

PORTFOLIO HOLDER	Overall strategic responsibilities with Lead Officer(s) named for reference	
LEADER ALSO PORTFOLIO HOLDER RESPONSIBLE FOR: CORPORATE FINANCE AND GOVERNANCE	<ul style="list-style-type: none"> • Corporate Vision & Plan • Community Leadership • Countywide Leadership role • Representative role at County, Regional and National Level <p><i>Officers: Ian Davidson, Chief Executive, Lisa Hastings (Director for Governance & Monitoring Officer) and Keith Simmons (Head of Democratic Services and Elections)</i></p>	<ul style="list-style-type: none"> • Corporate priorities and Corporate Planning • Corporate Strategic Performance Management
	<ul style="list-style-type: none"> • Finance <p><i>Officers: Richard Barrett, (Director for Finance and IT & s.151 Officer)</i></p> <p><i>and John Higgins (Head of Digital & Assurance Services)</i></p>	<ul style="list-style-type: none"> • 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
	<p>Revenues and Benefits</p> <ul style="list-style-type: none"> • <i>Officer: Richard Barrett, (Director for Finance and IT & s.151 Officer)</i> 	<ul style="list-style-type: none"> • Administration of council tax and housing benefit • Business rates (NNDR) and reliefs • Local Council Tax Support Scheme • Cash Collection/Paypoint
	<ul style="list-style-type: none"> • Legal and Governance <p><i>Officers: Lisa Hastings; and</i></p>	<ul style="list-style-type: none"> • Legal advice and support to Council (re: executive and non-executive functions)

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	<p><i>Lisa Hastings and Will Lodge, Communications Manager</i></p>	<ul style="list-style-type: none"> • Legal services to departments • Regulation of Investigatory Powers Act 2000 – policy (compliance and co-ordination) • Corporate Communications
	<p>• Democratic Services</p> <p><i>Officers: Lisa Hastings and Keith Simmons</i></p>	<ul style="list-style-type: none"> • Council, Cabinet and Committee Services • Corporate Administration including programming meetings • Member support • Member Development • Corporate complaints • Ombudsman issues • Outside bodies appointments and support
<p>Overall strategic responsibilities with Lead Officer(s) named for reference</p>		
<p>DEPUTY LEADER</p> <p>&</p> <p>ECONOMIC GROWTH REGENERATION TOURISM</p>	<p>Economic Growth</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"> • Tending 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)
	<p>Freeports and Freeport East</p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> • Director of Freeport East appointed by the Leader.

(Green)

	<p>Regeneration</p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> • Strategic Regeneration Programmes • Representative on Tendring Regeneration Board • Lead Portfolio Holder for delivery and administration of the Levelling Up Funds for: <ul style="list-style-type: none"> - <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
	<p>Community Regeneration Partnership</p>	<ul style="list-style-type: none"> • Strategic Oversight Responsibility for the Community Regeneration Partnership (all TDC projects, in consultation with the relevant Portfolio Holder). • Strategic Oversight Responsibility for those CRP Projects being delivered by Partners: <ul style="list-style-type: none"> - <i>Improving bus infrastructure in Clacton and Jaywick</i> - <i>Fitting out the skills hub at the new Clacton Hub</i> - <i>Expanding the Tudor Fields – Jaywick walking route which would also serve as an evacuation route and for emergency vehicle access</i> - <i>Urgent Treatment Centre and Primary Care Facility</i>

		<ul style="list-style-type: none"> • Individual responsibility for the following CRP projects: <ul style="list-style-type: none"> - <i>Shopfront improvements in Clacton and Jaywick</i> - <i>Connecting the town centre to the seafront</i> - <i>Fitting out the Sunspot Centre with solar panels</i> - <i>Providing Community Transport Buses</i> - <i>“Cultural master planning” [as per Govt direction] – rather: A spatial strategy for Clacton</i>
	<ul style="list-style-type: none"> • Tourism <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> • Tourism Strategy • Tourism Events • Tourism information and promotion • Airshow
ASSETS & COMMUNITY SAFETY	<p>Corporate Asset Management</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"> • 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
	<p>Community Regeneration Partnership Projects</p>	<ul style="list-style-type: none"> • Individual Portfolio Holder responsibility, in consultation with the Portfolio Holder for

