

LEADERSHIP SUPPORT AND COMMUNITY DEPARTMENTAL PLAN 2018 - 19

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Introduction

This document provides a strategic overview for the Leadership Support and Community Department, setting out the key objectives, priorities and performance measures for the departments in 2018-19. The overview is supported by strategies and service delivery plans for each service area, which provide a more comprehensive and detailed description of the key drivers, service objectives, targets for achievement and the level of performance expected.

Many of the activities dovetail with the Council's Corporate Plan 2016-2020, which sets our high level vision and priorities. These are focused on Council and Community, Health and Housing, Employment and Enjoyment, which all center on our Community Leadership role.

Council and Community

- **Balanced Budget**
- **Support Rural Communities**
- **Supporting the Vulnerable**
- **Partnership Working**

Health and Housing

- **Mental Health**
- **Place Shaping**
- **Build Council Houses**
- **Local Regeneration**
- **Children's Strategy**

Employment and Enjoyment

- **Education and Skills**
- **Business Growth**
- **Making the most of our assets**

Community Leadership

The Council is keen to engage with the community, listening to what residents want from their Council and delivering high quality services, through partnership working and collaboration, engaging with the community, and supporting the vulnerable.

The Department has a clear vision. It is aware of the challenges within the District, alongside the opportunities and has a clear set of values which underpin the priorities and projects across the Department.

An example of Community Leadership within Leadership Support and Community includes the Community Safety Hub.

About Us

The team sits independently from the Council's other departments to provide corporate support to the organisation. The team provides administrative and operational support to Members and Senior Management as follows:-

- Chief Executive – secretarial support, stage 2 complaint reviews and Ombudsman cases, project support, running of Senior Managers' Forums and support to partnership meetings including Safer Essex, Local Highways Panel and Essex Leaders and Chief Executives.
- Management Team - administration of the weekly Management Team meetings.
- Corporate Enforcement Group – administration of the quarterly meetings.
- Cabinet – secretarial and administrative support to the Leader and Cabinet Members.
- Members – First port of call for Member enquiries, Member training and induction and All Member Briefings.
- Chairman and Vice Chairman – support to the Chairman and Vice Chairman and management of civic functions.
- Community Safety - Community Safety Hub, running of Community Safety Prevention and Educational Projects, Community Safety Partnership.

Leadership Support and Community

Roles and Responsibilities

Head of Leadership Support and Community

Karen Neath

- Overall management lead
- Overall lead on Corporate Complaints, completion of all stage 2 complaint reviews and liaison with the Ombudsman
- Support officer for Community, Leadership and Partnership Committee
- Management Team Meeting Support
- Lead on Modern.gov and Corporate Business Planning
- Lead on Members Allowances and Independent Remuneration Panel
- Lead on Corporate Plan
- Lead on Electoral Review
- Outside bodies and external meetings
- TDALC Liaison Officer

Leadership Support Manager

Lizzie Ridout

- Deputy overall management lead
- Locality Board
- Highways Panel
- All Member Briefings and Senior Management Forums Finance and budgets
- Member development and training
- Lead on support to Chairman, Vice-Chairman and Civic Events

Safer Communities Manager

Leanne Thornton

- Community Safety Hub
- Crime and Disorder
- Lead on Hidden Harms
- Domestic Homicide Reviews
- Lead on Anti-Social Behaviour (Corporate)
- Council representative on external Community Safety Forums
- Lead on ASB Case Reviews (Community Trigger)

Leadership Support Officer

Charlotte Cooper

- **Support to Chief Executive**
- **Support to Leader and Cabinet**
- **Management Team Agenda**
- **Support on Civic Events**
- **Equality and Diversity**
- **Support on Community Safety and Corporate Enforcement**

Safer Communities

Officer

Richard Eastwood

- **Deputy on Community Safety**
- **Deputy on Hidden Harms agenda**
i.e. **Gangs**
Modern slavery
Trafficking
- **High Harm ASB**
- **High harm domestic abuse**

Leadership Support Assistant

Emma Haward

- **Support to Chairman and Vice Chairman**
- **Civic events and invites**
- **Members' queries**
- **Members' and team allowances and expenses**
- **General support to team and cover for Safer Communities**

