

SERVICE RESPONSIBILITIES**HEAD OF OPERATIONAL SERVICES****Community Safety**

CCTV, tackling crime, disorder and anti-social behaviour
Safer North Hampshire and supporting people
Neighbourhood Watch

Contracts Management

Leisure services
Parks and grounds maintenance
Waste and recycling
Public conveniences

Crematorium and cemeteries**Leisure and Recreation**

Playgrounds, Community halls and leisure centres
Allotments and Rushmoor in Bloom

Princes Hall**Environmental Health**

Control of dogs
Abandoned vehicles
Air quality, pollution, vapour recovery, contaminated land and environmental damage
land drainage
Nuisance complaints – industrial, noise, odour, rubbish
Travellers

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 and private sector grants and home energy
Houses in Multiple Occupation (HMOs)
Homelessness and temporary accommodation
Housing advice and options
Housing register and allocation scheme
Registered social landlords and affordable housing providers

Licensing

Premises and club licences
Gaming machine licences
Lotteries licences
Temporary event licences
Sex shop licensing
Licensing of taxis and private hire vehicles
Animal welfare and licences

Enforcement and Operational Parking

Council car parks and on-street parking
Parking charges
Parking enforcement
Residents' parking schemes

HEAD OF ECONOMY, PLANNING AND STRATEGIC HOUSING

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

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

Local Economy

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

EXECUTIVE HEAD OF REGENERATION AND PROPERTY

Regeneration Programme

Property and Estate Management

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

Capital Projects

Highways and Infrastructure

Traffic regulation orders
Temporary road closures
Highways schemes
Car parking improvements and maintenance
Aldershot and Farnborough markets and car boot sales

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

Treasury Management

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

Financial Risk Management

Internal Audit

Procurement

Insurance Policies

HEAD OF DEMOCRACY AND COMMUNITY

Democratic and Partnership Support

Committee administration
Administration for community partnerships and community events
Members learning and development
Mayoral support and civic events

Elections and Electoral Registration

Elections
Electoral registration

Community Development

Deprivation
Community cohesion and integration
Neighbourhood development, including support for vulnerable children and young people
Voluntary sector support
International links
Rushmoor community lottery

Community Projects

Healthy lifestyle projects
Sports clubs and community leisure projects
Physical activity initiatives
Climate Change

HEAD OF IT, PROJECTS AND FACILITIES

IT

IT Services and systems administration
ICT and digital strategy
Geographical Information Services (GIS)
Website infrastructure

IT and Digital Projects and Programme Management

Customer Experience and Improvement

Transformation and modernisation programme

Customer Services Unit

Taking payments for services

Customer Intelligence and Insight

Facilities Management for the Council Offices

Co-location

ASSISTANT CHIEF EXECUTIVE

Policy, Strategy and Performance

Council Business Plan and programme management
Corporate performance management
Policy and strategy support to the Council and partners
Data analysis

Emergency planning

Covid-19

Business continuity

Corporate risk

Any other matters as directed by the Chief Executive

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 – COMMUNICATIONS

Communications

Website and website strategy

Corporate communications and media relations

Marketing and advertising

Design and branding

Arena magazine

Consultations

CHIEF EXECUTIVE AND EXECUTIVE DIRECTORS

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

Any other matters as directed by the Leader or Cabinet.