

Appendix A		
PORTFOLIO HOLDER	Overall strategic responsibilities with Lead Officer(s) named for reference	
LEADER ALSO PORTFOLIO HOLDER RESPONSIBLE FOR: CORPORATE FINANCE AND GOVERNANCE	• Corporate Vision & Plan • Community Leadership • Countywide Leadership role • Representative role at County, Regional and National Level <i>Officers: Ian Davidson, Chief Executive, Lisa Hastings (Deputy Chief Executive & Monitoring Officer) and Keith Simmons (Head of Democratic Services and Elections)</i>	• Corporate priorities and Corporate Planning • Corporate Strategic Performance Management
	• Finance <i>Officers: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer)</i> <i>and John Higgins (Head of Digital & Assurance Services)</i>	• Financial Strategy • General Fund and Housing Revenue Account Annual Budget • Budget Management • Accountancy • Exchequer • Insurance • Treasury management and banking • Internal Audit • Corporate Health and Safety
	• Legal and Governance <i>Officers: Lisa Hastings and Linda Trembath, Head of Legal Services; and</i>	• Legal advice and support to Council (re: executive and non-executive functions) • Legal services to departments • Regulation of Investigatory Powers Act 2000 – policy (compliance and co-ordination)

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	<i>Lisa Hastings and Will Lodge, Communication Manager</i>	Corporate Communications
	•Democratic Services <i>Officers: Lisa Hastings and Keith Simmons</i>	- Council, Cabinet and Committee Services - Corporate Administration including programming meetings - Member support - Member Development - Corporate complaints - Ombudsman issues - Outside bodies appointments and support
Overall strategic responsibilities with Lead Officer(s) named for reference		
DEPUTY LEADER & ECONOMIC GROWTH REGENERATION TOURISM	•Economic Growth <i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i>	- Tendring for Growth - Economic Growth Strategy and representative on the North Essex Economic Board - Economic Partnerships - Business Engagement - Inward Investment - Business Support (employment and development) - Employability, Skills and apprenticeships linked to Business Growth & Vocational Skills agenda and Freeports (* working in conjunction with the Portfolio Holder for Partnerships – education and skills agenda)
	•Freeports and Freeport East <i>Officers: As above</i>	Director of Freeport East appointed by the Leader.
	•Regeneration <i>Officers: As above</i>	- Strategic Regeneration Programmes - Representative on Tendring Regeneration Board

		• Lead Portfolio Holder for delivery and administration of the Levelling Up Funds for: - <i>the Clacton Civic Quarter proposal and</i> - <i>the Capital Regeneration Project proposal for Dovercourt Town Centre Improvement Corridor.</i> • Delivery and administration of the Interventions included in Tendring District Council's Investment Plan for Shared Prosperity Fund • Town Centre Regeneration • Sunspot Covered Market
	•Tourism <i>Officers: As above</i>	• Tourism Strategy • Tourism Events • Tourism information and promotion • Airshow
ASSETS	Corporate Asset Management <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i>	• Overview of the Property Programme • Overview and formulation of Assets Management Plan, Property Strategy and Property Office Procedures • Property Service providing property advice and support to service areas • Initiation and authorisation of property transactions in accordance with the Property Dealing Procedure • Public Conveniences • Street Furniture • Carbon Neutral Action Plan relating to Council's Assets
	Building Services and Facilities Management <i>Officers: As above</i>	• Dangerous structures • Buildings advisory service

		• Council office and buildings policy including facilities management and maintenance • Depots • Office cleaning
	Bereavement <i>Officers: As above</i>	• Crematorium and cemeteries
	ICT <i>Officers: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer) and John Higgins (Head of Digital & Assurance Services)</i>	• ICT Strategy • ICT contracts • Networks and system support • Data Protection • Information Management • Cyber Security • FOI/EIR requests for information • Internet • Intranet • Telephony • Digital Infrastructure Champion
	Procurement & Social Value <i>Officers: Lisa Hastings (Deputy Chief Executive & Monitoring Officer) and Karen Townshend, Executive Projects Officer (Governance)</i>	• Procurement strategy • Social Value Policy • Shared Procurement Service development • Central Purchasing
ENVIRONMENT	Environment <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Tim R Clarke (Assistant Director for Housing and Environment)</i>	• Pest Control • Food, safety and hygiene • Water safety/quality • Pollution • Animal welfare • Public protection • Environmental health

