

**Harlow Council
Cabinet Portfolios
2021/22**

Portfolio: **Leader**
Portfolio Holder: **Andrew Johnson**

Areas of Responsibility	Key Strategic Policies and Areas
<p>Economic recovery</p> <ul style="list-style-type: none">• Jobs and Skills• Employability <p>Communications</p> <p>Electoral Services</p> <ul style="list-style-type: none">• Electoral Reviews	<p>Corporate Plan</p> <p>Council, Business and Economic recovery.</p> <p>Economic Development Strategy</p> <p>Public Health England</p> <p>Town Fund</p> <p>Community Renewal Fund</p> <p>Apprenticeships</p> <p>Arts and Cultural Strategy</p>

Portfolio: Deputy Leader and Community Resilience
Portfolio Holder: Joel Charles

Areas of Responsibility	Key Strategic Policies and Areas
<p>Community Covid-19 recovery</p> <ul style="list-style-type: none"> • Faith & Charitable sector • Social impact on the town <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>Community Safety</p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Environmental Crimes • Partnership Working with the Police • Safer Harlow Partnership • Emergency Planning • Paddling Pools and Splash Parks <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>HTS</p> <ul style="list-style-type: none"> • Overview of HTS Corporate Development 	<p>Health, Mental Health & Wellbeing Strategy</p> <p>Community Engagement Strategy</p> <p>Anti-social Behaviour</p> <p>Safeguarding Policy</p> <p>CCTV</p> <p>HTS corporate development</p> <p>Harlow Museum</p>

Portfolio: Strategic Growth
Portfolio Holder: Michael Hardware

Areas of Responsibility	Key Strategic Policies and Areas
<p>Strategic Growth</p> <ul style="list-style-type: none">• Strategic Planning Issues• The Local Plan• Planning policies <p>Development Management /Building Control</p> <ul style="list-style-type: none">• Planning Applications• Planning Appeals• Planning Enforcement• Building Regulation	<p>Growth Board</p> <p>UK Innovation Corridor</p> <p>HIG</p> <p>The Local Plan</p> <p>Garden Town</p> <p>M11 Jct 7 A and other strategic transport issues</p> <p>Tourism</p>

Portfolio: Regeneration
Portfolio Holder: Dan Swords

Areas of Responsibility	Key Strategic Policies and Areas
<p>Regeneration</p> <ul style="list-style-type: none">Physical Regeneration of the TownTown Centre <p>Harlow focused Growth</p> <ul style="list-style-type: none">Enterprise ZonePrincess Alexandra Hospital	<p>Town Centre Regeneration</p> <p>Levelling Up Fund</p> <p>HIF</p> <p>The Enterprise Zone</p> <p>Regeneration Strategy</p> <p>Neighbourhood Regeneration Schemes</p> <p>Town Centre Area Action Plan</p> <p>Cycle Tracks</p>

Portfolio: Environment
Portfolio Holder: Alastair Gunn

Areas of Responsibility	Key Strategic Policies and Areas
<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 Public Health Food Safety Health and Safety Private Sector Housing Standards Houses of Multiple Occupation (HMOs) <p>Grounds Maintenance, Landscapes and Biodiversity</p> <ul style="list-style-type: none"> Landscaping and Grounds Maintenance (HTS) <p>Licensing</p> <ul style="list-style-type: none"> Allocation of licenses Enforcement <p>Allotments</p> <p>North Essex Parking Partnership (NEPP)</p>	<p>Waste contract</p> <p>Environmental Enhancement</p> <p>HTS (joint with Housing Portfolio)</p> <p>Street Scene including Parking</p> <p>Climate Change Strategy</p>

Portfolio: **Housing**
Portfolio Holder: **Simon Carter**

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>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>Council House Building Programme</p>	<p>Housing Revenue Account (joint with Resources Portfolio)</p> <p>Capital Programmes (joint with Resources Portfolio)</p> <p>Council House Building Programme</p> <p>District Heating Schemes</p> <p>Housing Investment Programme</p> <p>Housing Allocations Policy</p> <p>Homelessness Strategy and Action Plan</p> <p>HTS (joint with Environment Portfolio)</p> <p>Tenant and Leaseholder Engagement Strategy</p>

Portfolio: Finance and Governance
Portfolio Holder: Russell Perrin

Areas of Responsibility	Key Strategic Policies and Areas
Revenues and Benefits <ul style="list-style-type: none"> • Benefits Claims • Revenues Recovery • Revenues Registration and Billing 	Local Council Tax Support Scheme Medium Term Financial Strategy General Fund
Accountancy <ul style="list-style-type: none"> • Statement of Accounts • Annual Budget, Council Tax and Rent Levels • HRA, General Fund and Capital Programmes • Treasury Management 	The Housing Revenue Account (joint with Housing Portfolio) Capital Programmes (joint with Housing Portfolio) Treasury Management Strategy
Insurance <ul style="list-style-type: none"> • Asset and Liabilities Protection • Insurance Programmes • Risk Management 	ICT Strategy Non-Housing Asset Management Strategy
Internal Audit <ul style="list-style-type: none"> • Annual Governance Statement • Management Advice 	Procurement Strategy
ICT <ul style="list-style-type: none"> • Provision of Council's ICT Infrastructure • ICT Support • Development of the Council's Website and Internet Services 	
Properties and Facilities Management <ul style="list-style-type: none"> • Civic Centre • Latton Bush Centre • Unadopted Highways Management • Asset Management • Drainage • Energy Management • Neighbourhood Hatches 	
Corporate and Governance Support <ul style="list-style-type: none"> • Democratic Services • Constitution • Support to the Civic Office and Senior Management 	
Legal Services	

Areas of Responsibility

Key Strategic Policies and Areas

- Legal Advice and Representation
- Provision of Duly Authorised Officer and Proper Officer Duties
- Support to the Monitoring Officer
- FOI and GDPR
- Local Land Charges
- Covenant Control

Human Resources

- Employment Law Compliance
- Staff Performance and Development
- Payroll
- Health and Safety

Procurement and Relationship

- Commissioning and Procurement Policy
- Corporate Planning

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- Cash Office

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 Finance and Governance 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

The Portfolio Holder for Strategic Growth may:

- Periodically approve the Planning Application Validation Checklist.

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 Chief Executive, 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.