

SERVICE RESPONSIBILITIES

EXECUTIVE HEAD OF OPERATIONS

Place Protection

Community Safety: Working in partnership to deliver: CCTV, tackling crime, disorder & anti-social behaviour, community patrol & reassurance, stray and dangerous dogs, community trigger notifications, domestic homicide reviews

Licensing: Management and enforcement of a range of licenses including: Premises Licences, Gambling Act Licences, Lotteries Licences, Temporary event licences, Sex Shop Licensing, Scrap Metal Licenses, Animal Licenses, Licensing of taxis and private hire vehicles

Technical Services: Practical infrastructure works to Council land and property, including clearance of waterways, installation of street furniture, electrical works, car parks maintenance

Commercial

Leisure: Management of the Council's leisure facilities and contracts including Aldershot Indoor Pools and Lido, Alpine Ski Centre, forthcoming Farnborough Leisure Centre

Princes Hall Theatre: delivering a variety of professional shows, community performances, pantomime and a range of other event bookings

Community halls and leisure centres: Management of bookings

Bereavement Service: Management and operation of the Council's cemeteries and the Aldershot Crematorium

Parking: Management of Council car parks including tariff setting and enforcement

Place

Contract Management: Playgrounds, parks and grounds maintenance, allotments
Waste and recycling, public conveniences, street cleansing

Environmental Health (Pollution): Air quality, water quality, pollution, vapour recovery, contaminated land, fly tipping, environmental damage, land drainage and flooding, animal welfare, unauthorised encampments. Nuisance complaints including industrial, noise, odour, rubbish accumulations. Unauthorised encampments

Food Health and Safety: Food hygiene, food safety standards and food premises inspections. Infectious diseases

Health and Safety – Corporate and Commercial Premises

Housing

Private sector housing enforcement of standards including HHSRS, private sector improvement grants and energy efficiency schemes

Houses in Multiple Occupation licensing and enforcement
Empty Homes

Homelessness and allocation of temporary accommodation, housing advice and options, support and outreach work to vulnerable clients

Housing register and allocation scheme

Registered social landlords and affordable housing providers

EXECUTIVE HEAD OF PROPERTY AND GROWTH

Development Management

Planning applications
Planning enforcement
Pre-application discussions

Building Control

Building control applications
Condition of residential premises - dangerous structures, repairs, fire precautions, utilities and demolitions
Safety at Sports Grounds
Naming and Numbering

Planning Policy and Conservation

Rushmoor Local Plan
Local development plans and policies
Town Centre and Regeneration Strategy and Policy
Green Infrastructure Strategy, SANGS and Projects
Listed Buildings
Heritage based regeneration
Tree preservation orders
Ecological surveys, biodiversity and nature conservation

Strategic Housing

Housing Strategy
Affordable Housing funding and delivery
Housing Company

Economic Development and Local Economy

Town centre management, town centre events and street scene
Culture and events
Supporting skills and employment

Property and Estate Management

Management of the Council's land and property portfolio, including commercial property
Property lettings, leases, acquisitions and disposals
Landlord's responsibilities including grant and termination of tenancies
Maintenance, repairs and improvements to Council property
Wayleaves and easements

HEAD OF REGENERATION AND DEVELOPMENT

Delivery of Regeneration and Development Programme

Regeneration and Development Projects for Aldershot and Farnborough, including:
Aldershot Union Yard
Farnborough Civic Quarter

Regeneration and Capital Programme Management

Seeking and applying for funding from government and other sources for regeneration and development proposals

ASSISTANT CHIEF EXECUTIVE

Communications

Website and website strategy
Corporate communications and media relations
Marketing, advertising, design and branding
Arena magazine and consultations

Policy, Strategy and Transformation

Council Business Plan and programme management
Policy and strategy support to the Council and partners
Transformation Programme and Improvement Projects

Performance

Corporate performance management
Data analysis

Corporate Risk Management

Emergency planning

Business continuity

Procurement

Supporting Communities and Partnerships

Partnership with health and voluntary sectors
Physical and mental health projects
Response to cost-of-living crisis and economic hardship
Connecting Communities projects
Young People engagement
Rushmoor community lottery and grants to organisations

Climate Change

Customer Services Unit

Taking payments for services
Customer Intelligence and Insight

Facilities Management for the Council Offices

Any other matters as directed by the Chief Executive

EXECUTIVE HEAD OF FINANCE AND SECTION 151 OFFICER

Local Taxation

Council tax collection
Business Rates

Benefits

Council Tax support assessment and discounts
Housing benefit claims
Council tax support fraud investigations

Accounting and Budgeting

Budget preparation, including developing and setting a financial and budget strategy
Budget monitoring
Financial accounts
The implementation, administration and development of the financial management system

Purchase Ledger and Insurance Policies

Financial Risk Management

Treasury Management

Internal Audit

CORPORATE MANAGER – IT SERVICE DELIVERY

IT Services and Systems Administration

IT Service Desk and technical and training support
Application Support and Development
Cyber and system security
Geographical Information Services (GIS)
Website infrastructure

CORPORATE MANAGER – LEGAL SERVICES

Legal

Legal Services
Land Charges
GDPR, Data Protection and Freedom of Information requests

CORPORATE MANAGER – PEOPLE

Human Resources

HR Matters

Payroll

Organisational learning and development

CORPORATE MANAGER – DEMOCRACY

Democratic Services

Council, Cabinet, Committee and Decision-Making administration

Members' support and councillors learning and development

Mayoral support and Civic Events

International Links/Twinning

Elections 2023 and 2024– *separate arrangements in place: responsibility of the Chief*

Executive as Returning Officer

Electoral registration

CHIEF EXECUTIVE AND EXECUTIVE DIRECTORS

In the absence or otherwise of the Assistant Chief Executive, Executive Head of Service, Head of Service or Corporate Manager, all matters listed in the service responsibilities above.

Any other matters as directed by the Leader or Cabinet.