

# Decision by the Leader



**Report reference: LDR-002-2024/25**  
**Date of report: 28 June 2024**

**Epping Forest  
District Council**

**Portfolio: Leader**

**Author: Gary Woodhall**

**Democratic Services: Gary Woodhall**

**Subject: Executive Membership & Portfolio Responsibilities**

**Decision:**

- (1) That, as attached at Appendix 1, the members nominated by the Leader of the Council be appointed as the respective Portfolio Holders for the 2024/25 municipal year; and
- (2) That the structure and responsibilities of the Council's Executive Portfolios be revised as attached at Appendix 2, for the 2024/25 municipal year.

<b>ADVISORY NOTICE:</b> <i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i>	
I have read and approve/ <del>do not approve</del> (delete as appropriate) the above decision:	
Comments/further action required: None	
Signed:	Date:
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i>  None	<i>Dispensation granted by Standards Committee:</i> Yes/No N/A

**After completion, one copy of this pro forma should be returned to Democratic Services  
IMMEDIATELY**

**Reason for decision:**

Following the local elections in May 2024, the Leader of Council has reviewed the appointment of Portfolio Holders, as well as the structure and responsibilities of the Council's Executive Portfolios for the 2024/25 municipal year.

**Options considered and rejected:**

No other options are available. Portfolio Holders must be able to make decisions in accordance with the agreed executive responsibilities.

**Initialed as original copy by  
Portfolio Holder:**

**Background Report:**

1. In accordance with the Local Government Act 2000, the Leader of Council has reviewed the structure and composition of his Cabinet for the forthcoming municipal year, and the Members appointed to each Cabinet role.
2. The changes that the Leader wishes to make to the appointment to each Portfolio Holder position, and the Portfolio Holder responsibilities are detailed in the attached appendices.
3. These changes were reported to the Council at its Annual Meeting on 23 May 2024.

**Resource Implications:**

**Legal and Governance:**

The proper authorisation of Portfolio Holders to make decisions in accordance with current executive responsibilities.

**Safer, Cleaner and Greener:**

There are no Safer, Cleaner and Greener implications arising from the recommendations of this decision.

**Consultation Undertaken:**

The structure and responsibilities of the Council's Executive Portfolios and the appointment of Members as the respective Portfolio Holders is a matter reserved to the Leader of the Council.

**Background Papers:** None

**Impact Assessments:**

**Risk Management:**

The identification of the executive responsibilities of individual portfolios supports the Council's decision-making framework.

**Equality:**

There are no equality implications arising from the recommendations of this decision.

**Key Decision Reference (Y/N):**

**CABINET - LEADER APPOINTMENTS**

**(a) Deputy Leader**

Deputy Leader	N Bedford

**(b) Other Cabinet Members/Allocation of Portfolios**

<b>Portfolio</b>	<b>Portfolio Holder</b>
Leader	C Whitbread
Housing & HGGT	N Bedford
Finance & Economic Development	H Whitbread
Shaping our District	K Williamson
Commercial & Estates	T Matthews
Transformation	S Patel
Contracts Delivery	R Balcombe
Community Health & Wellbeing	K Rizvi
Regulatory, Technical & Community Safety Services	P Keska

<p><b>Initialed as original copy by Portfolio Holder:</b></p>
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**PROPOSED Scheme of Delegation 24/25 – Subject to Leader Approvals  
Appendix 4  
Portfolio Responsibilities**

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

**Leader's Portfolio:**

Chairman of the Cabinet, 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 Change lead, corporate objectives, performance improvement, performance indicators and plans.

Representation of the Council across established forums and meetings.

Liaison with Chief Executive, Strategic Directors, and Leadership Team.

Audit (including Corporate Fraud).

Devolution, shared services, North Essex Council Board, Strategic Partnerships.

**Housing & HGGT:**

Matters relating to those services within the Housing & Property Service as follows:  
Housing Management, Housing Options, Older Peoples Housing, Home Ownership, Housing Repairs, Housing Assets, Housing Development, Social Cohesion, Facilities Management, Depot Management. Qualis repairs service – Performance (In Partnership with the Contracts Portfolio Holder).

Harlow Garden Town liaison / Joint Committee, local Masterplans.

**Finance & Economic Development:**

Accountancy, Treasury Management, Accounts Payable, Revenues & Benefits, and Accounts Receivable. Insurance and Risk.

Debt Recovery, Cashier Services.

Economic Development & Business Champion. – Promoting Business, Investment and High Streets.

Internal Communications, External Communications (including Website and Public Consultation).

Responsibility for the place fund in conjunction with the whole Cabinet.

**Shaping our District:**

Local Plan implementation, review and improving communication.

Planning Policy and Development Management

Tree Preservation, Landscape, Built Heritage, Conservation.

Improving local infrastructure through large scale S106 and CIL agreements.

Climate Change, Sustainable Transport.

Car Parking on street (NEPP) and off street – in partnership with the Commercial & Estates, and Finance & Economic Development Portfolio Holders.

**Commercial & Estates – Promoting & Protecting Revenue Generation:**

Estates & Valuation, North Weald Airfield (Landlord & Airside), Commercial Property, Asset Management (including North Weald Airfield assets). Qualis Client side (working with the Contracts Portfolio Holder). Improving the commercial offer to Town and Parish Councils.

## **Transformation – Fit for the Future, Corporate Support & Customer:**

Transformation and shared services opportunities (working with the Leader).

ICT and Digital Delivery. Democratic and Electoral Services, Civic & Member Services, Legal Services, Data Protection, Freedom of Information, People Team, Business Support (including Land Charges).

Customer Services, Compliments and Complaints.

Improving Customer services.

## **Contracts Delivery – Implementation & Improvement:**

Responsibility to give regular reports on the Council's major external contracts within the Contract Service, review and monitor for delivery, performance, service improvement and customer satisfaction including the following contracts:

Waste & Recycling

Leisure Management

Qualis Board observer.

Improving the commercial offer to Town and Parish Councils – With the Commercial and Estates Portfolio Holder.

## **Community Health & Wellbeing:**

Community Development, Grant Aid, Youth Council, Young People, EFDC Health & Wellbeing agenda.

Voluntary Sector Champion.

## **Regulatory, Technical & Community Safety Services:**

Matters relating to those services within Development Control and Planning Enforcement: Land Drainage, Contaminated Land, Arboriculture, Country Care.

Matters relating to those services within Environmental Protection as follows:

Drainage, Highway Rangers, Highways Liaison, Tree Team, Fleet Operations, Community Resilience/ Licensing, Building Control, Environmental Health and Co-Ordination, Private Sector Housing, external Health & Safety.

Community Safety Partnership, Safeguarding and EFDC dedicated Policing Hub.