

**PROPOSED Scheme of Delegation 23/24 – Subject to Leader Approvals**  
**Appendix 4**  
**Portfolio Responsibilities**

See the Article relating to Decision Making for limits of delegation.

**Leader Portfolio**

Chairman of the Cabinet, Signatory for decisions taken in absence of other Portfolio Holders or where they have a material (Disclosable or Personal interest), co-ordination of Cabinet business.

Corporate Change lead, corporate objectives, performance improvement, performance indicators and plans.

Representation of the Council across established forums and meetings.

Liaison with Chief Executive, Strategic Directors and Senior Leadership Team.

Audit (including Corporate Fraud).

Devolution, shared services, North Essex Council Board, Strategic Partnerships.

**Place**

Matters relating to those services within the Planning Service as follows:

Local Plan implementation and review.

Planning Policy, Tree Preservation, Landscape, Built Heritage, Conservation, Large scale S106 and CIL

Harlow Garden Town liaison / board, local Masterplans, Town and Parish Council liaison.

Climate Change, Sustainable Transport.

**Finance & Economic Development**

Matters relating to those services within Corporate Services as follows:

**Finance**

Accountancy, Treasury Management, Accounts Payable, Revenues & Benefits and Accounts Receivable.

Qualis Client side.

**Economic Development**

Estates & Valuation, North Weald Airfield (Landlord & Airside), Commercial Property, Asset Management (including North Weald Airfield assets).

Economic Development & Business Champion.

**Housing & Strategic Health Partnerships**

Matters relating to those services within the Housing & Property Service as follows:

Housing Management, Housing Options, Older Peoples Housing, Home Ownership, Housing Repairs, Housing Assets, Housing Development, Social Cohesion, Facilities Management, Depot Management.

Recognising the importance of Housing in the Health agenda across Greater Essex and Hertfordshire.

### **Community Health & Wellbeing**

Community Safety Partnership, Neighbourhood Services, Community Development, Museum Service, Grant Aid, Youth Council, Young People, EFDC Health and Wellbeing agenda.

Voluntary Sector Champions.

### **Contracts, Service Delivery & Improvement**

Responsibility to give regular reports on the Council's major external contracts within the Contract Service, review and monitor for delivery, and service improvement: Waste & Recycling, Leisure Management, Qualis Board observer.

Improving commercial offer to Town and Parish Councils.

### **Regulatory and Technical Services**

Matters relating to those services within Development Management, Building Control and Planning Enforcement:

Matters relating to those services within Environmental Protection as follows: Drainage, Highway Rangers, Tree Team, Country Care and Fleet Operations Community Resilience, Safeguarding and EFDC dedicated Policing Hub.

Those matters relating to services within Regulatory Services as follows; Licensing, Environmental Health, external Health & Safety and Private Sector Housing,

### **Customer & Corporate Support Services**

Matters relating to those services within the Customer and Corporate Support Services as follows:

#### **Customer:**

Customer Services, Compliments and Complaints, External Communications, (including Website, Public Consultation), Debt Recovery, Cashier services, Civic & Member Services.

#### **Corporate Support Services:**

Democratic and Election Services, Legal Services, Data Protection, Freedom of Information, People Team, Internal Communications, Insurance and Risk, Business Support (including Land Charges, and Reprographics), Health & Safety, Emergency Planning and Business Continuity.

ICT and Digital Delivery.

Car Parking.

Customer experience improvements.