

**Part3  
Scheme of Delegation  
Appendix 4  
Portfolio Responsibilities**

See the Article relating to Decision Making for limits of delegation

**Leaders Portfolio**

Cabinet Chairman, Signatory for decisions taken in absence of other portfolio holders or where they have a material (Disclosable or personal) interest, Co-ordination of Cabinet business, Corporate Objectives, performance indicators and improvement plans, as well as the equality duties of the Council. Transformation and Customer Service, including compliments and complaints. Representation of the Council across established forums and meetings. Liaison with Chief Executive, Directors and Leadership Team.

**Finance**

Budget setting and reporting, financial management including investments, procurement and insurance. Risk Management. Responsibility for finance functions including Accountancy, Housing Benefits, Council Tax and NNDR, Cashiers. Welfare Reform. Debt and recovery.

**Technology and Support Services**

Matters related to the Council's ICT team and future strategy. Those support services within the remit of the Resources Directorate, for example, Human Resources, Payroll, Administration, Reprographics, Health and Safety, Facilities management. Audit including Corporate Fraud, and matters related to Legal Services. Broadband for the District.

**Planning and Governance**

Democratic Services, Public Relations and Information including the website provision, Elections section, Freedom of information, Matters relating to Development Control, Enforcement, Building Control and Local Land Charges. All matters related to the delivery of the Local Plan, Planning Policy and large scale Section 106 and Community Infrastructure Levy agreements.

**Asset Management and Economic Development**

Commercial property, estates and asset management (including North Weald airfield assets) and economic development/tourism. Business Champion.

**Housing**

Deputy Leader. Council housing and housing land sales, proposals for affordable housing. Homelessness and its prevention, HRA estate management, investment, tenant matters including transfers and maintenance/repairs. Sheltered and private sector housing. Decent homes and adaptations. Careline and Care and Repair. Park Homes.

**Safer, Greener, Transport**

Community Safety, Safeguarding, Premises & Taxi Licensing, Conservation, Countrycare, Tree Protection, Energy Efficiency, Energy conservation, Fuel Poverty, Car Parking & NEPP Liaison, Highways Liaison, Public Transport Liaison, Community Transport.

**Environment**

Environmental Health matters and management, waste management, pollution and land drainage/sewers and Emergency Planning. Statutory nuisances, abandoned vehicles and animal welfare. Environmental co-ordination. Depots management and Fleet Operations. Grounds maintenance and Roding Valley LNR.

**Leisure and Community Services**

Leisure Management. North Weald Airfield (Operations). Neighbourhood services

Health and sport. Arts, Community and Sports Development including holiday schemes, Museum Services, Young people and Youth Council. Grant Aid requests. A champion for the voluntary sector.