	Refuse Collection and Cleansing <i>Officers: As above</i>	- Household waste minimisation and collection - Recycling maximisation and collection - Street cleansing - Dog Warden Service - Abandoned Vehicles - Unlawful car sales
	Enforcement matters related to Portfolio Holder responsibilities <i>Officer: Damian Williams (Corporate Director Operations and Delivery)</i>	- Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. - Attendance at Corporate Enforcement Group, where appropriate. (excludes regulatory functions that are the responsibility of Planning and Licensing Committees)
	Coast Protection and Engineering <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i>	- Coast Protection and flood defence – planning and major schemes - Coast Protection Maintenance - Minor Engineering works - Sewerage and land drainage - Local highways and lighting functions e.g. road closures, street naming, numbering and name plates and highways rangers
	Transport <i>Officers: As above</i>	Fleet management and vehicle workshops
	Climate Change and Carbon Neutral <i>Officers: Lee Heley (Corporate Director Place and Economy) and Tim R Clarke (Assistant Director</i>	- Champion & Green Issues - Strategy and Policy - Action Plan Development and Monitoring

	<i>for Housing and Environment)</i>	
	Tendring/Colchester Borders Garden Community <i>Officer: Gary Guiver, Director of Planning</i>	• Executive Representative on Tendring/Colchester Borders Garden Community Joint Committee • Executive Steering Group Representative
HOUSING AND PLANNING	Strategic Housing (Private Sector Housing) <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Tim R Clarke (Assistant Director for Housing and Environment)</i>	• Financial assistance for private sector housing • Houses in Multiple Occupation • Private Sector Housing – regulation and improvement • Tenants Redress Scheme • Private Sector Housing conditions enforcement and advice • Gypsy/Traveller liaison and representative on Essex Countywide Traveller Joint Committee • Home energy efficiency and fuel poverty • Jaywick Sands Private Sector Housing Stock Review
	Strategic Housing (Housing Options and Allocations) <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Tim R Clarke (Assistant Director for Housing and Environment)</i>	• Housing strategy and development • Homelessness policy and advice and assistance to homeless persons and in housing need • Housing allocation scheme
	Housing maintenance and investment programme	• Maintenance of housing assets including sheltered schemes • Housing investment programme

	<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>	
	Housing Management <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Tim R Clarke (Assistant Director for Housing and Environment)</i>	• Sheltered housing • Tenancy management • Housing Revenue Account business plan • Supporting people contract with Essex County Council • Local supporting people • Partnership with registered providers • Enable new opportunities to address housing need through partnership working • Tenant Relations
	Revenue and Benefits <i>Officer: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer)</i>	• Administration of council tax and housing benefit • Business rates (NNDR) and reliefs • Local Council Tax Support Scheme • Cash Collection/Paypoint • Rent collection • Right to Buy and other disposals
	Strategic Planning <i>Officer: Gary Guiver, Director of Planning</i>	• Corporate Strategic Oversight of the various planning functions delivered by the Service • Planning Policy and Guidance such as Supplementary Planning Documents and Guidance.