Safer Communities

Assistant

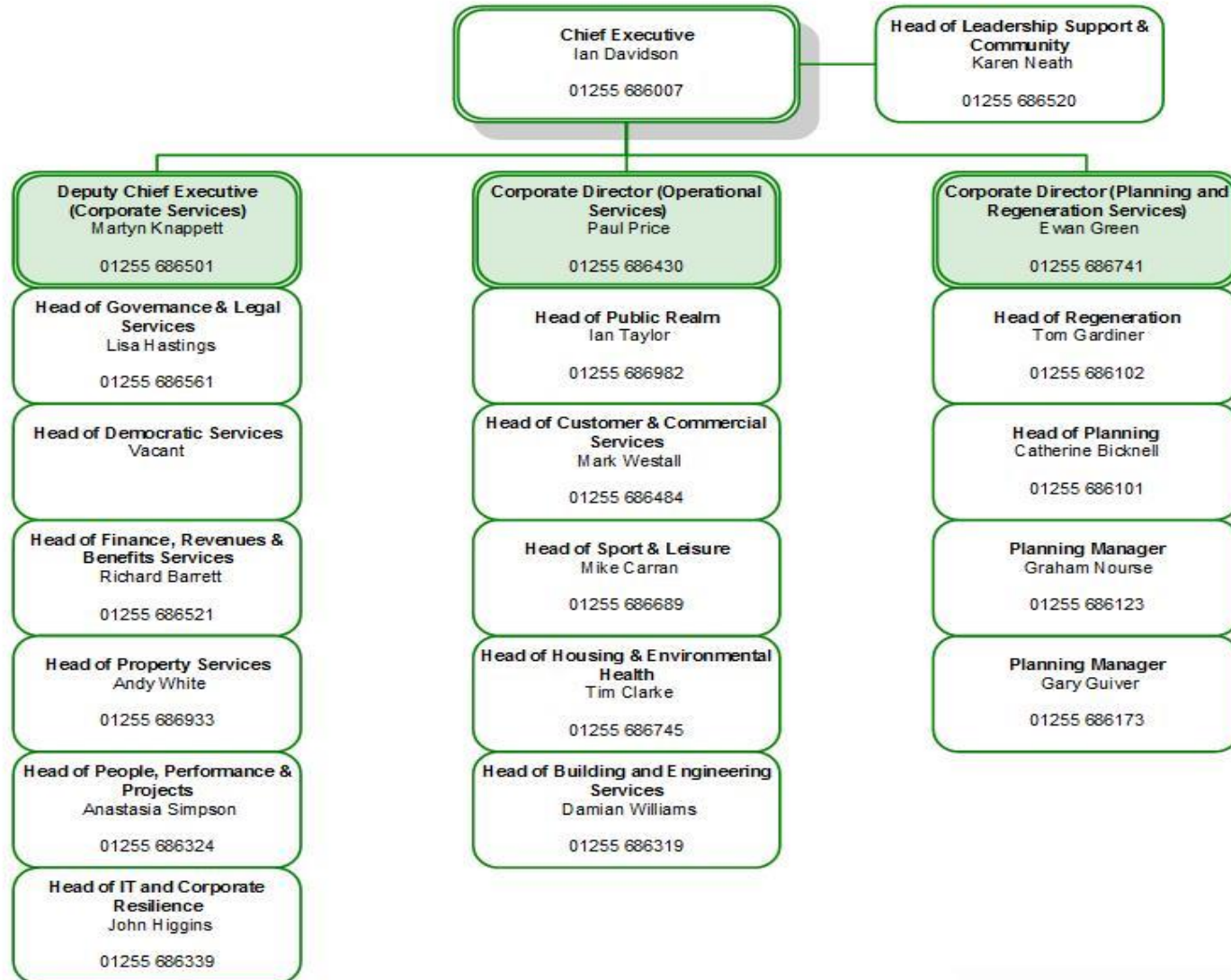
Charlotte Root

- **Lead on Community Safety projects**
including **Crucial Crew**
- **Lead on Community Safety website and Social Media Deputy on ASB issues**
- **General support to team and cover for Leadership Support**

