

## Portfolio Responsibilities

### Leader – Cllr Alistair Beales

*Chief Executive: Kate Blakemore*

*Assistant Director: Alexa Baker*

*Executive Director: Vacant post*

*Assistant Director: Becky Box*

*Executive Director: Oliver Judges*

*Assistant Director: Duncan Hall, Vacant post*

- Overall responsibility for organisational culture and vision including the Corporate Strategy and Annual Plans
- Overall responsibility for policy development and submission to Council
- Overarching responsibility for Cabinet portfolios
- Developing and managing external Strategic relationships
- Public emergencies, emergency planning and emergency management
- Council business continuity planning
- Democratic arrangements
- Civics
- Legal
- Data Protection and Freedom of Information
- Communication strategy and implementation
- All Staffing related matters including Pay and Pensions
- Equal opportunities strategies and policies, and corporate health and safety
- Performance Issues. KPI's, Risk Management and Associated Matters
- Shared Services, Partnerships and any other Joint Working Arrangements
- Corporate Governance
- Customer Complaints
- Transformation
- West Norfolk Property Ltd and West Norfolk Housing Ltd
- Shareholder function
- Major funding, investment and housing delivery
- Towns Fund
- Any issues not covered by other portfolios

## **Business and Culture – Deputy Leader - Cllr Simon Ring**

*Executive Director: Vacant post*

*Executive Director: Oliver Judges*

*Executive Director: Vacant post*

*Assistant Director: Martin Chisholm*

*Assistant Director: Duncan Hall, Matthew Henry*

*Assistant Director: Michelle Drewery*

*NOTE: Leisure (client) with Assistant Director: Alexa Baker/Honor Howell*

- Culture and performing arts, including implementation of cultural strategy
- Museums, heritage and tourism
- Marketing and promotion of the Borough
- Leisure and Alive West Norfolk
- Business Partnerships
- King's Lynn BID
- Economic Development
- Commercial investment, development and promotion
- Support and Grants (Financial assistance) ((with People and Communities Portfolio)
- Management and maintenance of council owned property assets
- Health and safety – property and buildings
- Policy relating to land and property acquisition and disposal and implementation of acquisition and disposal of land and property

## **Planning and Licensing – Cllr Jim Moriarty**

*Executive Directors: Vacant post*

*Assistant Directors: Stuart Ashworth*

*NOTE Licensing with Assistant Director: Alexa Baker*

- All planning and development policies and performance
- Local plan
- Community Infrastructure Levy (CIL)
- Custom build and self-build
- Planning enforcement policies and performance
- Building control
- Transport policy and joint implementation
- Licensing policies and performance
- Street naming and numbers
- Parish council liaison

## **Environment and Coastal – Cllr Sandra Squire**

*Executive Director: Vacant post*

*Assistant Director: Martin Chisholm*

*Executive Director: Vacant post*

*Assistant Director: Mark Whitmore*

- Food safety
- Health and safety
- Pollution control
- Contaminated land strategy
- Coastal Issues, Shoreline Management
- Flood and water management including water quality
- Waste and Recycling including Fly Tipping and Enforcement
- Infectious diseases

## **Climate Change and Biodiversity – Cllr Michael de Whalley**

*Chief Executive: Kate Blakemore  
and Ged Greaves for Climate Change*

*Executive Director: Vacant post*

*Assistant Director: Stuart Ashworth*

*Executive Director: Vacant post*

*Assistant Director: Mark Whitmore*

*NOTE: Ferry Operations with Assistant Director: Martin Chisholm*

- Climate change
- Biodiversity
- Energy strategy
- Air Quality Strategy
- Active Travel including the ferry

## **Finance – Cllr Chris Morley**

*Executive Director: Vacant post*

*Assistant Director: Michelle Drewery*

*NOTE: Procurement with Executive Director: Oliver Judges/Assistant Director: Vacant post*

- All Policies and Strategies Relating to the Council's Finances including (but not limited to) Treasury Management and Financial Management of Assets and Statements of Accounts, Capital Strategy
- Support and Grants
- Efficiencies, savings, income generation, external funding and Business Rate Growth.
- Fees and Charges
- West Norfolk Wins Lottery
- Welfare and benefits advice including Housing and Council Tax Benefits
- Internal and External Audit and Fraud
- Procurement
- Other delivery models
- Any other Financial Implications for the Council
- ICT

## **People and Communities – Cllr Jo Rust**

*Executive Director: Vacant post      Assistant Director: Mark Whitmore, Becky Box*  
*Executive Director: Oliver Judges      Assistant Director: Duncan Hall*

- All housing related matters including strategy, homelessness and housing standards
- Community initiatives and safety including community transport and shop mobility
- Social inclusion (inc. migrant communities, homeless, disabled, LGBTQ+, Travellers etc)
- Healthier Lives strategy including prevention, promotion and improvement
- Partnerships with ICS/Trusts/QEH etc
- KLAC
- Assets of Community Value
- Health and well being
- Community Safety and Neighbourhood Nuisance Team including the Help Hub
- Safeguarding
- Support and grants (Financial Assistance) (with Business and Culture Portfolio)
- LILY, care and repair, Careline
- Care leavers
- Customer relations and CIC
- Skills

## **Events and Open Spaces – Cllr Bal Anota**

*Executive Directors: Vacant post      Assistant Directors: Martin Chisholm*

- Depot operational arrangements
- Public Conveniences
- Crematorium and Cemeteries
- Car parking operations
- CCTV
- Street Cleaning and Lighting
- Parks and Open Spaces
- Events and Markets
- King's Lynn Town Centre Management
- Resort Management and Pontoons
- Liaison with Hunstanton and Downham Market Town Councils