

MINUTES OF THE CABINET HELD ON

25 March 2021

7.30 - 9.45 pm

PRESENT

Committee Members

Councillor Mark Ingall, Leader of the Council
Councillor Eugenie Harvey, Deputy Leader and Portfolio Holder for Resilience and Recovery
Councillor Mike Danvers, Portfolio Holder for Resources
Councillor Tony Durcan, Portfolio Holder for Growth and Prosperity
Councillor Chris Vince, Portfolio Holder for Community and Wellbeing
Councillor Nancy Watson, Portfolio Holder for Governance, Equality and Diversity
Councillor Mark Wilkinson, Portfolio Holder for Housing

Other Councillors

Councillor David Carter
Councillor Simon Carter
Councillor Joel Charles
Councillor Bob Davis
Councillor Tony Edwards
Councillor Michael Hardware
Councillor Andrew Johnson
Councillor Russell Perrin

Officers

Brian Keane, Chief Executive
Andrew Bramidge, Head of Environment and Planning
Emma Crouch, Corporate Support Officer
Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive
Julie Galvin, Legal Services Manager
Jane Greer, Head of Community Wellbeing
Simon Hill, Head of Governance
Andrew Murray, Head of Housing
Adam Rees, Governance Support Officer

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Danny Purton.

111. DECLARATIONS OF INTEREST

Councillor Simon Carter declared pecuniary interests in items 14 and 17a as a remunerated Council appointed Director of HTS (Property and Environment) Ltd. He would leave the meeting for the consideration of Item 14.

Councillor Joel Charles declared pecuniary interests in items 14 and 17a as a remunerated Council appointed Director of HTS (Housing and

Regeneration) Ltd and HTS Group Ltd. He would leave the meeting for the consideration of Item 14.

112. **MINUTES**

RESOLVED that the minutes of the meeting held on 25 February 2021 are agreed as a correct record and signed by the Leader.

113. **MATTERS ARISING**

None.

114. **WRITTEN QUESTIONS FROM THE PUBLIC**

The questions, together with the answers, are appended to the minutes.

115. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

116. **PETITIONS**

None.

117. **FORWARD PLAN**

RESOLVED that the Forward Plan is noted.

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

RESOLVED that the following decision is noted.

- a) Portfolio Holder for Housing - 15 March 2021

119. **IMPLEMENTATION OF AN ARTICLE 4 DIRECTION RELATING TO HOUSES OF MULTIPLE OCCUPATION**

Cabinet received a report to approve the implementation of a town wide Article 4 Direction for Houses of Multiple Occupation.

Proposed by Councillor Mark Ingall (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that:

- A** Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Harlow Council implements the Direction made on 26 March 2020 under Article 4 (1), to which Schedule 3 applies, concerning small

Houses in Multiple Occupation (HMOs) and relating to all land within the administrative area of Harlow Council.

- B** This Article 4 Direction shall come into effect on Monday 12 April 2021.
- C** A review of the Council's HMO policy in its newly adopted Local Plan is undertaken in 2022, with a completion of no later than 30 November 2022.

120. **JOINT FINANCE AND PERFORMANCE REPORT, QUARTER 3 2020/21**

Cabinet received the Joint Finance and Performance Report for Quarter 3 2020/21.

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

RESOLVED that Cabinet:

- A** Noted the projected outturn position set out in sections three and four of Appendix A to this report for the third quarter (ending 31 December 2020) of 2020/21 as follow:
 - i) An adverse variation on controllable budgets of £856,000 representing 1.49 per cent of the gross General Fund Budget.
 - ii) A total projected underspend of £79,000 representing - 0.14 per cent of the gross General Fund Budget.
 - iii) The Council performed on or above target for 40 out of 46 (87 per cent) of its monthly and quarterly Key Performance Indicators (KPIs). The number of KPIs has reduced from 49 to 46 following the decision by Housing Services to report 3 of its KPIs within its HRA Q3 report. Housing Services have also advised that there is no data for its remaining KPI until Q4.
 - iv) The Council also successfully completed 24 (16 per cent) of its revised service milestones.