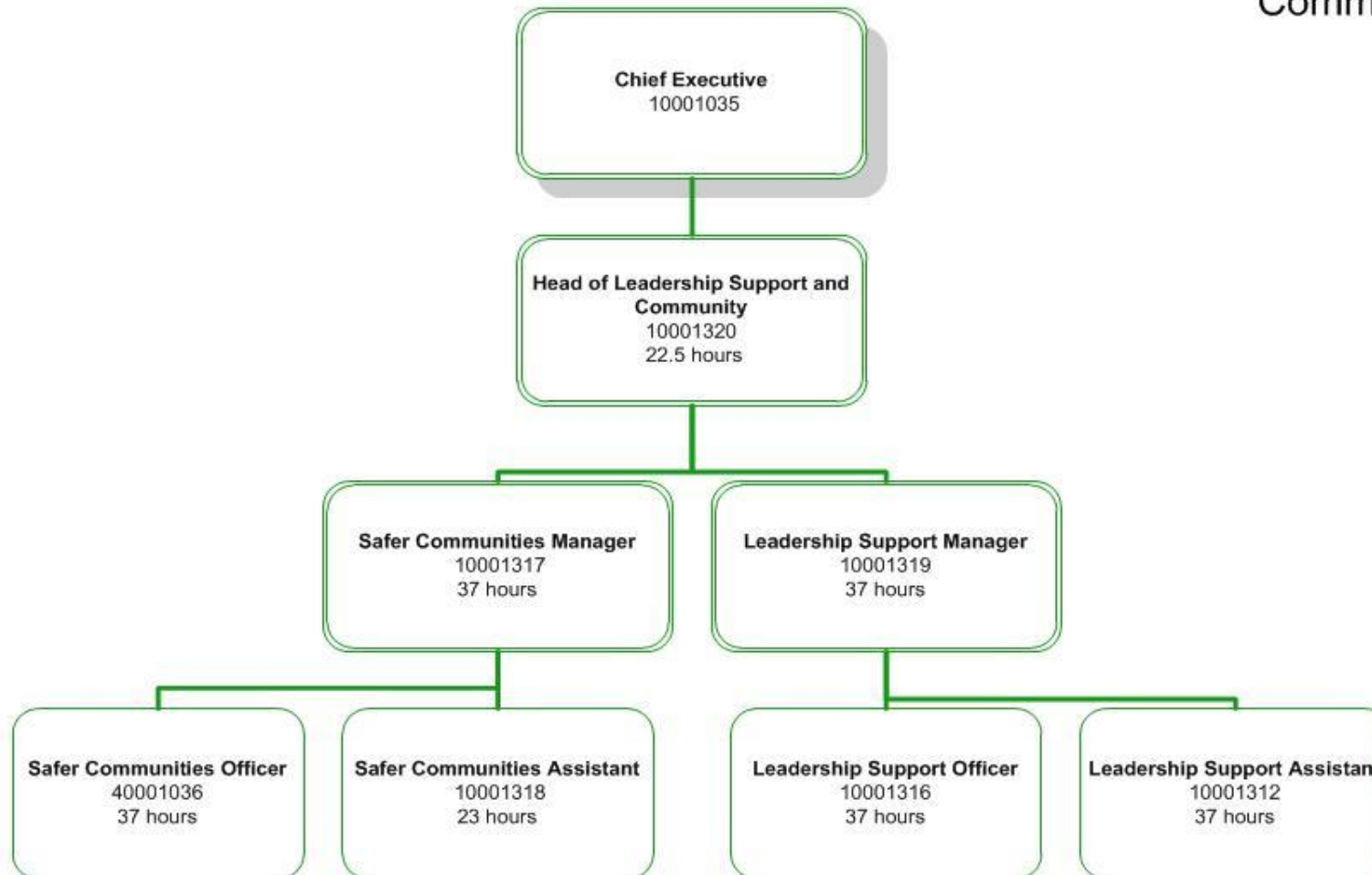
Cabinet Members with Portfolio responsibility for the work of Leadership Support and Community

		
<p>Neil Stock OBE Leader</p>	<p>Carlo Guglielmi Deputy Leader Finance and Corporate Services</p>	<p>Lynda McWilliams Health & Education</p>
<ul style="list-style-type: none"> • Corporate Vision • Community Leadership • Countywide Leadership role • Representative role at County, Regional and National level 	<ul style="list-style-type: none"> • Management and Members Support 	<ul style="list-style-type: none"> • Community Safety • Health and Well-Being • Partnerships

Our Structure



Leadership Support and Community



Our Medium and Long Term Aspirations

Leadership Support and Community

The Leadership Support and Community Team aims to deliver a professional and comprehensive support function to the Council's members and senior managers. This includes supporting our current members and looking forward to arrangements for 2019 when the Council will elect 48 Members instead of the current 60.

