

Cabinet Portfolios: activities covered and responsibilities

Note: This list is a working paper which isn't entirely accurate but I hope it will suffice for now.

Ellie

Leader and Portfolio for Procurement, Partnerships & Communications (Melvyn Howell):

Procurement.

Partnerships, SEERA, SEEDA, LSP, KAPC, engagement.

Communications, Interface with Media, Partners, other Local Authorities, Central Government and its agencies.

Customer relations, engagement, surveys, market research.

Economic Development & Transport (Peter Davies):

Economic Development Strategy, Economic Regeneration/Development Projects and Partnerships, Economic Development, Business Support, RTW Town Centre Management, Rural Development, Marketing and Tourism Development, Tourist Information Centres, Business and Tourism Forums, Signage, Transport Strategy, Liaison and coordination with KCC on Highways matters, maintenance and capital works, car parks, car parking, and parking attendants, town centre traffic management, rural transport issues, transport partnerships, borough lighting, street naming, street furniture, land drainage.

Housing (Catherine Mayhew):

Housing Strategy. HIPS. Partner with RSLs. Homelessness – advice, accommodation provision, B&B accommodation (incl contracted). Joint Housing Register, Housing Needs Surveys, provision of rural and urban housing sites. Housing grants – disabled adaptations and housing renewal. Private Sector Housing Conditions Survey. Energy efficiency advice across the borough and leader of Kent Energy Consortium.

Leisure and Health & Wellbeing (James Scholes):

Leisure Services, Projects and Events, Grants, Parks including Open Spaces, Woodlands and Play Area, Museums and Art Gallery, Sports facilities and Centres, Assembly Hall, Village Hall grants. Local Health Partnership.

Community Development and Law & Order (Roy Bullock):

Community Development, Youth Development. DDA (Disability Discrimination Act) and Access, Community Development, Youth Development.

Community Planning.

Crime and Disorder, Community Safety and implementation of the Plan, CSP, Safe Town Partnership, CCTV, Shopwatch Radio, ASBOs.

Environment (John Cunningham):

Client Services, including domestic and commercial waste collection (including contract management), recycling issues and facilities. Graffiti removal, street cleaning, litter picking, fly tipping and posting. Civic Wardens, abandoned vehicles, stray dog fouling, Environmental Protection, Licensing (ie alcohol, entertainment, street trading, food outlets, taxis, games and lotteries). Public health, pest control and other nuisances including noxious odours, infestation and rodent control. Food and Commercial Team – food hygiene and safety at work advice and enforcement, infectious diseases. Cemetery and Crematorium.

Environmental initiatives, Local Agenda 21 and Sustainability, Management of the Implementation of the Environmental Strategy, Farmers' Market, High Weald Project, Bio Diversity Action Plan, LNRs.

Finance, Resources and Administration (Len Horwood):

Finance and accountancy, Internal Audit, Revenues collection, Benefits, CT, NNDR. Council owned property and facilities, development, maintenance. Land Charges. Gershon. Risk Management. Legal and Corporate Governance.

Member Services: Committee, Mayoralty, Elections.

Organisational Development, Productivity & ICT (Peter Bulman):

HR, management and operational structure, Personnel Policies eg IIP, Equal Opportunities, Performance Management, Recruitment and retention, Racial Equality, Human Rights, Data Protection, FOI. Training and Development of Management, Staff and Members. Succession Planning. Complaints. SE Employers. Customer Relations, surveys, market research. IT structures, CRM, IEG funding, E-Gov Champion, Publications, Website. Reorganisation.

Planning (Elizabeth Thomas):

Strategy & Development, Planning & Building Control, compliance and enforcement. Management of Local Plan to Adoption, Develop and progress the LDF, Conservation Areas, Listed Buildings, Buildings and Monuments at Risk, grants. Government Planning Delivery Grant. Borough Community Plan, Tree Preservation Orders. Land Charges.