

## Director of Place Delegations

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Chief Executive. The Chief Executive then delegates some of those functions and responsibilities to directors.

Under the Council's scheme of delegations to officers, the above delegations can be further sub-delegated. This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

Post	Responsibilities and Functions
<b>Director of Place</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>• <b>Tenant and Leaseholder Services</b></li> <li>• <b>Property</b></li> <li>• <b>Housing and Planning</b></li> <li>• <b>Regeneration and Growth</b></li> </ul>
<b>Head of Tenant and Leaseholder Services</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>• <b>Tenant and Leaseholder Services</b></li> </ul>
Building Safety and Compliance Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>• The health and safety of tenants and leaseholders of the council's housing stock.</li> <li>• Safety within TDC residential buildings within the scope of the Building Safety Act 2022 (Tower Blocks)</li> </ul>
Housing Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>• The management of council dwellings and tenancies</li> <li>• The issuing of statutory notices in relation to TDC tenants and leaseholders</li> <li>• The letting of tenancies for TDC residential dwellings.</li> <li>• RTB sales</li> </ul>
Income Manager	All functions in relation to: <ul style="list-style-type: none"> <li>• Income management and advice to tenants and leaseholders.</li> <li>• Arrears actions and statutory notices.</li> <li>• Court action for debt, possession and attachment of earnings orders etc.</li> <li>• Service charges to the council's leaseholders:</li> </ul>

	<ul style="list-style-type: none"> <li>• The issuing of annual invoices and statements of account.</li> </ul>
Senior Repairs Surveyor	<p>All functions in relation to:</p> <ul style="list-style-type: none"> <li>• The letting of relevant repairs contracts.</li> <li>• Issuing of orders for repairs activities.</li> <li>• Completion of disabled adaptations to council dwellings.</li> </ul>
Planned Works Team Leader	<p>All functions in relation to:</p> <ul style="list-style-type: none"> <li>• Issuing orders for planned works activities</li> </ul>
Resident Involvement Manager	<p>All functions in relation to:</p> <ul style="list-style-type: none"> <li>• Resident involvement</li> </ul>
<b>Head of Property</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>• <b>Estates management, valuations, development, acquisitions &amp; disposals</b></li> <li>• <b>Major capital works, repairs and maintenance</b></li> <li>• <b>Property advice, landlord and tenant, rent &amp; Capital</b></li> </ul>
Principal Surveyor - Strategic Asset Management	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Instructing agents, marketing reports and recommendations</li> <li>• Minor acquisitions and disposals (Under £100,000)</li> <li>• Instructing agents, reporting and strategic planning</li> </ul>
Principal Building Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Responsive and planned maintenance programs and budgets setting.</li> <li>• Condition and dilapidation surveys.</li> </ul>
Asset Development Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Capital works, programs, delivery and budget approval.</li> </ul>
Decarbonisation Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Decarbonisation of the council's operational portfolio</li> <li>• Carbon reduction in tenanted and investment portfolios.</li> </ul>
Principal Property Management Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Landlord and tenant, rent maximisation, lettings</li> <li>• Annual Insurance and Valuations</li> </ul>
Compliance Officer	<p>All functions and responsibilities in relation to Corporate Property Health and Safety Compliance, for operational, commercial and other buildings including:</p> <ul style="list-style-type: none"> <li>• Risk Assessments and Action Planning</li> <li>• Recording Completion of related works</li> <li>• Auditing compliance and risk registers</li> </ul>
Estate Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Landlord and Tenant activities for income generation, lease renewals (outside of L&amp;T Act) and rent reviews</li> </ul>

	(under £25k p.a.), Lettings, tenant management, rental valuations, invoicing and rent collection.
<b>Head of Housing and Planning</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● <b>Housing Options</b></li> <li>● <b>Housing Strategy and Projects</b></li> <li>● <b>Private Sector Housing</b></li> <li>● <b>Development Control*</b></li> <li>● <b>Planning Enforcement</b></li> <li>● <b>Local Plan/strategic planning</b></li> <li>● <b>Building Control</b></li> </ul>
Strategic Planning Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Local Plan and strategic planning</li> <li>● Neighbourhood Planning</li> </ul>
Housing Strategy and Projects Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● New council house building</li> <li>● Housing Enabling</li> <li>● Disabled Facilities Grants and Housing Assistance</li> <li>● Housing Strategy</li> <li>● Home Energy Advice and Support</li> </ul>
Housing Options Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Housing Register</li> <li>● Homelessness</li> <li>● Rough Sleeping</li> <li>● Landlord Incentives</li> </ul>
Planning Applications Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Planning Enforcement</li> <li>● Development Control*</li> </ul>
Principal Planning Officers	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● The determination of Planning Applications</li> </ul>
Building Control Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Building Regulation Applications and Enforcement</li> <li>● Dangerous Structures</li> </ul>
Private Sector Housing Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Housing related enforcement and licensing</li> <li>● Empty homes</li> <li>● Caravan sites and mobile homes</li> <li>● Land affecting the amenity of an area</li> <li>● Service of Notices in relation to the Town and Country Planning act 1990</li> </ul>
Senior Housing	All functions and responsibilities in relation to:

Improvement Officer, Senior Housing Licensing Officer	<ul style="list-style-type: none"> <li>• Housing related enforcement and licensing</li> </ul>
Sustainable Energy Lead	<p>All functions and responsibilities in relation to</p> <ul style="list-style-type: none"> <li>• Home Energy advice and referrals</li> <li>• Home Energy capital and revenue bids</li> </ul>
<b>Head of Regeneration and Growth</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>• <b>Economic Development and Business Support activities</b></li> <li>• <b>Culture and Tourism (Visitor services)</b></li> <li>• <b>Museums</b></li> <li>• <b>Business space management - Kent Innovation Centre/Green Campus/Future High Street Fund</b></li> <li>• <b>Delivery of the Simplification Pathfinder Pilot including delivery of the Levelling Up Fund, Margate Town Deal projects and Future High Street Fund</b></li> <li>• <b>Delivery of the UK Shared Prosperity Fund</b></li> </ul>
Tourism Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• The Visit Thanet Service</li> </ul>
Visitor Services Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• The management of the Visitor Information Centre</li> </ul>
Project Manager (s)	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Delivery of government funded regeneration programmes including Future High Street Fund, Margate Town Deal and Levelling Up Fund</li> </ul>
Shared Prosperity Project Coordinator	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• The UK Shared Prosperity Programme</li> </ul>
Theatre Royal Project Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Delivery of the Margate Town Deal and council Theatre Royal Margate and 19 Hawley Square project</li> </ul>
Business Centre Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• The Management of the Kent Innovation Centre</li> </ul>

\*Council Delegation, not Executive Delegation.



Bob Porter Director of Place  
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