

**Harlow Council
Cabinet Portfolios
2020/21**

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

| Areas of Responsibility | Key Strategic Policies and Areas |
|---|---|
| HTS <ul style="list-style-type: none">• Overview of HTS Corporate Development | Corporate Plan HTS (Housing and Regeneration) Ltd Climate Change Strategy |

Portfolio: Resilience & Recovery
Portfolio Holder: Eugenie Harvey

| Areas of Responsibility | Key Strategic Policies and Areas |
|---|---|
| <p>Role of Lead Member for Covid-19 recovery</p> <p>Work with officers and the community to:</p> <ol style="list-style-type: none">(1) Prepare a post pandemic action plan for recovery;(2) Mitigate the effect of the pandemic on the community of Harlow and the authority;(3) Scope the requirements of the Council to meet changing service need post pandemic and the resources required;(4) Work with community and business partners on recovery measures;(5) bring forward new methods of working across the council and community;(6) steer the Council to a position where it can make decisions on recovery on:<ul style="list-style-type: none">• businesses and the economy• the Voluntary Sector• the Faith sector on Social Cohesion• the social impact on the town's residents as a whole and the support required• housing, including social housing, homelessness and private landlords• those using accessing existing or temporary benefits | <p>Pandemic recovery</p> <p>Council, community and business recovery work streams and action plans.</p> |

Portfolio: Community and Wellbeing
Portfolio Holder: Chris Vince

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

Portfolio: Growth and Prosperity
Portfolio Holder: Tony Durcan

| Areas of Responsibility | Key Strategic Policies and Areas |
|---|--|
| <p>Enterprise</p> <ul style="list-style-type: none">• Jobs and Skills• Employability• Enterprise Zone <p>Regeneration</p> <ul style="list-style-type: none">• Physical Regeneration of the Town• Town Centre• Strategic Housing• Princess Alexandra Hospital | <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> <p>Briars, Copshall Close and Aylets Field</p> <p>Neighbourhood Regeneration Schemes</p> <p>Town Centre Area Action Plan</p> <p>Town Deal</p> <p>Tourism</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"> • Strategic Planning Issues • The Local Plan <p>Development Management</p> <ul style="list-style-type: none"> • Planning Applications • Planning Appeals • Planning Enforcement <p>Building Control</p> <ul style="list-style-type: none"> • Building Regulation • Covenant Control <p>Licensing</p> <ul style="list-style-type: none"> • Allocation of licenses • Enforcement <p>Structural Engineering</p> <ul style="list-style-type: none"> • Engineering Advice <p>Environment Client Team</p> <ul style="list-style-type: none"> • Operational Delivery and Performance of HTS • Waste Collection and Recycling Services • Street Cleansing (HTS) <p>Environmental Health</p> <ul style="list-style-type: none"> • Environmental Protection <p>Grounds Maintenance, Landscapes and Biodiversity</p> <ul style="list-style-type: none"> • Landscaping and Grounds Maintenance (HTS) | <p>The Local Plan</p> <p>Infrastructure</p> <p>Garden Town</p> <p>HTS (joint with Housing Portfolio)</p> <p>Stort Valley</p> <p>Street Scene</p> <p>Development of Geographic Information System (GIS)</p> <p>Town Centre Area Action Plan</p> |

Portfolio: Governance, Equality and Diversity
Portfolio Holder: Frances Mason

| Areas of Responsibility | Key Strategic Policies and Areas |
|--|---|
| <p>Corporate and Governance Support</p> <ul style="list-style-type: none"> • Democratic Services • Constitution • Support to the Civic Office and Senior Management <p>Legal Services</p> <ul style="list-style-type: none"> • Legal Advice and Representation • Provision of Duly Authorised Officer and Proper Officer Duties • Support to the Monitoring Officer • FOI and GDPR • Local Land Charges <p>Human Resources</p> <ul style="list-style-type: none"> • Employment Law Compliance • Staff Performance and Development • Payroll • Health and Safety <p>Procurement and Relationship</p> <ul style="list-style-type: none"> • Commissioning and Procurement Policy • Corporate Planning <p>Contact Harlow</p> <ul style="list-style-type: none"> • Cash Office <p>Communications</p> <p>Electoral Services</p> <ul style="list-style-type: none"> • Electoral Reviews | <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"> Housing Estate and Tenancy Management <p>Property Services</p> <ul style="list-style-type: none"> Strategic Management of Housing Works, Repairs and Maintenance Programmes Housing Asset Management Strategy Housing Capital, Revenue and Planned Maintenance Management Housing and Non-Housing Asbestos Management Statutory Property Inspections <p>Environmental Health</p> <ul style="list-style-type: none"> Private Sector Housing Standards <p>Housing Needs and Options</p> <ul style="list-style-type: none"> Housing Allocations Housing Needs Register Choice Based Lettings Scheme Housing Needs and Homelessness Assessments Homelessness Prevention Housing Provision <p>Supported Housing</p> <ul style="list-style-type: none"> Sheltered Housing Schemes Careline Extra Care Housing Provision Supporting People Care Programmes <p>Home Ownership</p> <ul style="list-style-type: none"> Management of Housing Leases Right to Buy Statutory Service Charge Consultation Service Charges Collection <p>Tenant and Leaseholder Participation</p> <ul style="list-style-type: none"> Tenant and Leaseholder Engagement | <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: **Resources**
Portfolio Holder: **Mike Danvers**

| Areas of Responsibility | Key Strategic Policies and Areas |
|---|---|
| <p>Revenues and Benefits</p> <ul style="list-style-type: none"> • Benefits Claims • Revenues Recovery • Revenues Registration and Billing <p>Accountancy</p> <ul style="list-style-type: none"> • Statement of Accounts • Annual Budget, Council Tax and Rent Levels • HRA, General Fund and Capital Programmes • Treasury Management <p>Insurance</p> <ul style="list-style-type: none"> • Asset and Liabilities Protection • Insurance Programmes • Risk Management <p>Internal Audit</p> <ul style="list-style-type: none"> • Annual Governance Statement • Management Advice <p>ICT</p> <ul style="list-style-type: none"> • Provision of Council's ICT Infrastructure • ICT Support • Development of the Council's Website and Internet Services <p>Properties and Facilities Management</p> <ul style="list-style-type: none"> • Civic Centre • Latton Bush Centre • Unadopted Highways Management • Asset Management • Drainage • Energy Management <p>North Essex Parking Partnership (NEPP)</p> | <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> <p>Non-Housing Asset Management Strategy</p> |

Portfolio Holders' Delegations 2020/21

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.
- 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.