

**Part 3**  
**Scheme of Delegation**  
**Appendix 4**  
**Portfolio Responsibilities**

See the Article relating to Decision Making for limits of delegation

**Leaders Portfolio**

Cabinet Chairman, 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 objectives, performance improvement, performance indicators and plans and the equality duties of the Council. Transformation and Customer Service, including compliments and complaints. Representation of the Council across established forums and meetings. Liaison with Chief Executive, Directors and Leadership Team.

**Finance**

Deputy Leader. Budget setting and reporting, financial management, including investments, procurement and insurance. Risk Management. Responsibility for finance functions including Accountancy, Housing Benefit, Council Tax and National Non-Domestic Rates, Cashiers, welfare reform, debt and recovery.

**Technology and Support Services**

Matters related to the Council's ICT team and future strategy. Support services within the remit of the Resources Directorate, including Human Resources, Payroll, Administration, Reprographics, Health and Safety, and Facilities Management. Audit (including Corporate Fraud) and matters related to Legal Services. Broadband provision for the District.

**Planning and Governance**

Democratic Services, Public Relations and Information (including website provision), Elections and Electoral Services, Freedom of Information and Data Protection. All matters relating to Development Control, Enforcement, Building Control and Local Land Charges. All matters related to the delivery of the Epping Forest District Local Plan, Planning Policy and large scale Section 106 and Community Infrastructure Levy agreements.

**Assets and Economic Development**

Commercial property, estates and asset management (including North Weald Airfield assets) and economic development/tourism. Business Champion.

**Housing**

Council housing and housing land sales, proposals for affordable housing. Homelessness and its prevention, HRA estate management, investment, tenant matters including transfers and maintenance/repairs. Sheltered and private sector housing. Decent homes and adaptations. Careline and Care and Repair. Park Homes.

**Safer, Greener and Transport**

Community Safety, Safeguarding, Premises & Taxi Licensing, Conservation, Countrycare, Tree Protection, Energy Efficiency, Energy conservation, Fuel Poverty, Car Parking & North Essex Parking Partnership Liaison, Highways Liaison, Public Transport Liaison, Community Transport.

### **Environment**

Environmental Health matters and management, waste management, pollution and land drainage/sewers and Emergency Planning. Statutory nuisances, abandoned vehicles and animal welfare. Environmental co-ordination. Depots management and Fleet Operations. Grounds maintenance and Roding Valley Local Nature Reserve.

### **Leisure and Community Services**

Leisure Management. North Weald Airfield (Operations). Neighbourhood services, health and sport. Arts, Community and Sports Development including holiday schemes, Museum Services, young people and Youth Council. Grant Aid requests. Champion for the voluntary sector.