

Top Management Structure: proposed outline distribution of responsibilities APPENDIX

a) Deputy Chief Executive and Assistant to the Chief Executive

Deputy Chief Executive	Assistant to the Chief Executive
Customer Services	Deputy Monitoring Officer
Public Relations and Information	Deputy RIPA Officer
Performance Management and Equalities	Returning Officer
Compliments and complaints	Elections
Community and Cultural Services	Electoral Registration
Marketing and Events	Member activities
Overview and Scrutiny lead officer	Committee Services
Partnership working, improving access, participation and inclusion.	Grants and Voluntary Sector Support
North Weald Airfield (strategic/policy issues)	

Internal Audit will report directly to the Chief Executive.

b) Directors

Corporate Support Services	Finance and ICT	Planning and Economic Development	Housing	Environment and Street Scene
<p>RIPA officer Monitoring Officer Solicitor to the Council</p> <p>Legal Services Local Land Charges Licensing (Policy/strategy) Fleet Operations (May 2008) Emergency Planning Facilities Management:</p> <ul style="list-style-type: none"> • Accommodation services • Superintendents/Duty Officers • Depots • Building Services <p>Estates and Valuations Human Resources Payroll, Health & Safety Reprographics Administrative and Secretarial Services</p> <p>Corporate/strategic duties required by the CE</p>	<p>Section 151 Officer</p> <p>Revenues</p> <p>Benefits</p> <p>Accountancy</p> <p>ICT</p> <p>Telecoms</p> <p>Procurement</p> <p>Corporate/strategic duties required by CE</p>	<p>Development Control</p> <p>Forward Planning</p> <p>Economic Development</p> <p>Countrycare/Conservation</p> <p>Town Centre Enhancements</p> <p>Environmental Co-ordination</p> <p>Building Control</p> <p>Contaminated Land</p> <p>Corporate/strategic duties required by the CE</p>	<p>Housing Supervision and Management</p> <ul style="list-style-type: none"> • General • Special <p>Housing repairs and maintenance</p> <p>Architectural Services</p> <p>Housing General Fund, including private sector housing</p> <p>Housing Strategy</p> <p>Mobile homes, gypsies and traveller issues</p> <p>Works Unit (May 2008)</p> <p>Corporate/strategic duties required by CE</p>	<p>Waste Management</p> <p>Car Parking</p> <p>Leisure Management Contract</p> <p>Grounds Maintenance</p> <p>Environmental Health</p> <p>Land Drainage</p> <p>Highways General Fund</p> <p>Crime and Disorder</p> <p>Safer Communities Programme</p> <p>Licensing enforcement</p> <p>North Weald Airfield (operational issues)</p> <p>Corporate/strategic duties required by the CE</p>