		<p>Economic Growth Regeneration & Tourism for the following CRP projects:</p> <ul style="list-style-type: none"> - <i>Repurposing Martello Towers</i> - <i>Acquiring and repurposing disused town centre building for cultural use</i>
	<p>Building Services and Facilities Management</p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> ● Dangerous structures ● Buildings advisory service ● Council office and buildings policy including facilities management and maintenance ● Depots ● Office cleaning
	<p>Bereavement</p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> ● Crematorium and cemeteries
	<p>ICT</p> <p><i>Officers: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer) and John Higgins (Head of Digital & Assurance Services)</i></p>	<ul style="list-style-type: none"> ● 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
	<p>Procurement & Social Value</p> <p><i>Officers: Lisa Hastings (Director for Governance & Monitoring Officer) and Karen Hayes, Executive Projects Officer (Governance)</i></p>	<ul style="list-style-type: none"> ● Procurement strategy ● Social Value Policy ● Shared Procurement Service development ● Central Purchasing

	<p>Licensing – Executive Functions</p> <p><i>Officers: Lisa Hastings (Director for Governance & Monitoring Officer) and Keith Simmons (Head of Democratic Services and Elections)</i></p>	<ul style="list-style-type: none"> 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.
	<p>Community Safety</p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery)</i></p>	<ul style="list-style-type: none"> Community Safety Partnership Representative on the Essex Police, Fire and Crime Panel Crime and Disorder Strategy Serious Violence Duty Safeguarding Provision, maintenance and development of CCTV systems
	<p>Civil Contingencies</p> <p><i>Officers: As above</i></p> <p><i>Officers: Richard Barrett, (Director for Finance and IT & s.151 Officer) and John Higgins (Head of Digital & Assurance Services)</i></p>	<ul style="list-style-type: none"> Provision of Emergency Planning Business Continuity
ENVIRONMENT & ICT	<p>Environment</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"> Pest Control Food, safety and hygiene Water safety/quality Pollution Animal welfare Public protection Environmental health Port Health
	Refuse Collection and Cleansing	

	<p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> • Household waste minimisation and collection • Recycling maximisation and collection • Street cleansing • Dog Warden Service • Abandoned Vehicles • Unlawful car sales
	<p>ICT</p> <p><i>Officers: Richard Barrett, (Director for Finance and IT & s.151 Officer) and John Higgins (Head of Digital & Assurance Services)</i></p>	<ul style="list-style-type: none"> • 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
	<p>Superfast Essex</p>	<ul style="list-style-type: none"> • Representative on Superfast Essex Steering Group
	<p>Enforcement matters related to Portfolio Holder responsibilities</p> <p><i>Officer: Damian Williams (Corporate Director Operations and Delivery)</i></p>	<ul style="list-style-type: none"> • Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. • Attendance at Corporate Enforcement Group, where appropriate. <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>
	<p>Coast Protection and Engineering</p> <p><i>Officers: Damian Williams (Corporate Director Operations and Delivery) and Andy White (Assistant Director</i></p>	<ul style="list-style-type: none"> • 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,

	<i>Building and Public Realm)</i>	street naming, numbering and name plates and highways rangers
	Transport <i>Officers: As above</i>	<ul style="list-style-type: none"> • 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 for Housing and Environment)</i>	<ul style="list-style-type: none"> • Champion & Green Issues • Strategy and Policy • Action Plan Development and Monitoring
	Tendring/Colchester Borders Garden Community <i>Officer: Gary Guiver, Director of Planning</i>	<ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> • 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

(Green)

	<p>Strategic Housing (Housing Options and Allocations)</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"> • Housing strategy and development • Homelessness policy and advice and assistance to homeless persons and in housing need • Housing allocation scheme
	<p>Housing maintenance and investment programme</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"> • Maintenance of housing assets including sheltered schemes • Housing investment programme
	<p>Housing Management</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"> • 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 • Rent collection • Right to Buy and other disposals

	<p>Community Regeneration Partnership Projects</p>	<ul style="list-style-type: none"> • Individual Portfolio Holder responsibility, in consultation with the Portfolio Holder for Economic Growth Regeneration & Tourism for the following CRP projects: - <i>Extending the housing enforcement work of Jaywick Healthy Homes Initiative</i>
	<p>Revenue and Benefits</p> <p><i>Officer: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer)</i></p>	<ul style="list-style-type: none"> • 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
	<p>Strategic Planning</p> <p><i>Officer: Gary Guiver, Director of Planning</i></p>	<ul style="list-style-type: none"> • 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
	<p>Tendring/Colchester Borders Garden Community</p> <p><i>Officer: Gary Guiver, Director of Planning & Communities</i></p>	<ul style="list-style-type: none"> • Executive Representative on Tendring/Colchester Borders Garden Community Joint Committee • Executive Steering Group Representative

(Green)

