

3. SERVICE RESPONSIBILITIES

Service responsibilities are shown in the following table(s):

| Executive Services | |
|---|--|
| Complaints | Corporate Co-ordination |
| Economic Development and Regeneration | Electoral Registration and Elections |
| Modernisation of Local Government (including Community Strategy) | Policy Development |
| Central Services | |
| Building Maintenance | Caretaking and Office Cleaning |
| Central purchasing of IT | Community Safety |
| Consumer and Community Research | Contracts Advice |
| Corporate Support for Performance Management | Customer Services at: - Kings Hill - Tonbridge Area Office; and - Village surgeries Community Safety |
| Data Protection Customer Services at: - Kings Hill - Tonbridge Area Office; and - Village surgeries | Democratic Services Data Protection |
| Facilities Management Democratic Services | Freedom of Information Facilities Management |
| Implement Customer Contact Strategy Freedom of Information | Installation, support and maintenance (IT) Implement Customer Contact Strategy |
| IT Infrastructure | Land and Premises Management Central purchasing of IT |
| Legal Services Installation, support and maintenance (IT) | Licensing |
| Local Land Charges Land and Premises Management | Mayor's Office Legal Services |

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| <u>Media and Publicity</u> <u>Licensing</u> | <u>Members' Allowances</u> <u>Local Land Charges</u> |
| <u>Organisational Improvement and Development</u> <u>Mayor's Office</u> | <u>Personnel</u> <u>Media and Publicity</u> |
| <u>Printing and Reprographics</u> <u>Members' Allowances</u> | <u>Property Acquisition and Disposal</u> <u>Organisational Improvement and Development</u> |
| <u>Public Rights of Way</u> <u>Personnel</u> | <u>Service delivery for customers with special needs</u> <u>Printing and Reprographics</u> |
| <u>Systems development and implementation</u> <u>Property Acquisition and Disposal</u> | <u>Training and Development</u> <u>Public Rights of Way</u> |
| <u>Service delivery for customers with special needs</u> | <u>Systems development and implementation</u> <u>Training and Development</u> |
| <u>Training and Development</u> | |

Commented [SW1]: Reordered 'responsibilities' in alphabetical order

| Financial Services and Transformation | |
|---|--|
| Accountancy and Financial Advice | Administration of Insurances |
| Business Rates | Cash flow and investment management |
| Corporate finance, advice and guidance Central purchasing of IT | Corporate overview of Finance Council-Tax |
| Council Tax Corporate finance, advice and guidance | Fraud Prevention Corporate overview of Finance and Information Technology |
| Housing and Council Tax Support Fraud Prevention | Income Services Housing and Council-Tax Support |
| Internal Audit Income Services | Payroll Internal Audit |
| Purchases & Credit Sales Management Installation, support and maintenance (IT) | IT infrastructure |
| Payroll | Purchases & Credit Sales Management |
| Systems development and implementation | |
| Planning, Housing and Environmental Health Services | |
| Building Control | Conservation Areas and Listed Buildings |
| Dangerous Structures | Development Control |
| Energy Efficiency Advice | Food Hygiene and Safety |
| Forward Planning and the Local Development Framework | Health and Safety (including employer responsibility) |
| Homelessness and Housing Advice | Home Improvements Agency |
| Housing Strategy/Projects/Affordable Housing | Pest control |
| Pollution Control and environmental monitoring | Private Sector Housing initiatives and enforcement |
| Public Health and health promotion | |

| Street Scene, Leisure and Technical Services | |
|---|--|
| Allotments | Arts programme |
| Car parking management and enforcement management | CCTV development and management |
| Client Management of grounds maintenance | Client Management of indoor leisure facilities |
| Civil contingencies | Co-ordination of street scene services |
| Country Parks (Leybourne and Haysden) | Countryside and woodland management |
| Environmental enhancement and engineering projects | Land drainage |
| Leisure Strategy | Public conveniences |
| Public Open Spaces and Sports Grounds | Refuse collection |
| Responsible dog ownership and dog warden services | Sports development |
| Street cleansing/litter abatement | Summer play scheme |
| Tonbridge cemetery and churchyards | Tourism and Promotion |
| Twinning | Waste reduction and recycling |
| Youth Development | |
| The duties of Directors also include effective corporate and strategic management of the Council through collaborative working with councillors, other chief officers, and partners. The number of chief officers and their functions/responsibilities may change from time to time to reflect the needs of the Council and the skills and experience of the individuals concerned. | |