Planning</p> <ul style="list-style-type: none"> <li>• Strategic Planning Issues</li> <li>• The Local Plan</li> </ul>	<p>The Local Plan</p> <p>Infrastructure</p>
<p>Development Management</p> <ul style="list-style-type: none"> <li>• Planning Applications</li> <li>• Planning Appeals</li> <li>• Planning Enforcement</li> </ul>	<p>Garden Town</p> <p>HTS (joint with Housing Portfolio)</p> <p>Stort Valley</p>
<p>Building Control</p> <ul style="list-style-type: none"> <li>• Building Regulation</li> <li>• Covenant Control</li> </ul>	<p>Street Scene</p> <p>Development of Geographic Information System (GIS)</p>
<p>Structural Engineering</p> <ul style="list-style-type: none"> <li>• Engineering Advice</li> </ul>	
<p>Environment Client Team</p> <ul style="list-style-type: none"> <li>• Operational Delivery and Performance of HTS</li> <li>• Waste Collection and Recycling Services</li> <li>• Street Cleansing (HTS)</li> </ul>	
<p>Environmental Health</p> <ul style="list-style-type: none"> <li>• Environmental Protection</li> </ul>	
<p>Grounds Maintenance, Landscapes and Biodiversity</p> <ul style="list-style-type: none"> <li>• Landscaping and Grounds Maintenance (HTS)</li> </ul>	
<p>Properties and Facilities Management (Parking)</p> <ul style="list-style-type: none"> <li>• North Essex Parking Partnership (NEPP)</li> </ul>	

**Portfolio: Governance, Equality and Diversity**

**Portfolio Holder: Lanie Shears**

Areas of Responsibility	Key Strategic Policies and Areas
<p>Corporate and Governance Support</p> <ul style="list-style-type: none"><li>• Democratic Services</li><li>• Constitution</li><li>• Support to the Civic Office and Senior Management</li></ul> <p>Legal Services</p> <ul style="list-style-type: none"><li>• Legal Advice and Representation</li><li>• Provision of Duly Authorised Officer and Proper Officer Duties</li><li>• Support to the Monitoring Officer</li><li>• FOI and GDPR</li><li>• Local Land Charges</li></ul> <p>Human Resources</p> <ul style="list-style-type: none"><li>• Employment Law Compliance</li><li>• Staff Performance and Development</li><li>• Payroll</li><li>• Health and Safety</li></ul> <p>Procurement and Relationship</p> <ul style="list-style-type: none"><li>• Commissioning and Procurement Policy</li><li>• Corporate Planning</li></ul> <p>Licensing</p> <ul style="list-style-type: none"><li>• Allocation of Licences</li><li>• Licensing Enforcement</li></ul>	<p>Transparency – Open Data, Freedom of Information (FOI) and General Data Protection Regulations (GDPR)</p> <p>Procurement Strategy</p> <p>Corporate Equalities</p> <p>Addressing the Gender Pay Gap</p> <p>Investigating Disabled Access to Properties and Services</p> <p>Reporting on Racial, Religious discrimination and trends with Hate Crime</p> <p>Ensuring equal access opportunities for the elderly</p> <p>Promoting community events targeted at combatting loneliness</p> <p>Living Wage</p>

**Portfolio: Housing**  
**Portfolio Holder: Mark Wilkinson**

Areas of Responsibility	Key Strategic Policies and Areas
<p>Housing Management</p> <ul style="list-style-type: none"> <li>Housing Estate and Tenancy Management</li> </ul> <p>Property Services</p> <ul style="list-style-type: none"> <li>Strategic Management of Housing Works, Repairs and Maintenance Programmes</li> <li>Housing Asset Management Strategy</li> <li>Housing Capital, Revenue and Planned Maintenance Management</li> <li>Housing and Non-Housing Asbestos Management</li> <li>Statutory Property Inspections</li> </ul> <p>Environmental Health</p> <ul style="list-style-type: none"> <li>Private Sector Housing Standards</li> </ul> <p>Housing Needs and Options</p> <ul style="list-style-type: none"> <li>Housing Allocations</li> <li>Housing Needs Register</li> <li>Choice Based Lettings Scheme</li> <li>Housing Needs and Homelessness Assessments</li> <li>Homelessness Prevention</li> <li>Housing Provision</li> </ul> <p>Supported Housing</p> <ul style="list-style-type: none"> <li>Sheltered Housing Schemes</li> <li>Careline</li> <li>Extra Care Housing Provision</li> <li>Supporting People Care Programmes</li> </ul> <p>Home Ownership</p> <ul style="list-style-type: none"> <li>Management of Housing Leases</li> <li>Right to Buy</li> <li>Statutory Service Charge Consultation</li> <li>Service Charges Collection</li> </ul> <p>Tenant and Leaseholder Participation</p> <ul style="list-style-type: none"> <li>Tenant and Leaseholder Engagement</li> </ul>	<p>Housing Revenue Account (joint with Resources Portfolio)</p> <p>Capital Programmes (joint with Resources Portfolio)</p> <p>District Heating Schemes</p> <p>Housing Investment Programme</p> <p>Housing Allocations Policy</p> <p>Homelessness Strategy and Action Plan</p> <p>Houses of Multiple Occupation (HMOs)</p> <p>HTS (joint with Environment Portfolio)</p> <p>Tenant and Leaseholder Engagement Strategy</p>

