

**MINUTES OF THE CABINET  
HELD ON**

11 July 2024

7.00 - 8.23 pm

**PRESENT**

**Committee Members**

Councillor Dan Swords, Leader of the Council and Chair of Personnel Committee

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 Durcan

Councillor Tony Edwards

Councillor James Griggs

Councillor Kay Morrison

Councillor Lanie Shears

Councillor Jake Shepherd

Councillor Nancy Watson

**Officers**

Donna Beechener, Assistant Director - Revenues and Benefits

Alan Evans, Interim Strategic Director

Rebecca Farrant, Assistant Director - Corporate Services

Julie Galvin, Legal Services Manager

Paul Keen, Communications Officer

Hannah Marriott, Governance Support Officer

Jacqui Van Mellaerts, Assistant Director - Finance

Tanusha Waters, Assistant Director - Planning and Building Control

Curtis Painter, Customer Advisor

20. **WEBCAST INTRODUCTION**

The Leader said the meeting was being webcast live and would be available for repeated viewing after the meeting has ended. By continuing to attend the meeting, you were consenting to being filmed and to appearing in the webcast.

21. **APOLOGIES FOR ABSENCE**

None.

22. **DECLARATIONS OF INTEREST**

None.

23. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 13 June 2024 are agreed as a correct record and signed by the Leader.

24. **MATTERS ARISING**

None.

25. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

26. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

27. **COMMUNICATIONS FROM THE LEADER**

The Leader noted that the Council was awarded second most improved Council at the LGC Awards 2024 and highly commended all staff for this achievement.

28. **PETITIONS**

None.

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

None.

30. **OUTTURN 2023/24**

Cabinet received a report on provisional outturn for 2023/24.

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

**RESOLVED** that Cabinet:

- A** Endorses the outturn position for 2023/24 of £244,000 surplus, as set out within the report in respect for General Fund year ending 31 March 2024

- B** Endorses the outturn position for 2023/24 of £1,023,000 deficit as set out within the report in respect for Housing Revenue Account year ending 31 March 2024.
- C** Endorses the Non Housing Capital Programme (NHCP) outturn for 2023/24 is £26.071million and the Housing Capital Programme (HCP) outturn for 2023/24 is £64.633 million as set out in the report.
- D** Endorses the Earmarked Reserves summary in Appendix E and Delegated authority is given to Deputy section 151 Officer, in consultation with the Portfolio Holder for Finance to agree the final reserve position upon completion of the Statement of Accounts 2023/24.
- E** Approves £144,000 from the general fund surplus to be contributed to a transformation earmarked reserve for identified projects within the transformation programme.
- F** Approves £100,000 from the general fund surplus to be contributed to a climate change earmarked reserve to support the delivery of the climate change action plan.
- G** Approves the Period 12 reprofiling into 2024/25 within the Non-Housing and Housing Capital Programmes included within Appendices C and D.
- H** Approves the carry forward of resources from 2023/24 to 2024/25 as set out in Appendix F.

31. **PERFORMANCE, FINANCE AND RISK - MAY**

Cabinet received a report on performance, finance and risk for May 2024.

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

**RESOLVED** that Cabinet notes:

- A** The performance of key performance indicators for May and quarter one of performance for annual delivery plan.
- B** The Finance position as at May (period 2) of 2024/25 financial year.
- C** The current strategic risks for the council's operations.

32. **LOCAL GOVERNMENT PRODUCTIVITY PLAN**

Cabinet received a report on the Local Government Productivity Plan.

Proposed by Councillor Hannah Ellis (seconded by Councillor Dan Swords) it was:

**RESOLVED** that:

- A Cabinet notes the Productivity Plan to be submitted to Department for Levelling Up, Homes and Communities, at Appendix A of this report, and approves it for publication on the council's website.

33. **HOUSING ASSISTANCE POLICY**

Cabinet received a report on the Housing Assistance Policy.

Proposed by Councillor Joel Charles (seconded by Councillor Nicky Purse) it was:

**RESOLVED** that:

- A Cabinet approves the revised Housing Assistance Policy attached as Appendix A to the report.
- B Subject to recommendation A, delegates authority to the appropriate Assistant Director – Planning and Environment, in consultation with the Portfolio Holder for Public Protection to minor and inconsequential amendments to the policy and to approve for giving it effect as may be necessary from time to time.

34. **DISPOSAL OF 4 MILL HOUSE**

Cabinet received a report on the disposal of 4 Mill House.

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

**RESOLVED** that Harlow Council sell Flat 4 Mill House, 206 Old Road, Old Harlow.

35. **DEBT WRITE OFFS**

Cabinet received a report on debt write offs.

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

**RESOLVED** that irrecoverable Non Domestic Rates amounting to £158,473.81 be written off.

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

a) **Referral from Licensing Committee - Review of Hackney Carriage Tariffs**

Cabinet received a referral from the Licensing Committee on the review of Hackney Carriage Tariffs.

Proposed by Councillor Joel Charles (seconded by Councillor Nicky Purse) it was:

**RESOLVED** that:

**A** The Hackney Carriage Tariff Schedule, as attached in Appendix A to the report, be adopted.

**B** The Assistant Director Planning and Environment be authorised to take the necessary steps as stated in the original report to implement the tariff changes with effect from 5 August 2024.

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

None.

38. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL