

### MEMBERSHIP OF THE EXECUTIVE (CABINET)

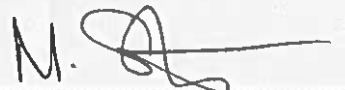
In accordance with Section 9(c) of the Local Government Act 2000, I hereby appoint the members of the Executive (Cabinet) and allocate Portfolios to them as set out below:-

PORTFOLIO	NAME	ADDRESS	WARD
Assets	P Kotz	9 Lake Walk, Clacton-on-Sea, CO15 2AA	Coppins
Corporate Finance and Governance	M E Stephenson	5 Marion Avenue, Clacton-on-Sea, CO15 4EY	St. John's
Economic Growth, Regeneration & Tourism  Deputy Leader of the Council	I J Henderson	34 Low Road, Dovercourt, Harwich, CO12 3TS	Harwich & Kingsway
Environment	M Bush	Break of Day, Beaumont Road, Great Oakley, CO12 5BD	The Oakleys & Wix
Housing & Planning	A P H Baker	Marigold, 82 Dulwich Road, Holland-on-Sea, CO15 5LZ	Eastcliff
Leisure and Public Realm	M Barry	61 New Street, Brightlingsea, CO7 0DD	Brightlingsea
Partnerships	G R Placey	26 Little Clacton Road, Clacton-on-Sea, CO16 8EB	Cann Hall

I also appoint Councillor I J Henderson to the statutory position of Deputy Leader of the Council.

The Schedule of Delegated Overall Strategic Responsibilities for each Member of Cabinet (Portfolio Holders) are shown as attached in Appendix A and will be inserted within Part 3 of the Council's Constitution - Scheme of Delegated Powers - Schedule 3, Responsibility for Executive Functions at paragraph 4.2.1.

Dated: 31 MAY 2023



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Councillor Mark Stephenson, Leader of the Council

PORTFOLIO HOLDER	Overall strategic responsibilities with Lead Officer(s) named for reference	
<p><b>LEADER</b></p> <p><b>ALSO PORTFOLIO HOLDER RESPONSIBLE FOR:</b></p> <p><b>CORPORATE FINANCE AND GOVERNANCE</b></p>	<ul style="list-style-type: none"> <li>• <b>Corporate Vision &amp; Plan</b></li> <li>• <b>Community Leadership</b></li> <li>• <b>Countywide Leadership role</b></li> <li>• <b>Representative role at County, Regional and National Level</b></li> </ul> <p><i>Officers: Ian Davidson, Chief Executive, Lisa Hastings (Deputy Chief Executive &amp; Monitoring Officer) and Keith Simmons (Head of Democratic Services and Elections)</i></p>	<ul style="list-style-type: none"> <li>• Corporate priorities and Corporate Planning</li> <li>• Corporate Strategic Performance Management</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Finance</b></li> </ul> <p><i>Officers: Richard Barrett, (Assistant Director for Finance and IT &amp; s.151 Officer)</i></p> <p><i>and John Higgins (Head of Digital &amp; Assurance Services)</i></p>	<ul style="list-style-type: none"> <li>• Financial Strategy</li> <li>• General Fund and Housing Revenue Account Annual Budget</li> <li>• Budget Management</li> <li>• Accountancy</li> <li>• Exchequer</li> <li>• Insurance</li> <li>• Treasury management and banking</li> <li>• Internal Audit</li> <li>• Corporate Health and Safety</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Legal and Governance</b></li> </ul> <p><i>Officers: Lisa Hastings and Linda Trembath, Head of Legal Services; and</i></p>	<ul style="list-style-type: none"> <li>• Legal advice and support to Council (re: executive and non-executive functions)</li> <li>• Legal services to departments</li> <li>• Regulation of Investigatory Powers Act 2000 – policy (compliance and co-ordination)</li> </ul>

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		<ul style="list-style-type: none"> <li>• Lead Portfolio Holder for delivery and administration of the Levelling Up Funds for: <ul style="list-style-type: none"> <li>- <i>the Clacton Civic Quarter proposal and</i></li> <li>- <i>the Capital Regeneration Project proposal for Dovercourt Town Centre Improvement Corridor.</i></li> </ul> </li> <li>• Delivery and administration of the Interventions included in Tendring District Council's Investment Plan for Shared Prosperity Fund</li> <li>• Town Centre Regeneration</li> <li>• Sunspot Covered Market</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Tourism</b></li> </ul> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> <li>• Tourism Strategy</li> <li>• Tourism Events</li> <li>• Tourism information and promotion</li> <li>• Arts, entertainment, culture and heritage initiatives and events</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Superfast Essex</b></li> </ul> <p><i>Officers: As Above</i></p>	<ul style="list-style-type: none"> <li>• Representative on Superfast Essex Steering Group</li> </ul>
<b>ASSETS</b>	<p><b>Corporate Asset Management</b></p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i></p>	<ul style="list-style-type: none"> <li>• Overview of the Property Programme</li> <li>• Overview and formulation of Assets Management Plan, Property Strategy and Property Office Procedures</li> <li>• Property Service providing property advice and support to service areas</li> <li>• Initiation and authorisation of property transactions in accordance with the Property Dealing Procedure</li> <li>• Public Conveniences</li> <li>• Street Furniture</li> <li>• Carbon Neutral Action Plan relating to Council's Assets</li> </ul>

