

Part 3
Scheme of Delegation
Appendix 4
Portfolio Responsibilities – 2022/23

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.

Representation of the Council across established forums and meetings, including inter-Council partnerships.

Liaison with Chief Executive, Strategic Team and Leadership Team, Corporate Performance & Reporting, Corporate Strategy and Policy.

Emergency Planning and Business Continuity.

Place

(Deputy Leader) Climate Change, Local Plan Implementation, Master Planning, Place Sustainable Transport.

Finance

Accountancy, Accounts Payable, Asset Management, Assets and Estates, Audit (including Corporate Fraud), Economic Development, Insurance, Land Charges, North Weald Enterprise Zone, Qualis Client for the Council, Revenue & Benefits, Town Centre Programme Delivery, Treasury Management, Debt Recovery.
Business Champion.

Housing & Community

Community & Wellbeing, Community Hubs, Community Safety Partnerships, Community Safety & Policing Hub.

Council House Building.

Depot Management, Facilities Management.

Home Ownership, Homelessness, Housing Management, Housing Assets, Housing Information, Housing Needs, Housing Options, Housing Repairs, HRA Account.

Neighbourhood Services, Older Peoples Housing, Older Persons Services, Private Sector Housing, Property Services, Rehousing.

Safeguarding, Safer Communities, Strategy & Policy.

Champion for the Voluntary Sector (Shared area with Wellbeing & Community Partnerships).

Wellbeing & Community Partnerships

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

Arts and Museum Services, Community Development, Health and Wellbeing, Health and Wellbeing Board, Local Strategic Partnership, Tourism, Town & Parish Council liaison, Young People, Youth Council.

Champion for the Voluntary Sector (Shared area with Housing & Community).

Customer

Focus on improving the customer experience and the liaison with officers using all mediums, including face-to-face.

Cashiers, Civic & Member Services, Community Data & Insights, Compliments and Complaints, Customer Services, Digital Strategy, Partnerships, Public Consultation, Website.

Contracts & Commissioning

All contracts with a renewed focus on supporting local companies and social value.

Contract Management (Supply, Leisure & chain), Commercial, North Weald Operations, Procurement, Waste Management.

Technical Services

Arboriculture, Building Control, Built Heritage, Community Resilience Hub (Environmental Enforcement, Anti-Social Behaviour Team and CCTV, Conservation, Contaminated Land, Country Care & Landscape, Development Management, Environmental Health, Fleet Operations, Grounds Maintenance, Health & Safety, Highways Liaison, Highways Rangers, Land Drainage, Large Scale S106 and CIL, Licensing, Planning Enforcement, Strategic Planning, Tree Preservation.

Internal Resource

Building Services, Business Support, Change, Corporate Communications, Data Protection, Democratic & Electoral Services, Freedom of Information, ICT, Information Governance, Interim ICT, Internal Comms, Legal Services, Parking, Parking Services, People, Culture, Employee Wellbeing, Programme & Project Delivery, Reprographics.
Chair or Vice Chair (depending on rota) of JCC

Reviews & Efficiency

To work across the portfolios with a special focus on projects for the transformation of service delivery.

Review of grant funding looking at service level agreements, and decisions on grants.

Member Training Programme.

Grant Aid.