

**MINUTES OF THE CABINET
HELD ON**

24 October 2024

7.00 - 8.50 pm

PRESENT

Committee Members

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

Other Councillors

Councillor Tony Durcan
Councillor Tony Edwards
Councillor Michael Garnett
Councillor James Griggs
Councillor Michael Houlihan
Councillor Kay Morrison
Councillor Aiden O'Dell
Councillor Matthew Saggars
Councillor Lanie Shears
Councillor Jake Shepherd
Councillor Nancy Watson

Officers

Donna Beechener, Assistant Director - Revenues and Benefits
Niel Churchill, Communications Manager
Phil Dart, Strategic Support
Rebecca Farrant, Assistant Director - Corporate Services
Julie Galvin, Legal Services Manager and Monitoring Officer
James Gardner, Assistant Director - Regeneration
Amanda Lucas, Graphic Designer
Wendy Makepeace, Casual Assistant Director - Housing and Property
Adam Rees, Senior Governance Support Officer
Cara Stevens, Assistant Director, Housing Operations (People)
Jacqui Van Mellaerts, Assistant Director - Finance

59. **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.

60. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Danielle Brown.

61. **DECLARATIONS OF INTEREST**

None.

62. **MINUTES**

RESOLVED that the minutes of the meeting held on 12 September 2024 are agreed as a correct record and signed by the Leader.

63. **MATTERS ARISING**

None.

64. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

65. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

66. **COMMUNICATIONS FROM THE LEADER**

The Leader set out how the council had continued to deliver its corporate priorities. This included improvements in void turnarounds, improvements in bin collection rates, and works taking place in the Town Centre.

67. **PETITIONS**

None.

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

RESOLVED that the following decisions be noted.

- a) Portfolio Holder for Garden Town and Planning - 3 October 2024
- b) Leader of the Council - 7 October 2024
- c) Leader of the Council - 15 October 2024

69. **PERFORMANCE, FINANCE AND RISK - AUGUST**

Cabinet received the Performance, Finance and Risk report for August 2024.

Proposed by Councillor Hannah Ellis (seconded by Councillor James Leppard) it was:

RESOLVED that Cabinet:

- A** Noted the performance of key performance indicators for August.
- B** Noted the Finance position as August (period 5) of 2024/25 financial year.
- C** Approved the Period 5 reprofiling into 2025/26 within the Non-Housing Capital Programmes included within Appendix E to the report.
- D** Recommended to Full Council the approval of the Budget allocations identified for 2024/25 within the Non-Housing Capital Programmes included within Appendix E to the report.
- E** Noted the current strategic risks for the council's operations.

70. **2023/24 COMPLAINTS PERFORMANCE OVERVIEW**

Cabinet received a report on 2023/24 complaints overview.

Proposed by Councillor Hannah Ellis (seconded by Councillor James Leppard) it was:

RESOLVED that Cabinet:

- A** Noted the performance of complaints handling for the period 2023-24.
- B** Noted the impact of lessons learnt from 2023/24 on the performance of complaint handling during Q1 and 2 of 2024/25.
- C** Approved the changes to service delivery to bring complaints handling in line with ombudsman's Complaint Handling Code.

71. **CLEAR, HOLD, BUILD - UPDATE AND FUTURE PLANS**

Cabinet received a report on the Clear, Hold, Build initiative.

Councillor Matthew Saggars declared a non-pecuniary interest as his son was a Youth Councillor.

Proposed by Councillor Joel Charles (seconded by Councillor Dan Swords) it was:

RESOLVED that Cabinet:

- A** Endorsed the setting up of an internal 'Operations Group' drawn from officers across all Council services to support the CHB multi-agency work, to ensure that all Council owned and led actions are delivered.
- B** Approved an indicative allocation of £100,000 that can be drawn down by the 'Operations Group' in consultation with the Portfolio Holder for Public Protection and the Chief Executive, where there is a business case to fund specific activity in support of current and future CHB initiatives. This is specifically actioned when existing budgets cannot absorb the additional cost.
- C** Delegated to the Portfolio Holder for Public Protection the oversight of the Council's programme of work, in order to ensure the Council plays its part effectively in reducing crime and the fear of crime in The Stow.

72. **HOUSING REGULATOR UPDATE**

Cabinet received an update report on the Housing Regulator.

Councillor Aiden O'Dell declared a non-pecuniary interest as a council leaseholder.

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

RESOLVED that Cabinet noted the contents of the report, including the operational activity that has been agreed with the Regulator for Social Housing to manage our ongoing compliance against the Consumer Standards.

73. **DEBT WRITE OFFS**

Cabinet received a report on debt write offs.

Proposed by Councillor James Leppard (seconded by Councillor Hannah Ellis) it was:

RESOLVED that Irrecoverable Non-Domestic Rates amounting to £44,184.42 be written off.

74. **CABINET APPOINTMENTS**

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

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

None.

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

RESOLVED that the minutes of the following meetings are noted.

- a) Minutes of meeting Monday, 2 September 2024 of Housing Standards Board
- b) Minutes of meeting Wednesday, 25 September 2024 of Shareholder Sub Committee

77. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL

Changes highlighted in bold

Cabinet Appointments 2024/25

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