**Portfolio: Regeneration**  
**Portfolio Holder: John Strachan**

<b>Areas of Responsibility</b>	<b>Key Strategic Policies and Areas</b>
<p>Regeneration</p> <ul style="list-style-type: none"><li>• Physical Regeneration of the Town</li><li>• Town Centre</li><li>• Strategic Housing</li><li>• Princess Alexandra Hospital</li></ul> <p>Properties and Facilities Management (non-parking)</p> <ul style="list-style-type: none"><li>• Civic Centre</li><li>• Latton Bush Centre</li><li>• Unadopted Highways Management</li><li>• Asset Management</li><li>• Drainage</li></ul>	<p>Non-Housing Asset Management Strategy</p> <p>Briars, Copshall Close and Aylets Field</p> <p>Neighbourhood Regeneration Schemes</p> <p>Town Centre Area Action Plan</p>



**Portfolio:**                      **Resources**  
**Portfolio Holder:**        **Mike Danvers**

<b>Areas of Responsibility</b>	<b>Key Strategic Policies and Areas</b>
<p>Revenues and Benefits</p> <ul style="list-style-type: none"><li>• Benefits Claims</li><li>• Revenues Recovery</li><li>• Revenues Registration and Billing</li></ul> <p>Accountancy</p> <ul style="list-style-type: none"><li>• Statement of Accounts</li><li>• Annual Budget, Council Tax and Rent Levels</li><li>• HRA, General Fund and Capital Programmes</li><li>• Treasury Management</li></ul> <p>Insurance</p> <ul style="list-style-type: none"><li>• Asset and Liabilities Protection</li><li>• Insurance Programmes</li><li>• Risk Management</li></ul> <p>Internal Audit</p> <ul style="list-style-type: none"><li>• Annual Governance Statement</li><li>• Management Advice</li></ul> <p>ICT</p> <ul style="list-style-type: none"><li>• Provision of Council's ICT Infrastructure</li><li>• ICT Support</li><li>• Development of the Council's Website and Internet Services</li></ul>	<p>Local Council Tax Support Scheme</p> <p>Medium Term Financial Strategy</p> <p>General Fund</p> <p>The Housing Revenue Account (joint with Housing Portfolio)</p> <p>Capital Programmes (joint with Housing Portfolio)</p> <p>Treasury Management Strategy</p> <p>ICT Strategy</p>

# Portfolio Holders' Delegations 2019/20

The Leader of the Council has the power to amend this scheme at any time.

Any member of the Cabinet may refer any matter delegated to them to the Cabinet for a collective decision.

## All Portfolio Holders may:

- Take urgent decisions that cannot reasonably be deferred until the next meeting of the Cabinet on any matter within the powers delegated to Cabinet and their Portfolio, after written (including e-mail) consultation with the Leader (or Deputy if they are not available).
- Take any decision that may be necessary to implement a decision of the Cabinet.
- Agree the grant of licences for the use of land within their Portfolio.
- Agree minor or inconsequential amendments to any Policy, Plan or Strategy within their Portfolio.
- Take decisions relating to procurement and contractual matters as set out in the Financial Regulations and Procurement Policy and Standing Orders relating to contracts.
- Where appropriate, and working with the relevant officers, respond to national consultation specific to their Portfolio.
- Allocate specific grants relevant to their Portfolio.

## The Leader (or Deputy Leader in their absence) may:

- In the absence of any Portfolio Holder or at their request (in writing) or where a prejudicial interest has been declared take decisions on any matter delegated to that Portfolio Holder.
- Write off irrecoverable debts in line with Financial Regulations.
- Take decisions to sell/purchase/lease or otherwise deal with land where this would not constitute a Key Decision.

## The Portfolio Holder for Environment may:

- Name and number streets and buildings.

## The Portfolio Holder for Governance, Equality and Diversity may:

- Set the level of hackney carriage and private hire fees within agreed budgetary policy.
- Set the table of hackney carriage fares.

## The Portfolio Holder for Housing may:

- Dispose of void properties which would cost greater than £10,000 to refurbish, except where these fall in an agreed regeneration area.

- Approve write-offs of irrecoverable housing rent debts to a value in line with Financial Regulations.
- Approve the annual Report to Tenants.
- Approve Housing Service Standards.

**The Portfolio Holder for Resources may:**

- Approve write-offs of irrecoverable debts (including Council Tax, national non-domestic rates, mortgage arrears and sundry debtor debts) to a value in line with Financial Regulations.
- Agree grants applications within budget

**Note:**

Portfolio Holder decisions must be supported by a written report from the relevant senior Officer(s). It is the Portfolio Holder's responsibility to consult and to seek advice from the Managing Director, Monitoring Officer or Chief Finance Officer as appropriate before decisions are taken to ensure that they are intra vires. Portfolio Holders should also consult the relevant budget holding Head of Service before decisions are taken.