

**Constitution Part 3(3)
(Responsibilities for Functions)**

DEFINITIONS OF EXECUTIVE PORTFOLIOS (rev 2009)

Portfolio	Other Responsibilities
1. Leader	
Councillor Collins	
Chairman of Cabinet	CEF/MB Liaison
Local Strategic Partnership	PDR for Chief Executive
Forward Planning	Staff Monitoring
Democratic Services	Section 106 Agreements
Media and Website	
Constitutional Matters	
Council Plan	
Customer Services	
Major Property Development Proposals	
Local Plan	

2. Finance and Economic Development	
Councillor Chris Whitbread	
Financial Management/Investment	
External Funding	
Procurement	
Benefits	
North Weald Airfield	
Accountancy	
Audit	
Budget (inc Capital Programme)	
Business Prosperity	
Cashiers	
Council Tax/NNDR	
Insurance	
Economic Development	

3. Leisure and Wellbeing	
Councillor Heather Harding	
Leisure Centre Management	
Young People and Youth Council	
Grant Aid	
Voluntary Sector Champion	
Voluntary Action Epping Forest	
Health and Health Inequalities	
Supporting People Initiative	
Equality and Diversity	
Health Improvement Programme	
Holiday Schemes	
Museum Services	
Arts Development	
Community Development	

4. Community Safety and Transport	
Councillor Syd Stavrou	
Crime and Disorder	
Community Transport	
Concessionary Fares	
Highways and Roads	
Furniture Exchange Scheme	
Lee Valley Park	
Olympic Legacy	
Car Parking	
Public Transport	
Transport for London Liaison	
Public Conveniences	

5. Performance Management	
Councillor Richard Bassett	
Performance Management	Outsourcing/VFM
Risk Management	IT Advice
Human Resources (including Payroll and Pensions)	Highways Panel (Interim)
Emergency Planning	

Building Maintenance (Non HRA)	
Compliments and Complaints	
Facilities Management	
Fleet Management	
Health and Safety	

6. Environment	
Councillor Mary Sartin	
Waste Management and Board	
Environment Co-ordination/Sustainability	
Environmental Health	
Food, Home and Water Safety	
Licensing Act 2003 (Policy)	
Statutory and Other Nuisances	
Land Drainage/Sewerage	
Pest Control	
Town Centre Enhancement Schemes	
Town Centre Partnerships/Management	
Conservation and Landscape/Trees	
Building Control/Dangerous Structures	
Animal Welfare	
Air Quality	
Abandoned Vehicles	
Contaminated Land	
Countrycare	
Dangerous Waste/Asbestos	
Grounds Maintenance	
Energy Conservation	
Pollution (Noise and Others)	
Rural Issues	
Roding Valley Nature Reserve	

7. Housing	
Councillor David Stallan	
Estate Management (Council Housing)	
Works Unit and Repairs	
Private Sector Housing (inc Empty Properties)	
Fuel Poverty/Insulation	
Decent Homes	
Care and Repair (CARE)	
Careline Emergency Alarm	
Council House Sales/Right to Buy	
Homelessness	
Housing Needs	
Housing Investment Programme	
Social Housing Applications	
Warden Assisted/Sheltered Housing	
Transfers and Mutual Exchanges	
National Mobility Scheme	
Adaptations for Disabled	
Caravan Sites	
Garages	
Elderly Persons' Garden Maintenance (Tenants)	
Housing Maintenance	
Affordable Housing Development	

8. Legal and Estates	
Councillor Mitch Cohen	
Legal services	Regulatory Oversight
Local Land Charges	Planning (Appeals and Enforcement)
Estates (Land Acquisition/Sales)	Licensing/Food (Enforcement)
ICT	Advocate for Members
Asset Management	
Depots	