Financial Overview

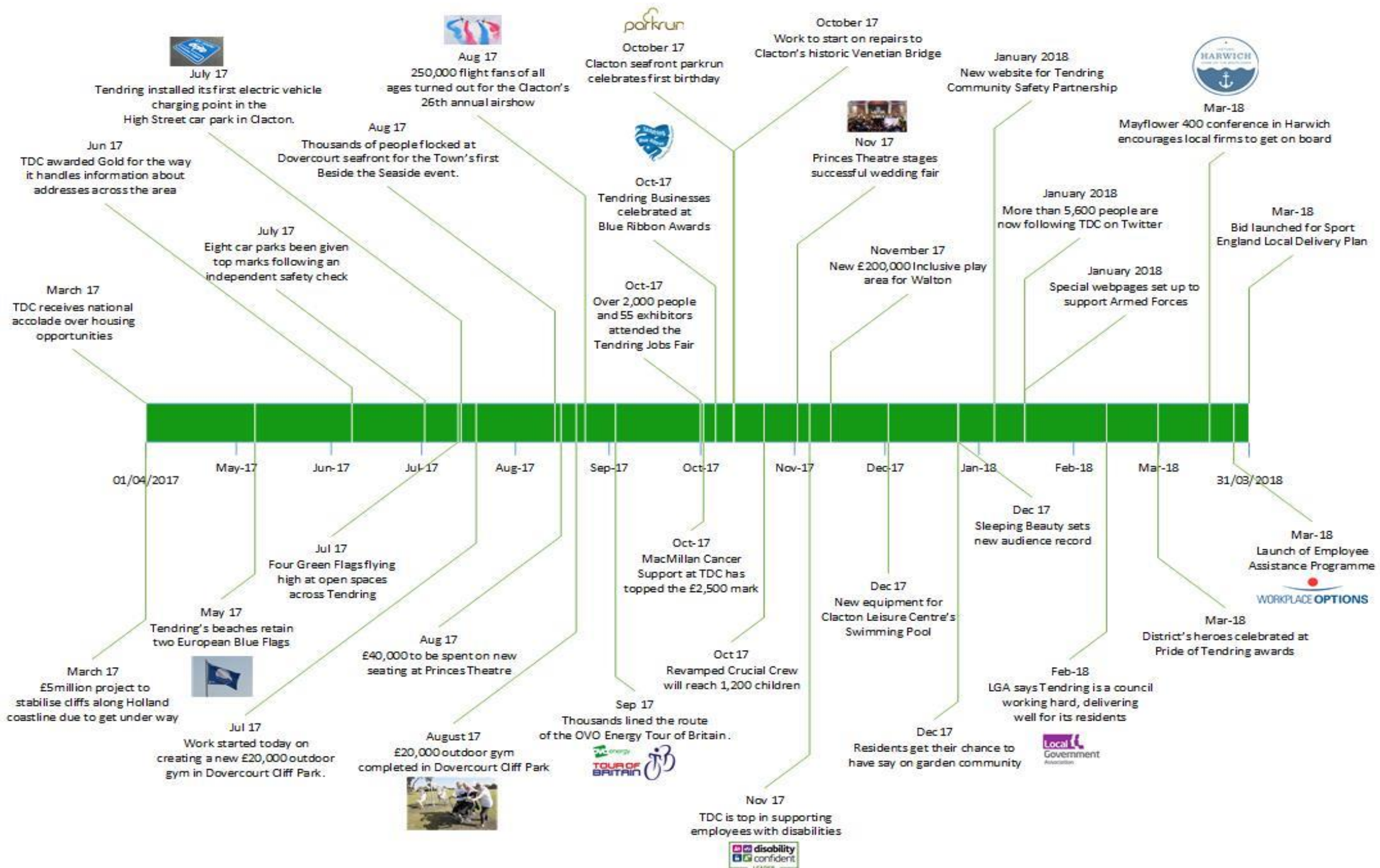
Service	Budget
Chief Executive & Leadership Support and Community	
Chief Executive and Support Service Unit	£350,370
Member Allowance	£484,090
Member – Other Costs	£17,060
Other Democratic Costs	£21,800
CDRP Support	£2,220
Crime and Disorder – Other Initiatives	£37,500
Civic Ceremonial Expenses	£10,810
Pride of Tendring	£1,690
Veterans Tea Dance	£2,250
Chairman Charity Account	£3,900
Community Health/Safety	£4,620
	£936,310

