

Corporate	Democracy	Central and Community Services
<ul style="list-style-type: none"> • Corporate strategy including freedom of information, data protection, public consultation. • Corporate management • Corporate insurance • Corporate projects • Corporate apprentices • Corporate subscriptions • Corporate equal opportunities 	<ul style="list-style-type: none"> • Democratic services – support to Councillors and provision of professional advice to all parties in the decision-making process (Cabinet, overview and scrutiny, Full Council and other committees) • Electoral registration and administration of elections • Support for the mayoral and civic life of the borough 	<ul style="list-style-type: none"> • West Norfolk Partnership • Community strategy • Communications (internal and external), media relations • Internal graphics and print service • Performance management and performance indicators • Efficiency • Personnel – recruitment, training, employee relations and equal opportunities • Corporate training • Health, safety and welfare of council employees • Provisions of community information points • Provision of Council information Centres at King’s Lynn, Downham Market and Hunstanton • Grants administration • Neighbourhood nuisance, antisocial behaviour and community safety • Community development • Care and repair • Careline • Community transport • Provision of internal ICT services and support, • Administration of the Council’s website

Chief Executive	Commercial Services	Environment and Planning
<ul style="list-style-type: none"> • Monitoring Officer and Legal advice to all areas of the Council • Residential caravan sites and travellers' sites • General housing strategy, including allocating housing, homelessness, enabling affordable housing provision, and adaptations 	<ul style="list-style-type: none"> • Leisure facilities • Leisure Card scheme • Events • Resort services • Tourist information centres • King's Lynn Town Hall and Gaol House • Museums and heritage • Sports grounds, pavilions and pitches • Children's/teenage play • Public open space, including grounds maintenance • Street cleansing services, including public conveniences 	<ul style="list-style-type: none"> • Planning applications • Planning enforcement • Planning policy, including Local Development Framework and regional planning • Conservation, listed buildings • Countryside and landscape management – bio-diversity, nature conservation and the protection of landscape features • Building regulations (CNC) • Public safety building control • Food safety • Health and safety at work
<p>Finance Services</p>	<ul style="list-style-type: none"> • Miscellaneous street scenes matters, including street lightning, abandoned vehicles and street furniture 	
<ul style="list-style-type: none"> • Financial Services and advice, including payments to suppliers, collection of income, insurance, banking and treasury management • Internal audit • Collection of council tax and business rates • Administration of housing benefits scheme and collection of overpayments • Take-up of welfare benefits 	<ul style="list-style-type: none"> • Waste management - refuse and recycling • Town centre management • Off-street car parks • Markets in King's Lynn and Hunstanton • Community centres • Bus stations in King's Lynn and Hunstanton • Arts and entertainment • CCTV • Burial and cremation service • Office facilities and office Accommodation • Property services – valuation of property, management of Council's industrial estate portfolio, asset management • Economic regeneration • Regeneration programmes • Tourism marketing and development • Project management 	<ul style="list-style-type: none"> • Licensing • Emergency planning • Air and land quality • Sewerage provision and drainage control • Health improvement • Local land charges • Flood defence