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	<i>Housing and Environment)</i>	<ul style="list-style-type: none"> <li>• Port health</li> </ul>
	<b>Refuse Collection and Cleansing</b>  <i>Officers: As above</i>	<ul style="list-style-type: none"> <li>• Household waste minimisation and collection</li> <li>• Recycling maximisation and collection</li> <li>• Street cleansing</li> <li>• Dog Warden Service</li> <li>• Abandoned Vehicles</li> <li>• Unlawful car sales</li> </ul>
	<b>Enforcement matters related to Portfolio Holder responsibilities</b>  <i>Officer: Damian Williams (Corporate Director Operations and Delivery)</i>	<ul style="list-style-type: none"> <li>• Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility.</li> <li>• Attendance at Corporate Enforcement Group, where appropriate.</li> </ul> <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>
	<b>Coast Protection and Engineering</b>  <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i>	<ul style="list-style-type: none"> <li>• Coast Protection and flood defence – planning and major schemes</li> <li>• Coast Protection Maintenance</li> <li>• Minor Engineering works</li> <li>• Sewerage and land drainage</li> <li>• Local highways and lighting functions e.g. road closures, street naming, numbering and name plates and highways rangers</li> </ul>
	<b>Transport</b>  <i>Officers: As above</i>	<ul style="list-style-type: none"> <li>• Fleet management and vehicle workshops</li> </ul>
	<b>Climate Change and Carbon Neutral</b>	<ul style="list-style-type: none"> <li>• Champion &amp; Green Issues</li> <li>• Strategy and Policy</li> </ul>

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	<p><b>Housing maintenance and investment programme</b></p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery), Tim R Clarke (Assistant Director for Housing and Environment) and Andy White (Assistant Director Building and Public Realm)</i></p>	<ul style="list-style-type: none"> <li>• Maintenance of housing assets including sheltered schemes</li> <li>• Housing investment programme</li> </ul>
	<p><b>Housing Management</b></p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Tim R Clarke (Assistant Director for Housing and Environment)</i></p>	<ul style="list-style-type: none"> <li>• Sheltered housing</li> <li>• Tenancy management</li> <li>• Housing Revenue Account business plan</li> <li>• Supporting people contract with Essex County Council</li> <li>• Local supporting people</li> <li>• Partnership with registered providers</li> <li>• Enable new opportunities to address housing need through partnership working</li> <li>• Tenant Relations</li> </ul>
	<p><b>Revenue and Benefits</b></p> <p><i>Officer: Richard Barrett, (Assistant Director for Finance and IT &amp; s.151 Officer)</i></p>	<ul style="list-style-type: none"> <li>• Administration of council tax and housing benefit</li> <li>• Business rates (NNDR) and reliefs</li> <li>• Local Council Tax Support Scheme</li> <li>• Cash Collection/Paypoint</li> <li>• Rent collection</li> <li>• Right to Buy and other disposals</li> </ul>
	<p><b>Strategic Planning</b></p> <p><i>Officer: Gary Guiver, Director of Planning</i></p>	<ul style="list-style-type: none"> <li>• Corporate Strategic Oversight of the various planning functions delivered by the Service</li> </ul>

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<b>LEISURE AND PUBLIC REALM</b>	<p><b>Leisure Services</b></p> <p><i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i></p>	<ul style="list-style-type: none"> <li>• Sports centres and facilities (representative on Joint Consultative Committees and partnerships with schools)</li> <li>• Sports initiatives and sports development</li> <li>• Communities of interest (Children and Young People for sport and leisure)</li> <li>• Princes Theatre management</li> </ul>
	<p><b>Public Realm and Open Spaces</b></p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i></p>	<ul style="list-style-type: none"> <li>• Horticultural services</li> <li>• Open spaces</li> <li>• Recreation grounds</li> <li>• Children's play areas</li> <li>• Public halls</li> <li>• Sports clubs</li> </ul>
	<p><b>Seafronts</b></p> <p><i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i></p>	<ul style="list-style-type: none"> <li>• Seafront Management</li> </ul>
	<p><i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i></p>	<ul style="list-style-type: none"> <li>• Beach Huts</li> <li>• beach cleaning</li> <li>• Kiosks</li> </ul>
	<p><b>Car Parking</b></p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White</i></p>	<ul style="list-style-type: none"> <li>• Off street car parking service</li> <li>• Traffic Regulation Orders</li> <li>• Strategic parking advice and on street functions as delegated by the Highway Authority</li> </ul>

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	<p><b>Enforcement matters related to Portfolio Holder responsibilities</b></p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> <li>• Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility.</li> <li>• Attendance at Corporate Enforcement Group, where appropriate.</li> </ul> <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>
	<p><b>Customer Services</b></p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> <li>• Customer Services</li> <li>• Careline service</li> <li>• Provision, maintenance and development of CCTV systems</li> <li>• Out of hours service</li> <li>• Contact Centre</li> <li>• Switchboard</li> </ul>
	<p><b>Human Resources</b></p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> <li>• Career Track</li> <li>• (NB other Human Resources functions are non-executive and some are delegated to the Human Resources and Council Tax Committee, with others being delegated to the Head of Paid Service)</li> </ul>
	<p><b>Equality and Inclusion</b></p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> <li>• Strategy and Champion</li> </ul>
	<p><b>Civil Contingencies</b></p> <p><i>Officers: As above</i></p> <p><i>Officers: Richard Barrett, (Assistant Director for Finance and IT &amp; s.151 Officer) and John Higgins</i></p>	<ul style="list-style-type: none"> <li>• Provision of Emergency Planning</li> <li>• Business Continuity</li> </ul>

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(Amended page – November 2017)