	<p>Licensing – Executive Functions</p> <p><i>Officers: Lisa Hastings (Deputy Chief Executive & Monitoring Officer) and Keith Simmons (Head of Democratic Services and Elections)</i></p>	<ul style="list-style-type: none"> 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.
	<p>Buildings</p>	<ul style="list-style-type: none"> Dangerous structures Building Control Services
	<p>Enforcement matters related to Portfolio Holder responsibilities</p> <p><i>Officers: All named in this Portfolio</i></p>	<ul style="list-style-type: none"> Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. Attendance at Corporate Enforcement Group, where appropriate. <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>
<p>LEISURE AND PUBLIC REALM</p>	<p>Leisure Services</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"> 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)

	<p>Public Realm and Open Spaces</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"> • Horticultural services • Open spaces • Recreation grounds • Children's play areas • Public halls • Sports clubs
	<p>Seafronts</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"> • Seafront Management
	<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"> • Beach Huts • Beach cleaning • Kiosks
	<p>Car Parking</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"> • 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
	<p>Community Regeneration Partnership Projects</p>	<ul style="list-style-type: none"> • Individual Portfolio Holder responsibility, in consultation with the Portfolio Holder for Economic Growth Regeneration & Tourism for the following CRP projects:

		<ul style="list-style-type: none"> - <i>Active Wellbeing Centre Phase One and All Wheels Park inclusive cycling facility</i> - <i>Enhancing public open space in Jaywick Sands</i>
	<p>Enforcement matters related to Portfolio Holder responsibilities</p> <p><i>Officers: All named within this Portfolio</i></p>	<ul style="list-style-type: none"> • Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. • Attendance at Corporate Enforcement Group, where appropriate. <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>
PARTNERSHIPS	<p>Health and Well-being</p> <p><i>Officers: John Fox, Head of Health and Community</i> <i>Anastasia Simpson (Assistant Director Partnerships)</i></p>	<ul style="list-style-type: none"> • Health Service Liaison • Health and Well-being • Community Health • Health inequalities
	<p>Partnerships</p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> • 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
	<p>Community Safety</p> <p><i>Officers: Above</i></p>	<ul style="list-style-type: none"> • Community Safety Partnership • Representative on the Essex Police, Fire and Crime Panel • Crime and Disorder Strategy • Serious Violence Duty

(Green)

		<ul style="list-style-type: none"> ● Safeguarding
	<p>Customer Services</p> <p><i>Officers: As above Gary Guiver, Director for Planning & Communities; Katie Wilkins, Head of People</i></p>	<ul style="list-style-type: none"> ● Customer Services ● Careline service ● Provision, maintenance and development of CCTV systems ● Out of hours service ● Contact Centre ● Switchboard
	<p>Human Resources</p> <p><i>Officers: As above Katie Wilkins, Head of People</i></p>	<ul style="list-style-type: none"> ● 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)
	<p>Enforcement matters related to Portfolio Holder responsibilities</p> <p><i>Officers: As above</i></p>	<ul style="list-style-type: none"> ● Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. ● Attendance at Corporate Enforcement Group, where appropriate. <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>
	<p>Civil Contingencies</p> <p><i>Officers: As above</i></p> <p><i>Officers: Richard Barrett, (Assistant Director for Finance and IT & s.151 Officer) and John Higgins (Head of Digital & Assurance Services)</i></p>	<ul style="list-style-type: none"> ● Provision of Emergency Planning ● Business Continuity

(Green)

Portfolio Holder & Overall strategic responsibilities with Lead Officer(s) named for reference		
Arts, Culture and Heritage.	Arts, Culture and Heritage <i>Officers: TBC</i>	<ul style="list-style-type: none"> Arts, entertainment, culture and heritage initiatives, projects and related events Lead member for Arts Council liaison Princes Theatre Management
	Rural Affairs <i>Officers: TBC</i>	<ul style="list-style-type: none"> Rural champion Rural England Prosperity Fund
	Superfast Essex	<ul style="list-style-type: none"> Representative on Superfast Essex Steering Group
	Port Health	<ul style="list-style-type: none"> Port Health
	Equality and Inclusion <i>Officers: TBC</i>	<ul style="list-style-type: none"> Strategy and Champion
	Community Regeneration Partnership Projects	<ul style="list-style-type: none"> Individual Portfolio Holder responsibility, in consultation with the Portfolio Holder for Economic Growth Regeneration & Tourism for the following CRP projects: - <i>Repurposing seafront assets for seafront arts, exhibition, and community micro venue</i>
	Enforcement matters related to Portfolio Holder responsibilities <i>Officers: As above</i>	<ul style="list-style-type: none"> Strategic Oversight of Enforcement Policies, Procedures and Performance within areas of responsibility. Attendance at Corporate Enforcement Group, where appropriate. <p>(excludes regulatory functions that are the responsibility of Planning and Licensing Committees)</p>

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Part 3.35

(Amended page – November 2017)