		• Neighbourhood Planning – District Council responsibilities • Constructive liaison with the Chairman of the Planning Committee and Chairman of the Planning Policy and Local Plan Committee • Substitute member on the Tendring Colchester Borders Garden Community Joint Committee
	Licensing – Executive Functions <i>Officers: Lisa Hastings (Deputy Chief Executive & Monitoring Officer) and Keith Simmons (Head of Democratic Services and Elections)</i>	• Overseeing licensing policy matters, specifically under the Gambling Act 2005, but more widely (excluding under the Licensing Act 2003) including for taxis and private hire matters.
	Enforcement matters related to Portfolio Holder responsibilities <i>Officers: All named in this Portfolio</i>	• Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. • Attendance at Corporate Enforcement Group, where appropriate. (excludes regulatory functions that are the responsibility of Planning and Licensing Committees)
LEISURE AND PUBLIC REALM	Leisure Services <i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i>	• Sports centres and facilities (representative on Joint Consultative Committees and partnerships with schools) • Sports initiatives and sports development • Communities of interest (Children and Young People for sport and leisure)

	Public Realm and Open Spaces <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i>	• Horticultural services • Open spaces • Recreation grounds • Children's play areas • Public halls • Sports clubs
	Seafronts <i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i>	• Seafront Management
	<i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i>	• Beach Huts • beach cleaning • Kiosks
	Car Parking <i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director Building and Public Realm)</i>	• Off street car parking service • Traffic Regulation Orders • Strategic parking advice and on street functions as delegated by the Highway Authority • Council's representative on North Essex Parking Partnership (NEPP) • Electric Vehicle Charging Policy
	Enforcement matters related to Portfolio Holder responsibilities <i>Officers: All named within this Portfolio</i>	• Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility.

		Attendance at Corporate Enforcement Group, where appropriate. (excludes regulatory functions that are the responsibility of Planning and Licensing Committees)
PARTNERSHIPS	Health and Well-being <i>Officers: Anastasia Simpson (Assistant Director Partnerships)</i>	- Health Service Liaison - Health and Well-being - Community Health - Health inequalities
	Partnerships <i>Officers: As above</i>	- Education and Skills agenda including Job Centre Plus Partnerships - Community engagement, development and empowerment (including consultations, advice and support) - Stakeholder relationships with public and third party organisations - Neighbourhood activities
	Community Safety <i>Officers: Above</i>	- Community Safety Partnership - Representative on the Essex Police, Fire and Crime Panel - Crime and Disorder Strategy - Serious Violence Duty - Safeguarding
	Enforcement matters related to Portfolio Holder responsibilities <i>Officers: As above</i>	- Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. - Attendance at Corporate Enforcement Group, where appropriate. (excludes regulatory functions that are the responsibility of Planning and Licensing Committees)

	Customer Services <i>Officers: As above</i>	• Customer Services • Careline service • Provision, maintenance and development of CCTV systems • Out of hours service • Contact Centre • Switchboard
	Human Resources <i>Officers: As above</i>	• Career Track • (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)
	Civil Contingencies <i>Officers: As above</i> <i>Officers: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer) and John Higgins (Head of Digital & Assurance Services)</i>	• Provision of Emergency Planning • Business Continuity
Portfolio Holder & Overall strategic responsibilities with Lead Officer(s) named for reference		
Arts, Culture and Heritage.	Arts, Culture and Heritage <i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i>	• Arts, entertainment, culture and heritage initiatives, projects and related events • Lead member for Arts Council liaison • Princes Theatre Management
	Rural Affairs <i>Officers: Lee Heley (Corporate Director for</i>	• Rural champion • Rural England Prosperity Fund

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	<i>Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i>	
	Superfast Essex <i>Officers: Lee Heley (Corporate Director for Place and Economy) and Mike Carran (Assistant Director Economic Growth and Leisure)</i>	• Representative on Superfast Essex Steering Group
	<i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Tim R Clarke (Assistant Director for Housing and Environment)</i>	• Port Health
	Equality and Inclusion <i>Officer: Anastasia Simpson (Assistant Director (Partnerships))</i>	• Strategy and Champion
	Enforcement matters related to Portfolio Holder responsibilities <i>Officers: All named in this Portfolio</i>	• Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. • Attendance at Corporate Enforcement Group, where appropriate. (excludes regulatory functions that are the responsibility of Planning and Licensing Committees)

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Part 3.35

(Amended page – November 2017)