

2.3.7 Head of Environment and Public Realm

1. Responsibility for the development and provision of a cleansing service including street cleansing, refuse collection, public conveniences, and building cleaning, and also including the enforcement of litter and waste control.
- ~~2. The inspection of the authority's area to detect any statutory nuisance and the investigation of any complaints as to the existence of any statutory nuisance.~~
- ~~3.2.~~ The monitoring of Council contracts in respect of all cleansing services.
- ~~4.3.~~ Co-ordination and implementation of environmental improvement schemes in accordance with the Council's strategy.
- ~~5.4.~~ Responsibility for the development and provision of a grounds maintenance service including parks and open spaces, horticulture, arboriculture and sports pitches.
- ~~6.5.~~ The responsibility for the Vinters Park Crematorium and Maidstone Cemetery.
- ~~7.6.~~ The responsibility for the central purchasing of vehicle and transport supplies.
- ~~8.7.~~ The responsibility for running a Direct Services Organisation (DSO).
- ~~9.8.~~ Ensuring that the optimum level of the works and services provided by the Council in the areas of Highways and Sewers, Grounds Maintenance, Emergencies and any other areas as determined by the Council are undertaken.
- ~~10. To be responsible for the Enforcement of Street Trading Legislation (including the Maidstone Borough Council Act 2006 and any other functions arising under the Act).~~
- ~~11. To be responsible for the Enforcement of Smoke Free Legislation.~~
- ~~12.9.~~ To be responsible for the Council's Emergency Response Service.
- ~~13. Responsibility for a pest control service, enforcement against pest concerns and the cleansing filthy or verminous premises.~~
- ~~14.10.~~ To be responsible for the licensing of caravan sites.
- ~~15. Inspection of the authority's area to detect any statutory nuisance (including relating to litter, noise in the street and waste) and the service of any abatement notice in respect of a statutory nuisance.~~

~~16.~~ ~~To be responsible for the development and provision of animal welfare and dog control, including enforcement.~~

11. Responsibility for the provision and development of the Borough's parks and open spaces and the monitoring of all contracts in respect of grounds maintenance.

12. Inspection of the authority's area to detect any statutory nuisance relating to litter and the service of any abatement notice in respect of a statutory nuisance if appropriate.

~~17.~~13. To be responsible for taking action to remove gypsies and travellers from Council land.

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, Space Before: 0 pt, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, Space Before: 0 pt, No bullets or numbering, Tab stops: Not at 2.71 cm

2.3.8 Head of Regeneration and Economic Development

~~18.~~14. Implementation of the Economic Development and Housing & Regeneration Strategies for Maidstone Borough.

~~19.~~15. Responsibility for the delivery of initiatives across the Borough to further the Council's corporate priority for Maidstone to have a growing economy.

~~20.~~16. Implementation of the Destination Management Plan and Festival and Events Policy Maidstone Borough.

~~21.~~17. Responsibility for the implementation of the Council's Public Realm Design Guide and Public Arts Policy.

~~22.~~18. Identification, development and mobilisation of projects to increase the quantum and resilience of the Council's income from commercial activities and its commercial property portfolio.

~~23.~~19. Responsibility for international activities and relationships established by the Council.

~~24.~~20. Responsibility for the contract with the external operator for the Hazlitt Theatre.

~~25.~~21. Responsibility for the Museums in Maidstone Borough and the provision of the various facilities and activities at these sites.

~~26.~~22. Responsibility for the development and provision of leisure facilities and activities including the contract with the external operator for Maidstone Leisure Centre.

~~27.~~23. Enter into arrangements with third parties to enable the delivery of new affordable housing including authorising payments either directly or via government appointed bodies.

~~28.~~24. The development of the Council's housing enabling role, including liaison with the Homes & Communities Agency and Housing

Providers as appropriate.

~~29-25~~. Responsibility for the management of the Cobtree Trust and Estate.

~~30-26~~. Responsibility for the management of The Queen's Own Royal West Kent Regiment Museum Trust.

~~31-27~~. Management of the Lockmeadow Market.

