

Harlow Council Cabinet Portfolios 2022/23

Revision ~~February 2023~~ April 2023

Portfolio: Leader
Portfolio Holder: Russell Perrin

Areas of Responsibility	Key Strategic Policies and Areas
<p>HTS</p> <ul style="list-style-type: none">• Overview of HTS Corporate Development• Operational Delivery and Performance of HTS Ltd and subsidiaries in line with HTS Business plan <p>Corporate Communications</p>	<p>Corporate Strategy</p> <p>Liaison with other authorities</p> <p>HTS corporate development</p> <p>Reform of HTS Governance arrangements</p> <p>Non-Housing Asset Management Strategy</p>

Portfolio: Cabinet Member for Community and Business

Resilience

Portfolio Holder: Joel Charles

Areas of Responsibility	Key Strategic Policies and Areas
Community Covid-19 recovery <ul style="list-style-type: none">Faith & Charitable sectorSocial impact on the town	Health, Mental Health & Wellbeing Strategy Community Engagement Strategy
Community, Leisure and Culture <ul style="list-style-type: none">The PlayhouseThe Leah Manning CentreHarlow MuseumSam's PlacePets' Corner	Anti-social Behaviour Safeguarding Policy CCTV Business and Economic recovery
Youth and Citizenship <ul style="list-style-type: none">Neighbourhood ForumsResidents AssociationsVulnerable Adults	Economic Development Strategy Community Renewal Fund
Community Safety <ul style="list-style-type: none">Anti-Social BehaviourEnvironmental CrimesPartnership Working with the PoliceSafer Harlow PartnershipEmergency PlanningPaddling Pools and Splash ParksSafeguarding	Arts and Cultural Strategy
Young People <ul style="list-style-type: none">Youth CouncilSam's PlaceYouth ServicesSchools and College LiaisonChildren's Centre LiaisonHarlow Children's PartnershipYoung People and the Protection of Vulnerable Children	
Community Engagement	
Economic recovery <ul style="list-style-type: none">Jobs and SkillsEmployabilitySMEs	

Portfolio: Cabinet Member for Regeneration and Strategic Growth

Portfolio Holder: Michael Hardware

Areas of Responsibility	Key Strategic Policies and Areas
Strategic Growth <ul style="list-style-type: none">• Strategic Planning Issues• The Local Plan	UK Innovation Corridor HIG and Rolling Infrastructure Fund
Harlow and Gilston Garden Town <ul style="list-style-type: none">• Infrastructure• Delivery• Governance	The Local Plan Garden Town Strategic transport issues
Regeneration project delivery <ul style="list-style-type: none">• Physical Regeneration of the Town• Town Centre• Enterprise Zone• Princess Alexandra Hospital	Liaison relating to growth Growth Board Town Centre Regeneration
Planning Service	Levelling Up Fund
Development Management /Building Control <ul style="list-style-type: none">• Planning Applications• Planning Appeals• Planning Enforcement• Building Regulation	Harlow Investment Fund Towns Fund Town Plan
Delivery of Council House Building Programme	The Enterprise Zone
Capital Programme	Regeneration Strategy Estate & Neighbourhood Regeneration Schemes Cycle Tracks UK Health Security Agency Reform and oversight of Capital Programme delivery (joint with Finance)

Portfolio: Cabinet Member for Environment
Portfolio Holder: Nicky Purse

Areas of Responsibility	Key Strategic Policies and Areas
<p>Environment Client Team</p> <ul style="list-style-type: none"> • HTS Environment Performance & Delivery • HTS Street Cleansing Performance & Delivery • Delivery of Environmental Enforcement Service <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 Tree Policy Performance & Delivery <p>Licensing</p> <ul style="list-style-type: none"> • Allocation of licenses • Enforcement <p>Allotments</p> <ul style="list-style-type: none"> • HTS Allotments Performance & Delivery 	<p>Environmental Enhancement</p> <p>Street Scene</p> <p>Tree Policy</p> <p>Service Level Agreement</p>

Portfolio: Cabinet Member for Housing
Portfolio Holder: Alastair Gunn

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>HTS</p> <ul style="list-style-type: none"> HTS Performance & Delivery of Block Cleansing HTS Performance & Delivery of Housing stock repairs & Maintenance 	<p>Housing Revenue Account (joint with Finance 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>Tenant and Leaseholder Engagement Strategy</p> <p>Housing Stock Inspection Regime</p>

Portfolio: Cabinet Member for Finance
Portfolio Holder: James Leppard

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 • Regeneration funding for Town Centre & Housing Estates <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>Properties and Facilities Management</p> <ul style="list-style-type: none"> • Civic Centre • Latton Bush Centre • Unadopted Highways Management • Asset Management • Drainage • Energy Management • Neighbourhood Hatches 	<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>Treasury Management Strategy</p> <p>Reform of Capital Programme (joint with Regeneration)</p> <p>Town Centre and Housing Estates Regeneration funding model</p>

Portfolio: Cabinet Member for Governance
Portfolio Holder: Stacy Seales

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 • Covenant Control <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>Customer Service</p> <ul style="list-style-type: none"> • Contact Harlow • Cash Office <p>Electoral Services</p> <ul style="list-style-type: none"> • Electoral Reviews <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>Waste Collection and Recycling Services</p> <p>North Essex Parking Partnership (NEPP)</p>	<p>Procurement Strategy</p> <p>Waste contract</p> <p>Parking</p> <p>Electric charging points</p> <p>Enforcement Contractor Procurement</p> <p>Climate Change Strategy</p> <p>ICT Strategy</p> <p>Commercialisation and shared services (joint with Finance)</p>

Specific Portfolio Holders' Delegations 2022/23

~~This document sets out the specific delegations to Portfolio Holders in addition to those contained within Part 3 of the Constitution.~~

~~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:

- 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.

- ~~• Approve all routine Housing Contract Awards which are within the Council's Policy and Budget Framework~~

The Portfolio Holder for Finance 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 Regeneration and Strategic Growth may:

- Periodically approve the Planning Application Validation Checklist.
- Name and number streets and buildings.
- Approve the commencement of consultations on Regeneration and Development Management issues.
- Approve the commencement of consultations on Strategic Planning issues.

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 Director before decisions are taken.~~