Our Resources

The staffing and budgetary resources for Leadership Support and Community are as follows: - (as at May 2018)

Service	NUMBER OF POSTS (Full-Time Equivalent)
Leadership Support and Community	6.2
TOTAL	6.2

Our Achievements



Departmental Targets & Projects

Performance Target (SMART)	2018/19 Target	Current Position	2018/19 Target	Contribution to Corporate Priorities
Community Governance Reviews	<p>To make recommendations on Community Governance Reviews in Harwich and the Clacton / St Osyth border.</p> <p>To consider whether any other Community Governance Reviews should be undertaken.</p>	<p>Consultation is underway on the reviews in Harwich and the Clacton / St Osyth border.</p> <p>Further information is being collated to allow the Electoral Review Working Group to consider whether any other Community Governance Reviews should be undertaken.</p>	Final recommendations to be made by Council in September 2018.	Council and Community
Member Induction	To review and update the arrangements for introducing new Councillors in preparation for the District Council elections in May 2019.		Training programmes and documentation need to be finalised by March 2019.	Council and Community

<p>Corporate lead for community</p>	<p>To support the implementation of the new Community Leadership Overview and Scrutiny Committee and to manage the work programme for this Committee.</p> <p>To lead on engagement with Citizens Advice Tendring.</p> <p>To support the Portfolio Holder with responsibility for partnerships.</p>	<p>Work programme for 2018/19 to go to the Annual Council meeting on 24 April 2018.</p> <p>SLA for 2017/18 agreed at Cabinet on 17 March 17.</p> <p>Update report on partnership working being prepared for Cabinet.</p>	<p>Ongoing monitoring of the work programme.</p> <p>Undertaking of actions arising from meetings.</p> <p>Support to Task and Finish Groups.</p> <p>Monitoring of grant funding and delivery of the SLA.</p> <p>To identify and agree projects, particularly with a focus on health and education, that will be the focus for 2018/19.</p>	<p>Council and Community</p>
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<p>Community Safety</p>	<p>To deliver the Community Safety work plan 2018/19 as defined by the Responsible Authorities Group (Community Safety Partnership) through the Annual Strategic Assessment process.</p> <p>To engage with other North Essex Authorities on a strategic cross authority board for Community Safety.</p>	<p>Strategic Assessment and Delivery Plan agreed at RAG meeting on 5th February.</p> <p>Discussions ongoing.</p>	<p>2018/2019</p> <p>Tackling Anti-Social Behaviour and Acquisitive Crime.</p> <p>Protecting Vulnerable People from Hidden Harms.</p> <p>Reducing Violence and Knife Crime.</p>	<p>Remain a low crime area and reduce the fear of crime. Address hidden harms.</p>
<p>Independent Remuneration Panel</p>	<p>To advertise for and appoint new members of the Independent Remuneration Panel. To support the Panel to undertake a full review of allowances for the new Council of 48 Members.</p>		<p>Existing Panel is appointed until Annual Council in May 2019.</p>	<p>Council and Community</p>
<p>Corporate Enforcement Group</p>	<p>To work with individuals and businesses where possible to achieve compliance or to be more proactive where enforcement powers are required.</p> <p>This to be achieved through the Corporate Enforcement Group including consideration of a corporate harm assessment and arrangements for joint patrols with the Police.</p>	<p>Corporate Enforcement meetings take place on a quarterly basis and are chaired by Councillor Fred Nicholls, Portfolio Holder for Corporate Enforcement.</p>	<p>Ongoing</p>	<p>Council and Community</p>

Complaints Procedure	To review the complaints procedure with a particular focus on including procedures for dealing with abusive, rude or offensive complainants and with serial complaints.		Policy to be reviewed by end of March 2019.	Council and Community
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