2.3.9 Head of Housing and Community Services

~~32-28~~. All aspects of community safety and crime and disorder reduction.

~~33-29~~. The provision of a sport play and youth development service.

~~34-30~~. Ensure the Council's duties and obligations in relation to homelessness and the operation of the Council's allocation scheme are fulfilled.

~~35-31~~. Manage all forms of temporary accommodation in connection with the Council's homelessness duties including entering into lease agreements and service of any related notices.

~~36-32~~. The development of policies on social inclusion, community development and community planning.

~~37-33~~. Undertaking any special housing initiatives that might arise.

~~38-34~~. Ensuring that private sector housing standards are achieved, in particular as they relate to houses in multiple occupation and unfit dwellings.

~~39-35~~. Operation of the grants system for renovating private sector properties.

~~40-36~~. Perform the Council's duties and obligations in connection with private sector housing including enforcement measures.

~~41-37~~. The management of Gypsy and traveller caravan sites.

~~42-38~~. The drafting and implementing of the Council's Housing Strategy, including the preparation of the Housing Investment Programme and its submission to the Secretary of State.

~~43-39~~. To liaise and negotiate with government bodies and their appointees, third parties and housing providers in order to promote the priorities identified in the Council's Housing Strategy.

~~44-40~~. Compact, relationships and funding with the voluntary and community sector.

45-41. The various halls used for recreational purposes throughout the Borough.

46-42. Advice to the Council and other organisations on all matters relating to grants and lottery applications.

47-43. The Sustainable Community Strategy and renewable energy strategy.

48-44. All licensing functions (not otherwise delegated or prohibited).

49-45. All gambling functions (not otherwise delegated or prohibited).

50-46. To ensure that sustainable development policies and good environmental working practices are widely promoted and integrated into the day to day working practices of the Council and publicised to all sectors of the wider community.

51-47. The hygiene and control of food including the provision of safe food, control of standards, meat inspection and education.

52-48. The control of infectious diseases and the general health and wellbeing of the local population.

53-49. The provision of a health promotion service, including home and water safety.

54-50. The enforcement of the Sunday Trading Act 1994.

55-51. Road closure orders.

52. The provision of advice and taking actions to further the aim of sustainability and tackle climate change both internally within the Council and externally throughout the Borough.

53. The inspection of the authority's area to detect any statutory nuisance and the investigation of any complaints as to the existence of a statutory nuisance.

56. To be responsible for the enforcement of Street Trading Legislation (including the Maidstone Borough Act 2006 and any other functions arising under the Act).

54. To be responsible for the Enforcement of Smoke Free Legislation.

55. Responsibility for a pest control service, enforcement against pest concerns and the cleansing of filthy or verminous property.

56. To be responsible for the development and provision of animal welfare and dog control including enforcement.

Formatted: Left, Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Left, Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Left

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Left

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Left

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

57. Inspection of the authority's area to detect any statutory nuisance (including relating to noise in the street and waste) and the service of any abatement notice in respect of a statutory nuisance.

Formatted: Left

58. To be responsible for taking action to remove gypsies and travelers from Council land.

Formatted: Indent: Left: 0.21 cm, Hanging: 1.27 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.71 cm

Formatted: Left

Formatted: Normal, Left, No bullets or numbering

~~57-59.~~ Enforcement of Health and Safety at work legislation, including the appointment of Inspectors.

~~58-60.~~ Deal with issues arising from contaminated land.

~~59-61.~~ The discharge of any function relating to pollution control (including noise, air, land, water and private drainage) and the management of air quality.

~~60-62.~~ Pollution control including noise, air, land, water and private drainage and the service of any abatement notice in respect of a statutory nuisance.

~~61-63.~~ To make Public Space Protection Orders and Orders under the Antisocial Behaviour Act 2003.

2.3.10 Head of Planning and Development

~~62-64.~~ Handling and determination of all applications submitted under the Town and Country Planning Acts in accordance with criteria as set out in the Constitution, including the adoption of screening and scoping opinions in relation to Environmental Statements.

