

**Part 3**  
**Scheme of Delegation**  
**Appendix 4**  
**Portfolio Responsibilities – 2021/22**

See the Constitution – Article 14 relating to Decision Making for limits of delegation.

**Leader’s 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 improvement, performance indicators and plans, Corporate transformation lead. Representation of the Council across established forums and meetings. Liaison with Chief Executive, Strategic Team and Leadership Team. Audit (including Corporate Fraud) and Our Ways of Working Strategy. Emergency Planning and Business Continuity. Democratic Services, Civic and Members Services, Elections.

**Planning and Sustainability**

Matters relating to those services as follows:

(Deputy Leader) Development Management, Planning Policy, Garden Town Liaison, Local Plan Implementation, Planning Enforcement, Tree Preservation, Landscape, Built Heritage, Conservation, Large Scale S106 and CIL.

The Sustainability agenda for EFDC (green, blue, carbon etc.) including climate change.

**Finance, Qualis Client and Economic Development**

Matters relating to those services within Finance and Economic Development and all Qualis related matters in the role of Client:

Accountancy, Treasury Management, Insurance, Accounts Payable, Land Charges, Assets and Estates.

Qualis Client for the Council at Group and Subgroup level.

Economic Development and Business Champion role.

**Environmental and Technical Services**

Matters relating to those services as follows:

Waste and Recycling, Leisure Management, Fleet Operations, Land Drainage, Contaminated Land, Grounds Maintenance, Arboriculture, Country Care, Highways Liaison, Highways Rangers, Procurement and Legal Services.

**Housing Services**

Matters relating to those services as follows:

Housing Management, Housing Options, Homelessness, Older Peoples Housing, Home Ownership, Housing Repairs, Housing Assets, Housing Development, Facilities Management, Depot Management.

Private Sector Housing.

## **Community and Regulatory Services**

Matters relating to those services as follows:

Post Covid Recovery, including a Portfolio Holder Advisory Group if required.

Local Strategic Partnership, Health and Wellbeing Board and Tourism.

Regulatory Services, as follows: Licensing, Building Control, Environmental Health and Co-ordination, Health and Safety.

Safer Communities, Neighbourhood Services, Safeguarding, Community Development, Arts and Museum Services, Grant Aid, Youth Council.

Champion for the Voluntary Sector, Young People, Health and Wellbeing, and Community Safety Partnership.

## **Customer and Partnerships**

Matters relating to those services as follows:

Customer Services, Compliments and Complaints, Internal and External Communications, Website, Public Consultation, Revenues, Benefits, Debt Recovery, Cashiers, Parking Services, Partnerships

## **Corporate Services**

Matters relating to those services as follows:

Building Services, Reprographics, ICT, Data Protection / Freedom of Information, People, Culture, Wellbeing, Business Support, Insurance, Information Governance.

Chair or Vice Chair (depending on rota) of JCC

## **Projects (Cabinet Member without Portfolio)**

Matters designated by the Leader for project delivery across any portfolio.

Project example: Skills and Employment, specifically Apprentice Schemes.