

PART 7

MANAGEMENT STRUCTURE

CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

- CORPORATE POLICY UNIT**
- Corporate Policy/Strategy
 - Economic Development and Promotion
 - Local Agenda 21
 - Town Centre Enhancement
 - Special Projects
 - Community Safety
 - Civic and Ceremonial
 - Public Relations
 - Chairman's Civic Diary
 - Emergency Planning
 - Organisational Safety

- HUMAN RESOURCES**
- Recruitment
 - Training
 - Staff development
 - Employee relations
 - Occupational Health and Welfare

CORPORATE DIRECTOR (EXTERNAL SERVICES)

CORPORATE DIRECTOR (INTERNAL SERVICES)

PLANNING AND TRANSPORTATION

- Town Planning.
- Development Control.
- Enforcement.
- Forward Planning.
- Building Control.
- Administration for Planning and Building Control.
- Rochford District Local Plan.
- Census Data/analysis.
- Conservation area policy.
- Town centre enhancement.
- Housing & industrial land availability.
- Special projects.
- Planning Appeal administration.
- Ordinance surveys
- Car parks
- Hackney Carriages
- Dial-a-Ride
- Parking Enforcement

REVENUES AND HOUSING MANAGEMENT

- Housing Benefit administration.
- Council Tax.
- Business rate.
- Benefit fraud.
- Collection of rents & arrears.
- Estate management.
- Housing register.
- Lettings.
- Tenancy management.
- Sheltered housing management.

HOUSING, HEALTH AND COMMUNITY CARE

- Environmental Health.
- Housing.
- Housing client Including strategy.
- Environmental Health Protection regulations.
- Hospital/Health.
- Social Services.
- Voluntary organisations.
- Licensing.
- Lotteries & street/house collections.
- Homelessness & housing advice.

CONTRACTED SERVICES

- Building maintenance projects.
- Architectural and engineering services.
- Leisure (Holmes Place)
- Grounds maintenance.
- Street cleansing.
- Refuse.
- Woodlands/open spaces.
- Arts.
- Youth provision.
- Tourism.
- Tree Preservation Orders.
- Waste strategy and recycling.

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT

- Financial management for the authority.
- Preparation of estimates
- Final accounts.
- Salaries & accounts for The Authority.
- Income collection.
- Treasury management.
- Mortgage & insurances.
- Technical & financial Management advice.
- Maintenance of corporate financial systems.
- Internal Audit
- Process Review
- Performance Indicators
- Best Value
- Performance Management
- Cashiers

ADMINISTRATIVE AND MEMBER SERVICES

- Committee Services.
- Members' correspondence.
- Miscellaneous registers.
- Access to information.
- Data Protection
- Civic Suite bookings.
- FM contract management.
- IT strategy development.
- Telecommunications strategy.
- Management of technology projects.
- Emergency communications.
- Elections.
- Electoral registration.
- Document production.
- Printing.
- Central filing.
- Post room.
- Receptions & switchboard.
- Central purchasing.
- Rayleigh Information Centre.

LEGAL SERVICES

- Litigation.
- Conveyancing.
- Contracts.
- Land Charges.
- Terrier.
- Orders/Laws.
- Planning & Enforcement.
- Development agreements & determinations.
- Land management.
- Deeds/documents.
- Negotiations.
- Allotments.
- Cemeteries.