

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

See the Article relating to Decision Making for limits of delegation

**Leaders' 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 objectives, performance improvement, performance indicators and plans, Corporate change lead. Representation of the Council across established forums and meetings. Liaison with Chief Executive, Strategic Directors and Leadership Team. Audit (including Corporate Fraud), Accommodation Strategy

**Strategic Projects**

To undertake strategic projects assigned by the Leader of the Council and to represent the Leader at external partnership forums as necessary.

**Business Support Services**

Matters relating to those services within the Business Support Service as follows:

People Team, Business Support, Building Services, Reprographics, ICT, Accountancy, Treasury Management, Insurance, Accounts payable, Land Charges, Legal Services

**Contract and Technical Services**

Matters relating to those services within the Contract and Technical Service as follows

Waste and Recycling, Car Parking, Leisure Management, Fleet Operations, Land Drainage, Contaminated Land, Grounds Maintenance, Arboriculture, Countrycare, Highways liaison, Procurement.

**Commercial and Regulatory Services**

Matters relating to those services within the Commercial and Regulatory Service as follows: Estates and valuation, North Weald Airfield, Licensing, Building Control, Environmental Health and Co-ordination, Private Sector Housing, Commercial property; estates and asset management (including North Weald Airfield assets), Health and Safety, Emergency Planning and business continuity,

**Community and Partnership Services**

Matters relating to those services within the Community and Partnership Service as follows:

Safer Communities, Neighbourhood Services, Safeguarding, Community Development, Arts and Museum Services, Grant Aid, Youth Council, Local Strategic Partnership, Economic Development, Health and Wellbeing, Tourism and:

Champion for the voluntary sector; young people; Business Champion; health and wellbeing; community safety.

## **Customer Services**

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

Customer Services, Compliments and Complaints, Corporate Communications, Website, Public consultation, Revenues, Benefits, Debt recovery, cashiers, Democratic Services, Civic and Members Services, Elections, Data Protection/Freedom of Information,

## **Housing and Property Services**

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

Housing Management, Housing Options, Older peoples Housing, Home ownership, Housing Repairs, Housing Assets, Housing Development, Facilities Management, Depot Management.

## **Planning Services**

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

Development Management, Planning Policy, Garden Town Liaison, Local Plan Implementation, Planning Enforcement, Tree Preservation, Landscape, Built Heritage, Conservation, large scale S106 and CIL.