121. **HOUSING REVENUE ACCOUNT, QUARTER 3 FINANCE REPORT 2020/21**

Cabinet considered the Housing Revenue Account, Quarter 3 Finance Report 2020/21.

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

RESOLVED that Cabinet noted:

- A** The Quarter 3 - HRA Budget Monitoring report as set out in the following paragraphs and in Appendix 1 and 2.
- B** That the forecast HRA general working balance as at 31 March 2021 will be £13.293 million and that the Major Repairs Reserve will only be partially used to finance the 2020/21 capital programme, leaving an estimated balance of £941,000.
- C** The balance of £7.8 million of retained Right to Buy (RTB) receipts held as at 31 December 2020 in order to finance the new build capital programme and house purchase scheme.

122. **CAPITAL PROGRAMMES, QUARTER 3 FINANCE REPORT 2020/21**

Cabinet received the Capital Programmes, Quarter 3 Finance Report 2020/21.

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

RESOLVED that Cabinet:

- A** Noted that the Housing Capital Programme (HCP) projected outturn for 2020/21 is £22.618 million as set out in Appendix 1 to the report.
- B** Approved the £11.354 million re-profiling of the 2020/21 HCP into 2021/22.
- C** Noted that the Non-Housing Capital Programme (NHCP) projected outturn for 2020/21 is £15.201 million as set out in Appendix 2 to the report.
- D** Approved the £1.524 million re-profiling of the 2020/21 NHCP into 2021/22.
- E** Approved the inclusion in the NHCP budget an additional provision of £670,000 to facilitate the loan to HTS Ltd to purchase 43 new vehicles, The loan was approved by Cabinet on 5 December 2019 (Minute reference 92(a)A).

123. **DEVELOPMENT SCHEME - 4 THE HILL**

Councillors Simon Carter and Joel Charles left the meeting for the consideration of the item.

Cabinet received a report to grant delegated authority to appoint a contractor to carry out new build and demolition works at 4 The Hill.

Proposed by Councillor Tony Durcan (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that Cabinet:

- A** Approved the request for delegated authority to the Chief Executive and Leader of the Council, to appoint (subject to formal contract) a contractor for new build and demolition works at 4 The Hill, Old Harlow.
- B** Approved a total budget of up to a maximum of £640,000, to include a 5 percent contingency plus a 2.5 percent Covid security contingency.

124. **POLICY AND PROCEDURE FOR DISPOSAL OF LAND WITHIN HOUSING ESTATES**

Cabinet received a report which sought approval to adopt an updated policy for the disposal of land within housing estates.

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

RESOLVED that Cabinet adopted the updated policy for the disposal of land within the Housing Estates as set out in Appendix 1 to the report.

125. **AWARD OF FRAMEWORK AGREEMENT FOR LEGAL SERVICES IN SUPPORT OF SPECIAL PROJECTS**

Cabinet received a report to approve entering into a Framework Agreement with five legal advisors in support of special projects.

Proposed by Councillor Nancy Watson (seconded by Councillor Tony Durcan) it was:

RESOLVED that:

- A** A Framework Agreement be entered into with Legal Advisors 1-5.
- B** Officers provide processes to support ease of access to the framework and implement processes to report on use and value.

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

- a) Referral from Scrutiny Committee - Delivery of Council House Building Programme

Cabinet received a referral from the Scrutiny Committee on a review of the Council House building programme.

Proposed by Councillor Tony Durcan (seconded by Councillor Mark Wilkinson) it was:

RESOLVED that Cabinet adopted the recommendations set out in the consultant's report (attached as Appendix A to the original report), along with an additional recommendation to carry out a review of the Council's approach to learning and guidance alongside the appraisal process.

b) Referral from Scrutiny Committee - Policing and Community Safety Annual Review

Cabinet received a referral from the Scrutiny Committee following a review of policing and community safety.

RESOLVED that Cabinet noted the review and that the Scrutiny Committee intends to carry out a review of domestic violence during the 2021/22 municipal year.

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

RESOLVED that the minutes of the following meetings are noted.

a) Minutes of meeting Tuesday, 2 February 2021 of Covid-19 Recovery Working Group

128. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL