

DEFINITION OF EXECUTIVE PORTFOLIOS

1. **Leader** **(Joint Working and Partnerships Champion)**

Chairman of Cabinet
Constitutional Matters
Local Strategic Partnership
Management and Co-ordination of Cabinet business
Council Plan
Major property/development proposals affecting the Council's property portfolio valued in excess of £1 million (where necessary in consultation with the Housing Portfolio Holder) but excluding ongoing estate management and any HRA scheme of any amount.
Major property/development proposals valued in excess of £1 million which do not affect the Council's property portfolio but which may have significant financial implications for the Council.
Staff Development Reviews for Chief Executive.

2. **Community Wellbeing** **(Health, Equality and Diversity Champion)**

Crime and Disorder
Day Clubs for the Elderly
Emergency Planning
Equalities and Diversity
External Funding
Grant Aid
Health Service (including West Essex Primary Care Trust, hospital, community and mental health providers), and health inequalities
Social Inclusion

3. **Finance, Performance Management** **(Performance Management and Value for Money Champion)**

Accountancy
Audit
Benefits
Budget (including Capital Programme)
Best Value Performance Plan
Cashiers
Council Tax/NNDR
Financial Management
Insurance

4. **Housing**

Adaptations for the Disabled
Caravan Sites
Careline Emergency Alarm System
Care and Repair (CARE)
Council House Sales
Council Housing Management
Elderly Persons Garden Maintenance for Council Tenants

Estate Management (Council Estates)
Garages (Council-owned)
Homelessness
Housing Needs Advice
Housing Investment Programme
Leasehold Enquiries (Council Housing)
National Mobility Scheme
Private Sector Housing Stock
Repairs (Council Housing) (and DSO)
Right to Buy
Social Housing Applications
Supporting People Initiative
Tenancy Matters (Council Housing)
Transfers and Mutual Exchanges (Council Housing)
Warden Assisted/Sheltered Housing

**5. Environment
(Safer, Cleaner, Greener Champion)**

Abandoned Vehicles
Air Quality
Animal Welfare (excluding licensing aspects)
Asbestos
Contaminated Land
Dangerous Waste
Energy Conservation
Environmental Health
Food, Home and Water Safety
Infectious Diseases
Pest Control
Pollution (Noise and other)
Public Conveniences
Statutory and other Nuisances
Skips
Street Cleansing
Waste Management Contract

**6. Leisure and Young People
(Young People's Champion)**

Arts
Community Development
Holiday Schemes
Health Improvement Programme
Leisure Centres
Museum
North Weald Airfield (Operational Leisure Activities including market)
Play Provision
Roding Valley Nature Reserve
Swimming Pools
Young People/Youth Council

**7. Planning and Economic Development
(Sustainability Champion)**

Building Control
Business Prosperity
Conservation
Corporate Sustainability
Design Advice
Economic Development
Forward Planning
Local Plan
North Weald Airfield (Planning)
Public Transport
Rural Issues
Town Centre Enhancement Schemes
Town Centre Management (Strategy and Overall Co-ordination)
Town Centre Partnerships

**8. Civil Engineering and Maintenance
(Infrastructure Champion)**

Car Parking
Concessionary Fares
Countrycare
Dangerous Buildings
Grounds Maintenance
Fleet Management
Highways and Roads (including Local Service Agreement)
Land Drainage (including flooding issues in the District)
Sewerage
Transport for London issues and monitoring

9. Corporate Support and ICT Services (Customer Services Champion)

Asset Management
Compliments and Complaints Procedures
Corporate Support Services
Customer Services (including Information Services)
Depots
Facilities Management
Health and Safety - Employer's Responsibilities
ICT
Licensing Policy (excluding Licensing Committee responsibilities)
Pensions & Superannuation
Land Acquisitions and Sales (subject to those items reserved to the Leader's portfolio and to consultation with the Leader on responsibility for any transaction of up to £1 million in value)
Local Land Charges
North Weald Airfield - Operational Estates Management
Superannuation and Pensions
Telephones