~~63-65.~~ The enforcement of all aspects of planning control.

~~64-66.~~ Exercising all other functions relating to planning, conservation areas, listed buildings and trees.

~~65-67.~~ Taking action to remove gypsies and travellers from non-Council owned land.

~~66-68.~~ Responsibility for the Council's local land charges service.

~~67-69.~~ Providing heritage asset conservation and landscape advice in the determination of planning applications and policy.

~~68-70.~~ Responsibility for all aspects of heritage asset conservation and Tree Preservation and advice, including: proposing buildings for listing, amendments and Orders within Conservation Areas, making Tree Preservation Orders and determining applications for works to Preserved Trees and section 211 notices on trees in conservation Areas.

~~69-71.~~ Responsibility for functions relating to High Hedges legislation.

~~70-72.~~ All aspects of the preparation of statutory and non-statutory spatial planning documents on any relevant matter including planning tariff and infrastructure planning and advice to Council, developers and others on these matters.

~~71-73~~. Procuring and securing of relevant technical and consultancy advice on the matters to the above.

~~72-74~~. Authority to liaise with the highways authorities, strategic planning bodies and neighbouring authorities and other bodies on matters relevant to coordinated strategic transport and spatial planning.

~~73-75~~. Handling and determination of all applications submitted under the building regulations and enforcement of building regulations.

~~74-76~~. The exercise of control over demolitions and dangerous structures under the Public Health Acts and Building Act.

~~75-77~~. Obtaining information under Section 330 of the Town and Country Planning Act 1990.

~~76-78~~. Policy and strategic advice to Councillors and Council officers on all the above.

~~77-79~~. Making representations to Government and other authorities on these matters and any new legislation or policies and guidance impacting on all the above matters for which the officer has responsibility.

MID KENT SERVICES

2.3.11 Director of Mid Kent Services

~~78-80~~. The Director of Mid Kent Services has line management of the following:

- Head of Audit Partnership
- Head of Human Resources Shared Service
- Head of IT Shared Services
- Head of Legal Partnership
- Head of Revenues and Benefits Shared Services
- Planning Support Manager

2.3.12 Head of Audit Partnership

~~79-81~~. The provision of an adequate and effective system of internal audit of the Council's accounting records and its system of internal control in accordance with the proper practices in relation to internal control as prescribed by the Accounts and Audit Regulations 2015.

~~80-82~~. The maintenance the Council's Strategic Risk Register and the provision of advice and guidance on the principles and practices of Risk Management and counter-fraud.

~~81-83~~. To be the principal point of contact on Public Interest Disclosure Act referrals (Whistleblowing); to arrange for investigation and action as appropriate.

2.3.12 Head of Human Resources Shared Service

| ~~82-84~~. The provision of advice to Councillors and Officers of the Council on all aspects of personnel policy and issues including employment issues, conditions of service, pay and grading, pensions and superannuation discretion..

| ~~83-85~~. The administration of the Council's scheme of job evaluation for the grading of posts.

| ~~84-86~~. Ensuring that the Council's personnel policies and procedures comply with employment legislation and EC Directives.

| ~~85-87~~. The approval of all staff qualification training; planning and design of in-house training services and co-ordination of the Youth Training Scheme.

| ~~86-88~~. Ensuring the payment of salaries, wages and associated employer expenses to employees and Councillors, and advising on pension matters.

| ~~87-89~~. Ensuring the appropriate development of Councillors and Officers.

| ~~88-90~~. Ensuring that the Council's Health and Safety at Work policies and procedures comply with legislation and EC Directives including Fire Regulations and training.

2.3.13 Head of IT Shared Services

| ~~89-91~~. The provision of advice on the formulation of the Council's IT Strategy and the facilitation of Corporate IT activities so that they may remain within the corporate IT Strategy.

| ~~90-92~~. The provision of a central purchasing service for all IT related functions including hardware, software and consumables.

| ~~91-93~~. The provision of a strategic input to decisions on matters concerning new technology.

| ~~92-94~~. Maintaining all appropriate Data Protection and other registrations with the Information Commissioner's Office.