

Article 12 – Officers

12.1 Management structure

- a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
- b) **Head of Paid Service, Directors and Heads of Service.** The Council will engage persons for the following posts.

POST	FUNCTIONS & AREAS OF RESPONSIBILITIES
Chief Executive	<p>The Chief Executive is the Head of Paid Service, head of the Council’s management team, principal advisor and general manager for the local authority whose principal accountabilities include:</p> <ul style="list-style-type: none"> - Overall responsibility for the development, co-ordination and implementation of the Council’s corporate strategies, policies and programmes and for the management of its resources. - Leadership and direction of the officers of the Council. - Overall responsibility for managing the Officer/Member interface. - Support and advice to all Members of the Council in their executive, scrutiny and democratic functions. - Officer leadership in the modernisation of Test Valley Borough Council and the process of Corporate and Community planning. - Officer leadership in implementing the process of ‘Best Value’ in Test Valley and for the Council’s Performance Plan and Quality Programme. - Overall responsibility for the provision of cost effective, high quality and competitive services. - Overall responsibility for the Council’s Human Resources function including pay, benefits and conditions of service. - Ambassador for the Council; responsible for the developing and fostering external relations as part of the Council’s role in Community leadership; and taking the lead in ensuring good civic, public and media relations. - Officer leadership in the creation and maintenance of partnerships in the community. - Electoral Registration Officer and Returning Officer.

<p>Directors</p>	<p>Deputy Chief Executive</p> <p>Works to the Chief Executive as part of the (three member) Senior Management Executive to deliver the following key objectives:</p> <ul style="list-style-type: none"> - Develop strategy for Council consideration - Turn strategy into performance plans - Integrate diverse services - Lead through vision - Oversee delivery of all services and business plans within budget - Interface with other Director to ensure Council-wide best value and consistency
<p>Head of Community and Leisure Services</p>	<p>Maintenance of parks, open spaces, playgrounds, cemeteries, playing fields and allotments.</p> <p>Leisure centres and swimming pools</p> <p>Arts</p> <p>Leisure marketing and promotions</p> <p>Wildlife conservation</p> <p>Community Engagement and Member Support</p> <p>Wellbeing and Social Inclusion</p> <p>Community Safety, CCTV and Safeguarding</p> <p>Bankers and Partners in ensuring the delivery of the national Supporting Troubled Families Programme at local level</p> <p>Grants Administration and Authorisation</p>
<p>Head of Environmental Services</p>	<p>Waste and Recycling Collection</p> <p>Street Cleaning</p> <p>Grounds Maintenance</p> <p>Vehicle and Plant Maintenance</p> <p>Vehicle and Plant Procurement</p> <p>Environmental Enforcement</p> <p>Playground Inspections</p> <p>Burials and Cemetery Maintenance</p>

<p>Head of Estates & Economic Development</p>	<p>Landlord and Tenant work Valuations Development Economic Development and the Promotion of Test Valley Andover Market Tourism Public conveniences Maintenance of Council Buildings Venue management Facilities management The management of Joint ventures partnership with Kier Property</p>
<p>Head of Finance</p>	<p>Accounting service and systems Financial advice and budgetary control Internal audit Corporate Governance Risk Management Insurance Banking and Treasury Management VAT Mortgages Payment of Invoices Receipt of Income Procurement</p>

<p>Head of Housing and Environmental Health</p>	<p>Investigating new housing initiatives to meet identified needs</p> <p>Ensuring new affordable homes are provided in partnership with Housing Associations</p> <p>Administering the Test Valley Joint Housing Register</p> <p>Dealing with Homelessness</p> <p>Housing Advice and information</p> <p>Control of food hygiene and safety and purity of water supplies</p> <p>Investigation of infectious diseases and food borne disease</p> <p>Home Renovation Grants</p> <p>Disabled Facilities Grants</p> <p>Private housing conditions</p> <p>Homes Energy Efficiency</p> <p>Dog Control and Animal Welfare</p> <p>Contaminated land control</p> <p>Control of atmospheric pollution</p> <p>Abatement of noise and nuisance</p> <p>Pest Control</p> <p>Health, Safety and Welfare of people at work</p> <p>Control of caravan and camping sites</p> <p>Licenses and registrations, eg pet shops, animal boarding, breeding and riding establishments</p> <p>Street Trading</p>
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<p>Head of Information Technology</p>	<p>Data processing/data storage Network Infrastructure maintenance and support Voice/telephony services IT Service Desk (help desk) IT advice and training Line Of Business (LOB) systems IT support Corporate application development and support GIS (Graphical Interface Systems) and Address Management Information Management IT security and architecture IT system and services procurement and management IT shared service delivery</p>
<p>Head of Legal and Democratic Services</p>	<p>Servicing meetings of the Council and its Committees Assisting the Mayor Licensing Act 2003 (Alcohol, Entertainment and Late Night Refreshment Licensing), Gambling Act 2005 (Premises, Gaming Machines and Lotteries Licensing), Charity Street and House to House Collections, Sex Establishments, Tables and Chairs on the Highway, Scrap Metal Dealers, Hackney Carriage and Private Hire Drivers, Vehicles and Operators Electoral Registration and Elections Emergency Planning (under the direction of the Chief Executive) Advice to the Council on all legal matters affecting the Council Litigation, criminal and civil Contracts Conveyancing including commercial work Registration of Local Land Charges Freedom of Information Data Protection Publicise the Constitution as required by Article 16.3</p>

<p>Head of Planning and Building Services</p>	<p>Processing planning applications Enforcement of planning control Defending appeals against planning decisions Building Regulations Dangerous Structures Tree Preservation Orders Building Preservation Orders Land Drainage Act Providing specialist advice on historic buildings; landscaping and trees Input into conservation area statements</p>
<p>Head of Planning, Policy and Transport</p>	<p>Design of roads and sewers on housing estates Engineering design work Car Parking Street naming and numbering Preparation and review of the land use plan for the Borough Input into village plans and town schemes Preparation of development briefs for sites within the Borough Local Agenda 21</p>
<p>Head of Revenues</p>	<p>Housing and Council Tax Benefits administration Billing and Collection of Local Taxation, i.e. Council Tax, and Non-Domestic Rates Customer Service Unit Corporate printing Corporate post opening and distribution Council Tax Support administration Award Discretionary Housing Payments</p>