

**MINUTES OF THE CABINET  
HELD ON**

13 June 2024

7.00 - 7.55 pm

**PRESENT**

**Committee Members**

Councillor Dan Swords, Leader of the Council  
Councillor David Carter, Deputy Leader and Portfolio Holder for Housing  
Councillor Michael Hardware, Portfolio Holder for Finance  
Councillor Nicky Purse, Portfolio Holder for Environment and Sustainability  
Councillor Danielle Brown, Portfolio Holder for Community and Wellbeing  
Councillor Joel Charles, Portfolio Holder for Public Protection  
Councillor Hannah Ellis, Portfolio Holder for Corporate Services and Transformation  
Councillor Alastair Gunn, Portfolio Holder for Garden Town and Planning

**Other Councillors**

Councillor Jodi Dunne  
Councillor Tony Edwards  
Councillor Michael Garnett  
Councillor James Griggs  
Councillor Kay Morrison  
Councillor Stefan Mullard- Toal  
Councillor Lanie Shears  
Councillor Nancy Watson

**Officers**

Yvonne Rees, Interim Chief Executive  
Niel Churchill, Communications Manager  
Alan Evans, Interim Strategic Director  
Rebecca Farrant, Assistant Director - Corporate Services  
Julie Galvin, Legal Services Manager  
James Gardner, Assistant Director - Regeneration  
Jacqui Van Mellaerts, Assistant Director - Finance  
Richard Oliver, Interim Assistant Director - Housing and Property  
Adam Rees, Senior Governance Support Officer

1. **APOLOGIES FOR ABSENCE**

None. The Chair said that Councillor Gunn would be late to the meeting.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 21 March 2024 are agreed as a correct record and signed by the Leader.

4. **MATTERS ARISING**

None.

5. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

6. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

7. **COMMUNICATIONS FROM THE LEADER**

The Leader welcomed the new Cabinet and shadow Cabinet to the meeting.

He said that he had attended the LGC awards ceremony last night following the council's nomination for most improved council. The council had been highly commended and finished second. He, on behalf of Councillors, thanked Officers for their work.

8. **PETITIONS**

None.

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

**RESOLVED** that the following decisions be noted.

- a) Deputy Leader and Portfolio Holder for Housing - 22 March 2024
- b) Deputy Leader Portfolio Holder for Housing - 8 April 2024

10. **PERFORMANCE, FINANCE AND RISK - APRIL**

Cabinet received a report on performance, finance and risk report for April.

It was agreed that Councillor Morrison was provided with an explanation as to whether the term 'proactive' was a national one to describe planning departments.

It was agreed that Officers would look at making the information presented in the report colourblind friendly.

Proposed by Councillor Michael Hardware (seconded by Councillor Hannah Ellis) it was:

**RESOLVED** that Cabinet notes:

- A** The performance of key performance indicators for April.
- B** The Finance position as at first period of 2024/25 financial year.
- C** The current strategic risks for the council's operations.

11. **MTFP AND BUDGET PLANNING**

Cabinet received a report on the Medium Term Financial Plan and Budget Planning.

Proposed by Councillor Michael Hardware (seconded by Councillor David Carter) it was:

**RESOLVED** that:

- A** Cabinet noted the baseline position of the Medium-Term Financial Plan 2025/26 to 2027/28.
- B** Cabinet approved the budget setting timetable 2025/26 as set out in the body of the report set out in paragraph 20 of the report.
- C** Cabinet noted the officer operational budget setting guidelines 2025/26 as set out in Appendix A.

12. **APPOINTMENT OF CONTRACTOR FOR COUNCIL HOUSE BUILDING PROGRAMME SCHEME - STAPLE TYE**

Cabinet received a report to appoint a contractor for a council house building programme scheme at Staple Tye.

Proposed by Councillor Dan Swords (seconded by Councillor David Carter) it was:

**RESOLVED** that delegated authority be given to the Chief Executive, in consultation with the Leader of the Council, to proceed to the final construction phase of the development and agree the procurement and appointment of a main contractor for the of the Staple Tye Renewal Scheme (Parnell Road, Perry Road & the Staple Tye Depot Sites), as part of the Council House Building Programme, within the financial budget set in the approved Harlow Council Capital Programme 2024/25 - 2027/28.

13. **CREATION OF DISABILITY WORKING GROUP**

Cabinet received a report on the creation of a Disability Working Group.

*Councillor Gunn entered the meeting.*

Proposed by Councillor Dan Swords (seconded by Councillor Michael Hardware) it was:

**RESOLVED** that:

- A** Approved the establishment of a Disability Working Group and approves the Terms of Reference and membership as set out in Appendix A to the report.
- B** Approved the Councillors appointed to the Working Group.
- C** Granted the Leader delegated authority to review, alter or amend the terms of reference.

14. **DISPOSAL OF ALTHAM HOUSE**

Cabinet received a report on the disposal of Altham House.

Proposed by Councillor David Carter (seconded by Councillor Michael Hardware) it was:

**RESOLVED** that Harlow Council sold Altham House to the current leaseholder.

15. **DISPOSAL OF CLOVER FIELD GARAGES**

Cabinet received a report on the disposal of Clover Field garages.

Proposed by Councillor David Carter (seconded by Councillor Michael Hardware) it was:

**RESOLVED** that Harlow Council sell Nos. 1 to 20 Clover Field [garages] to a private management company who own and operate other garage sites across the District.

16. **CABINET APPOINTMENTS**

**RESOLVED** that the appointments be approved as appended to the minutes.

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

None.

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

**RESOLVED** that the minutes of the following meetings are noted.

- a) Minutes of meeting Tuesday, 12 March 2024 of Harlow Local Highways Panel
- b) Minutes of meeting Thursday, 25 April 2024 of Safety Committee

19. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL

## Cabinet Appointments 2024/25

<b>Shareholder Sub Committee (7)</b>		<b>Constitution Panel (5)</b>	
Dan Swords (c)		Dan Swords (c)	
David Carter (vc)		Hannah Ellis (vc)	
Tony Edwards		Tony Edwards	
Michael Hardware		Emma Ghaffari	
Kay Morrison		Stefan Mullard-Toal	
Nicky Purse			
Lanie Shears			
<b>Harlow Local Highways Panel (4)</b>			
David Carter			
Tony Edwards			
Maggie Hulcoop			
Kay Morrison			
<b>Housing Standards Board (3)</b>		<b>Harlow and Gilston Garden Town Board (1+1 sub)</b>	
David Carter (c)		Dan Swords	
Jodi Dunne		Alastair Gunn (sub)	
Matthew Saggars			
<b>Growth Board (2)</b>		<b>Essex Flood Partnership (1+1 Sub)</b>	
Alastair Gunn		Nicky Purse	
Dan Swords		Mike Garnett (sub)	
<b>North Essex Economic Board (NEBB) (1)</b>		<b>North Essex Councils (NEC) (1)</b>	
Dan Swords		Dan Swords	
<b>Harlow Health and Wellbeing Board (1)</b>		<b>UK Innovation Corridor (1+1 Officer)</b>	
Danielle Brown		Dan Swords	
<b>Digital Innovation Corridor (1)</b>		<b>Harlow Regeneration Partnership (2)</b>	
Alastair Gunn		Dan Swords	
		Michael Hardware	
<b>Harlow Bus Users Group (1)</b>		<b>North Essex Parking Partnership (1+1 Sub)</b>	
Matthew Saggars		Nicky Purse	
		Mike Garnett (sub)	