

Appointment of Executive Councillors in the Cabinet, substitutes and details of Portfolios

Portfolio	Portfolio Holder	Substitute (S.O.31.7)
Leader	R Woodley (Council appointee)	I Gilbert
Community Development (and Deputy Leader who will perform duties prescribed by law and in the Constitution)	I Gilbert	G Longley
Enterprise, Tourism & Economic Development (with title Deputy Leader)	G Longley	I Gilbert
Public Protection, Waste & Transport	M Terry	M Assenheim
Regulatory Control	M Assenheim	M Terry
Children & Learning	A P Jones	D Norman
Adult Social Care, Health & Housing	D Norman	A P Jones

Details of the 7 Portfolios

Schedule 1(a) – The Portfolios – 5th June 2014

1. LEADER

- Accommodation Strategy
- Accountancy
- Asset Management
- Audit, Fraud & Inspection
- Banking
- Budget planning, including medium term financial plan
- Business continuity
- Capital Programme
- Civic buildings, facilities management and support services
- Committee Services
- Co-ordination of corporate priorities and initiatives
- Corporate Planning and Direction
- Corporate Project Management
- Council Tax & NNDR

- Creditors
- Debtors
- East of England LGA
- Emergency Planning (Strategic)
- Essex Leaders & Chief Executives Forum
- External relations, partnerships and corporate representation on outside bodies
- Human Resources
- ICT
- Inward Investment & Funding
- Insurance
- Internal Health & Safety
- Land Charges
- Legal Services
- LEP
- Local Strategic Partnership & Community Strategy
- Media & Communications
- National Affairs
- Organisational Development
 - Performance Delivery
- Procurement
- Property Support and Maintenance
- Regional Affairs and lead on regional partnerships
- Risk Management
- Thames Gateway and its partnerships
- Treasury Management
- VAT

2. COMMUNITY DEVELOPMENT

- Action to address poverty
- CCTV
- Cemeteries & Crematorium
- Community Cohesion
- Community Regeneration
- Community Safety
- Customer Services
- Dial a Ride
- Drugs & Alcohol Service
- Equality & Diversity
- Health Inequalities
- Housing Benefit
- Input / leadership to key social regeneration projects
- Partnership performance delivery
- Public Health
- Registration Services
- Sexual Health
- Social Equity
- Support to the voluntary sector & supported organisations

3. ENTERPRISE, TOURISM & ECONOMIC DEVELOPMENT

- All matters relating to trees, plants, grass verges and other flora
- Arts development
- Business Regeneration
- Business Liaison
- Civic Affairs
- Client role for leisure management and grounds maintenance
- Climate Change
- Commemorations including Holocaust
- Culture
- Economic Development & Support
- Green Grid development
- Library Services
- Major events & initiatives
- Marketing
- Marine Activity Centre
- Marine & maritime affairs
- Museums & Galleries
- Parks and amenity management
- Pier & Foreshore
- Sport development
- Theatres
- Tourism
- Town Centre Management
- Town Twinning

4. PUBLIC PROTECTION, WASTE & TRANSPORT

- Abandoned vehicles
- Alleys
- Car parks and all car parking matters
- Cleansing
- Concessionary Fares
- Emergency Planning (in conjunction with the Leader)
- Engineering (Bridges & Structures)
- Graffiti Control
- Highways including maintenance
- Operational Police Liaison
- Passenger Transport in support of council services
- Public Toilets
- Sea and foreshore defences
- Transport & parking infrastructure
- Transport Planning
- Untidy sites & buildings
- Vehicle Fleet
- Waste collection, disposal, management, recycling & sanitation

5. REGULATORY SERVICES

- Air Pollution
- Building Control
- Built & Natural Environment
- Conservation
- Environmental Health
- Environmental Protection
- External Health & Safety
- Food Hygiene & Safety
- LDF, supplementary planning guidance and briefs
- Licensing & Policy Implementation
- Noise
- Planning Policy
- Regional Planning Policy
- Sustainability
- Trading Standards

6. CHILDREN & LEARNING

- Adult & Community Learning
- After Care & Youth Support
- Behaviour Support, Social Inclusion & Exclusions
- Children & Family Social Care Fieldwork Services
- Child Protection and Safeguarding
- Educational Psychology
- Fostering and Adoption
- Inter-Agency Co-operation to improve the Well Being Of Children
- Looked After Children
- Other Specialist Services E.G. Marigold
- School Admissions, Places and Buildings
- School Attendance and Child Employment
- School Improvement
- Southend Children's Partnership
- Special Educational Needs and Children with Disabilities
- Student Awards
- Sure Start, Nurseries, Child Care, Children's Services
- Workforce Training and Development for Children & Learning
- Youth & Connexions
- Youth Offending Service

7. ADULT SOCIAL CARE, HEALTH & HOUSING

- Assessment and Care
- older people
- people with learning difficulties
- people with physical and sensory difficulties
- Carers Support
- Court of Protection & financial administration of individuals
- Equipment Store
- First Contact
- Health Inequalities (lead)
- Health and Well Being Partnership
- Home Care
- Hospital assessment, rapid response, collaborative care
- Joint Commissioning
- Liaison & joint working with health services
- Mental Health Services
- Occupational Therapy
- Support to voluntary providers

Housing

- ALMO
- Asylum Seekers
- Development of affordable housing
- Homelessness
- Housing Advice
- Housing Development
- Housing Strategy
- Liaison with regional housing boards and RSL's
- Private sector housing standards and grants
- Rent collection
- Strategic housing function
- Supporting People