

SERVICE RESPONSIBILITIES

Chief Executive's Office

Chief Executive - David Hughes*

- ◆ Policy Development
- ◆ Corporate Co-ordination
- ◆ Modernisation of Local Government (incl Community Strategy)
- ◆ Corporate overview of Finance and Information Technology
- ◆ Information and Publicity
- ◆ Mayor's Office
- ◆ Electoral Registration/Elections
- ◆ Crime and Disorder Reduction

Environmental Health and Housing Services

Director - John Batty*

- ◆ Food Hygiene and Safety
- ◆ Health and Safety
- ◆ Public Health and Pollution Control
- ◆ Pest Control
- ◆ Housing Strategy/Projects/Social Housing
- ◆ Private Sector Housing, Renovation Grants
- ◆ Energy Efficiency Advice
- ◆ Homelessness and Housing Advice
- ◆ Home Improvements Agency
- ◆ Environmental Strategy and Local Agenda 21
- ◆ Recycling
- ◆ Refuse Collection
- ◆ Street Cleansing/Litter Abatement
- ◆ Public Conveniences
- ◆ Dog Warden Services

Financial Services

Director of Finance -

Sharon Shelton*

- ◆ Council Tax
- ◆ Business Rates
- ◆ Accountancy and Financial Advice
- ◆ Housing and Council Tax Benefits
- ◆ Benefit Fraud Prevention
- ◆ Cashflow and Investment Management
- ◆ Administration of Insurances
- ◆ Payroll
- ◆ Purchases and Credit Sales Management
- ◆ Cashiering Services
- ◆ Internal Audit
- ◆ Member's Allowances

Information Technology Services

IT Manager - Alan Burch

- ◆ Corporate strategy, advice and guidance
- ◆ Central purchasing of IT
- ◆ Installation, support and maintenance
- ◆ Network and security provision
- ◆ Systems development and implementation
- ◆ Central data processing service

Planning, Transportation and Leisure Services

Director - Steve Humphrey*

- ◆ Development Control
- ◆ Forward Planning and Local Plans
- ◆ Building Control
- ◆ Dangerous Structures
- ◆ Conservation Areas and Listed Buildings
- ◆ Economic Development and Regeneration
- ◆ Transportation
- ◆ Traffic Management and Calming
- ◆ Car park Management
- ◆ Environmental Enhancements
- ◆ CCTV Development and Management
- ◆ Angel Leisure Services
- ◆ Larkfield Leisure Centre
- ◆ Tonbridge Swimming Pool
- ◆ Poul Wood Golf Centre
- ◆ Countryside and Landscape
- ◆ Tourism and Promotion
- ◆ Arts Support
- ◆ Sports Development
- ◆ Tonbridge Castle
- ◆ Tonbridge Cemetery
- ◆ Leisure Planning and Grants
- ◆ Client Management of Grounds Maintenance
- ◆ Children's play/Summer Playscheme
- ◆ Public Open Spaces and Sportsgrounds

Central Services

Director – Julie Beilby*

- ◆ Personnel
- ◆ Training and Development
- ◆ Corporate Support for Best Value
- ◆ Consumer and Community Research
- ◆ Organisational Improvement and Development
- ◆ Legal Services
- ◆ Contracts Advice
- ◆ Licensing
- ◆ Land Charges Searches
- ◆ Servicing Democratic Decision Making
- ◆ Printing and Reprographics
- ◆ Caretaking and Office Cleaning
- ◆ Catering
- ◆ Switchboard and Reception
- ◆ Land and Premises Management
- ◆ Property Acquisition and Disposal
- ◆ Building Maintenance

**Tonbridge and Malling Borough Council, Gibson
Building Gibson Drive, Kings Hill, West Malling,
Kent ME19 4LZ
Telephone: 01732 844522**

* denotes member of Management Team