

**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 SUPPORT**

**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.
- 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.

**FINANCIAL SERVICES,
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.
- Lotteries & street/house collections.
- 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.