

PORTFOLIO OF THE CABINET MEMBER FOR RESOURCES AND CAPITAL PROJECTS

KEY POLICIES:

**ANNUAL REVENUE BUDGET
ASSET MANAGEMENT PLAN
CAPITAL STRATEGY
ANTI FRAUD AND CORRUPTION POLICY
PROSECUTION POLICY**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Non financial responsibilities:

- § Strategic management of land and property requirements, resources and allocation in line with the Asset Management Plan
- § Operational management of acquisition and disposal of land and property including leases, easements and other interests
- § Operational management of Council land and property not falling within the purview of other portfolio holders, specifically offices, depots, commercial and industrial holdings and vacant land and premises
- § Usage of Council offices and allocation of accommodation
- § Maintenance and improvement of Council property
- § Personnel issues that do not fall within the purview of the General Purposes Committee
- § Concessionary Fares Scheme

Financial responsibilities:

- § Administration of Housing & Council Tax Benefits
- § Collection of Council Tax and Business Rates
- § Financial management for the Council as a whole in accordance with proper practices, including the preparation of Annual Estimates & the provision of medium term forecasts
- § Capital Planning including the management of new 'bids' and the preparation of a medium term plan
- § Treasury and Cash Flow Management
- § Benefit Fraud Investigation
- § Day to Day financial operations, including debt recovery / management and payment of staff & creditors

Other responsibilities:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

PORTFOLIO OF THE CABINET MEMBER FOR PLANNING AND TRANSPORTATION

KEY POLICIES:

KENT STRUCTURE PLAN
LOCAL PLAN/LOCAL DEVELOPMENT
FRAMEWORK
LOCAL TRANSPORT PLAN FOR KENT
CAR PARKING ACTION PLAN

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Planning policy:

- ⌘ Input into Regional and Sub-Regional Planning Policy
- ⌘ Input into Structure Planning
- ⌘ Preparation of the Local Development Framework
- ⌘ Preparation of development briefs
- ⌘ Regeneration and development of Tonbridge Town Centre
- ⌘ Conservation area appraisals, improvement schemes and grants
- ⌘ Village design statements
- ⌘ Countryside planning and transport initiatives
- ⌘ Liaison with the Cabinet Member for Housing over delivery of the Council's Strategic Housing Objectives

Transportation policy:

- ⌘ Input into Regional Transport Strategy
- ⌘ Major regional projects (CTRL, IKF, Orbit, A21)
- ⌘ Local transport projects (TUTS, A228/A20 corridor, West Malling station)
- ⌘ Public transport initiatives (bus priority measures, Medway valley line)
- ⌘ Input to Kent's Local Transport Plan

Development Control:

- ⌘ Performance monitoring, review and resources including planning delivery grant)
- ⌘ Production of design and procedural guidance
- ⌘ Championing design quality and heritage conservation
- ⌘ Improvement of operating and customer service systems
- ⌘ Planning enforcement - overview of performance, resources and priorities
- ⌘ An overview of major planning proposals and development implementation issues

Building Control:

- ⌘ Overall direction and approach
- ⌘ Performance monitoring and review of resources and business throughput
- ⌘ Marketing and competition review

- ⌘

Transportation and Engineering Projects:

- § Overall monitoring and review of the Borough Council's relationship with the Kent Highways Service
- § Planning, design and promotion of traffic management, highway improvement and related projects for inclusion in the County Councils small improvements programme
- § Monitoring and liaison with the County Council on its provision of highway maintenance in the borough and the promotion of enhanced highway services
- § Evaluation, design, programming, consultation and implementation of the Council's engineering capital plan
- § The preparation and delivery of environmental improvement and enhancement schemes
- § Co-ordination of projects to improve transportation facilities in the borough
- § To promote Traffic Regulation Orders
- § The management of CCTV operations
- § Land drainage and flood attenuation measures
- § Emergency readiness and response
- § The provision of an in-house technical consultancy service.
- § Abandoned vehicles

Car Parking:

- § Design, consultation and implementation of car parking action plan
- § Management and maintenance policy for the off-street car parks
- § Review and management of the on-street parking regime including enforcement procedures

Liaison with the County Council and the Cabinet Member for Environmental Services to ensure that service provision and activities on the highway within the borough are integrated and programmed with the street scene responsibilities of the borough council.

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

PORTFOLIO OF THE CABINET MEMBER FOR ENVIRONMENTAL SERVICES

KEY POLICIES:

FOOD LAW ENFORCEMENT PLAN
CONTAMINATED LAND INSPECTION STRATEGY
JOINT MUNICIPAL WASTE STRATEGY

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Environmental Health Services:

- § Food safety
- § Dog control
- § Pest control
- § Public health and control of nuisances
- § Private drains and sewers
- § Environmental monitoring
- § Sunday trading
- § Public conveniences
- § Noise control
- § Air quality
- § Contaminated land
- § Animal welfare
- § Refuse collection
- § Recycling
- § Street cleansing
- § Fly tipping
- § Litter control
- § Graffiti removal

Street Scene:

Implementation, monitoring and future review of the co-ordinated approach to achieving a cleaner, greener, smarter, better designed and maintained street scene and public open space in liaison with the Cabinet Members for Planning and Transportation and Leisure Facilities, Culture and Youth.

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

PORTFOLIO OF THE CABINET MEMBER FOR HOUSING

KEY POLICIES:

HOUSING STRATEGY
HOMELESSNESS STRATEGY
SUPPORTING PEOPLE LOCALITY PLAN
ENERGY AND FUEL POVERTY STRATEGY

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Housing :

- § Housing strategy, housing needs, housing market assessment and HIPs
- § Liaison with the Cabinet Member for Planning & Transportation over delivery of the council's strategic housing objectives
- § Enabling, including new affordable housing, low-cost home ownership housing, key and essential worker housing
- § Housing advice
- § Homelessness prevention and the homelessness agency agreement
- § Housing register
- § Temporary accommodation
- § Supporting people programme
- § Disabled facilities Grants
- § Home assistance scheme
- § Home safety
- § Enforcement of caravan site licensing
- § Energy efficiency and fuel poverty
- § Home improvement agency
- § Private sector housing standards and enforcement, including unfitness, health and safety hazard rating system, disrepair and defective housing
- § Houses in multiple occupation
- § Restoration of utility services to domestic premises
- § Housing compensation payments

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

PORTFOLIO OF THE CABINET MEMBER FOR LEISURE FACILITIES, CULTURE AND YOUTH

KEY POLICIES:

**BOROUGH LEISURE STRATEGY
CULTURAL STRATEGY
YOUTH ACTION PLAN
LSBU BUSINESS PLAN**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Arts Programme:

- § Provision and promotion of Borough wide arts events
- § Provision of arts grants to local arts groups/individuals.
- § Provision of arts activities for young people through the Summer Playscheme.
- § Provision of public art.
- § Partnerships, including West Kent Arts Partnership.
- § Support for arts marketing

Indoor Leisure:

- § Larkfield Leisure Centre.
- § Angel Centre, Tonbridge.
- § Tonbridge Swimming Pool.
- § Poulton Wood Golf Centre, Tonbridge (Catering and Clubhouse contracts only).

Outdoor Leisure:

- § Provision, development, management and maintenance of informal and formal public open spaces
- § Grounds maintenance - Poulton Wood Golf Courses and Tonbridge Cemetery.
- § Children's play provision.
- § Country Parks and Access to the Countryside.
- § Advisory/consultancy services on outdoor leisure, and grant aid issues.
- § Water recreation.
- § Liaison with Cabinet Member for Environmental Services on street scene issues.

Youth:

- § Annual programme of sports coaching and events.
- § Revenue grants to sports clubs and individuals.
- § Annual summer holiday play scheme.
- § Youth Development Plan
- § Youth activity programmes
- § Youth consultation and engagement

Tonbridge Castle – Tourism:

- § Tourism and Customer Services Office
- § Tourist Information Centre.
- § Tonbridge Gatehouse Exhibition.
- § Tonbridge Council Chamber Functions (eg weddings).

- § Tonbridge Castle Grounds – events programme.
- § Parks patrolling and security
- § Tourism marketing
- § Heritage Interpretation throughout the Borough.
- § Allotments liaison – Tonbridge.
- § Cemetery management and burial function

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

PORTFOLIO OF THE CABINET MEMBER FOR COMMUNITY DEVELOPMENT

KEY POLICIES:

**COMMUNITY STRATEGY
WEST KENT AREA INVESTMENT FRAMEWORK
CRIME AND DISORDER REDUCTION STRATEGY
COMPREHENSIVE EQUALITIES POLICY
HEALTH IMPROVEMENT PLAN**

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Community Development:

- § Matters related to the West Kent Partnership (LSP)
- § Implementation, monitoring and future review of the Borough's Community Strategy
- § Implementation, monitoring and future review of the Crime and Disorder Reduction Strategy
- § Strategies and actions for tackling youth related drug problems
- § Matters related to the LA21 initiative and related annual action plans
- § Health improvement liaison and activities.

Economic Development:

- § Matters related to the promotion of economic development in the Borough
- § Implementation of the West Kent Area Investment Framework
- § Grant support to local economic agencies and the provision of benefits in kind
- § Borough Council funding and projects related to the Snodland Partnership and other Parish Partnerships
- § Farmers' Markets
- § New or emerging regeneration initiatives within the Borough.

Equal Opportunities:

- § Promotion of equal opportunities in the delivery of Council services
- § Disability discrimination responsibilities

Voluntary Sector:

- § Liaison with local voluntary groups.
- § Grant support to local voluntary groups

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters

PORTFOLIO OF THE CABINET MEMBER FOR EFFICIENCY AND INNOVATION

KEY POLICIES:

PROCUREMENT STRATEGY
IT AND E-GOVERNMENT STRATEGY
CONSULTATION STRATEGY
CUSTOMER SERVICES STRATEGY
IEG STATEMENTS
EFFICIENCY STATEMENTS

Key Tasks:

To support the Leader in the development and delivery of Council policies in the following areas of responsibility

Procurement:

- § Development and Implementation of the Council's Procurement Strategy
- § Ensuring the Council meets the milestones contained in the National Procurement Strategy
- § Development and Implementation of E-procurement initiatives
- § Monitoring developments and initiatives emanating from the Regional Centre of Excellence
- § Act as the Council's Procurement Champion

IT and E-Government:

- § All strategic and corporate matters relating to IT and e-government (not within the direct purview of other portfolio holders)
- § IEG submissions and the targets contained therein
- § All matters relating to the Data Protection act and Freedom of Information Act
- § Act as the Council's E-Government Champion

Efficiency and Innovation:

- § Oversee progress in respect of meeting the Government's requirements flowing from the Gershon Report
- § Oversee preparation of Annual Efficiency Statements required by the Government.
- § Assume Lead role in ensuring the Council's objective of achieving good value for money is met.
- § Identify innovations in the delivery of Council services

Customer Services:

- Development and Implementation of a Customer Services Strategy
- Meeting the Council's targets for customer satisfaction
- Development of appropriate means of improving customer contacts including assessment of potential step changes e.g. introduction of CRM/Contact Centre

General:

- § Operational and developmental matters relating to IT and e-government
- § Input into, and implementation of, relevant performance management and Best Value matters