					Impacted	Impacted	Impacted	Impacted	Space Requirements	
Service	Chief Officer	Function	Officer	Notes	within 24 hrs	1 to 3 days	3 to 7 days	over 7 days	Office	Home
-ildina Cantral	IDW/		Line Deneter						4	, , , , , , , , , , , , , , , , , , ,
uilding Control ustomer Service	RW JCW	Dangerous Structures Contact Centre	Joe Brooks Amy Wilton						1	Y
ustomer Service	JCW	Argyle Road Reception	Amy Wilton						7	IN N
	JCVV	Argyle Road Reception	Amy Wilton		Time Demonstrat				2	N
evelopment Control	RM	Responding to Planning Appeals	Claire Pamberi		Time Dependant	[1	Y
irect Services	RW	Emergency Stand-by	Ian Finch						2	N
irect Services	RW	Out Of Hours (Including CCTV OoH coverage)	Ian Finch						1	N
emocratic Services and Elections	s CN	Elections	Christian Everett		Time Dependant	i			2	N
emocratic Services and Elections		Monitoring Officer	Christine Nuttal						1	Υ
mergency Planning	RW	Coordinating a major emergecny	Kevin Tomsett		Time Dependant	İ			4	N
nvironmental Health	RW	Food Hygine	Annie Littleton						1	Υ
nvironmental Health	RW	Health & Safety	Annie Littleton						1	Υ
nvironmental Health	RW	Public Health	Annie Littleton						1	Υ
inance	AR	Treasury Management (Basic flow and ability to make immediate payments)	Helen Martin						2	N
acilities Management	JCW	Building	Emma Vincent						1	N
acilities Management ousing Advice and Standards	PS	Housing Advice and Homeless service, and provide B&B.	Jane Ellis						i	Y
ousing Advice and Standards	PS	Management of traveller site	Jane Ellis						-	· ·
uman Resources	JCW	HR Inform staff in case of emergency or business continuity incident	Nuala Beattie						2	N N
uman Resources	JCW	Payroll	Debbie Hoadley	1	Time Dependani				1	N N
Services	JCW		Mike Laver-Smith	-	Dependant				1	N N
		IT Infrastructure							4	
Services	JCW	Telecomms	Mike Laver-Smith						4	N
Services	JCW	GIS For EP	Mike Laver-Smith						4	N
arking and Amenity	RW	Road Closure Notice	Gary Conner						1	N
ransformation and Strategy	JCW	Comms Internal	Lee Banks						2	N
ransformation and Strategy	JCW	Comms external inc website	Lee Banks						2	N
									47	Potential N
uilding Control	RW	Site Inspections	Joe Brooks						1	Y
uilding Control	RW	Register Applications	Joe Brooks						1	Υ
ommunity & Business	LB	Offensice Graffiti Removal	Kelly Webb						1	Υ
evelopment Control	RM	Investigating breaches of planning control	Claire Pamberi						1	Ý
evelopment Control	RM	Dangerous trees	Claire Pamberi						1	Y
irect Services	RW	Vehicle Maintenance	Ian Finch						Ö	N N
irect Services	RW	Public Conveniences	Ian Finch						0	N
irect Services	RW	Dunbrik Depot	lan Finch						2	N N
nvironmental Health	RW	Dog Warden	Annie Littleton						0	N N
	AR								3	
nance	AR	Council Tax - Need to process payments to stop court action	Meryl Young							N
Services	JCW	IT Support regarding system acess	Mike Laver-Smith						0	Y
egal Services	CN	Legal	Leslie Roberts						1	N
censing	RW	Temporary Event Notices	Claire Perry						2	N
arking and Amenity	RW	Download PCN's and Issue Tickets	Gary Conner						1	N
arking and Amenity	RW	Empty ticket machines	Gary Conner						0	N
y			1	1						
arm g arm / unormy									1	Potential N
and money										
and money									14	
and and another									14	
a congression of an original									14	
uilding Control	RW	Plan Checking	Joe Brooks						14	Y
uilding Control and Charges	RW	Local Land Searches	Janet Charleswort	1					1 1 1	Y N
uilding Control and Charges	RW RM	Local Land Searches	Janet Charleswort	nn					1 1 1 4	Y N Y
uilding Control and Charges evelopment Control	RW RM	Local Land Searches Planning and related applicaions	Janet Charleswortl Claire Pamberi						1 1 1 4 1	
uilding Control and Charges evelopment Control evelopment Control	RW RM RM	Local Land Searches Planning and related applicaions TPO's	Janet Charleswortl Claire Pamberi Claire Pamberi	n					1 1 1 4 1	Y
uilding Control and Charges evelopment Control evelopment Control evelopment Control	RW RM RM	Local Land Searches Planning and related applicaions TPO's Property Searches	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi	l l					1 1 4 1	Y Y N
uilding Control and Charges evelopment Control evelopment Control evelopment Control irect Services	RW RM RM RM	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch						1 1 4 1 1 0	Y Y N N
uilding Control and Charges evelopment Control evelopment Control evelopment Control irect Services irect Services	RW RM RM RM RW RW	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling Street Cleaning	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch Ian Finch						1 1 4 1 1 0 0	Y Y N N
uilding Control and Charges evelopment Control evelopment Control evelopment Control irect Services irect Services irect Services	RW RM RM RM RW RW RW	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling Street Cleaning Fly Tipping	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch Ian Finch	i i					1 1 4 1 1 0 0	Y Y Y N N
uilding Control and Charges evelopment Control evelopment Control evelopment Control rect Services irect Services irect Services irect Services	RW RM RM RW RW RW RW	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling Street Cleaning Fly Tipping Cesspool Emptying	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch Ian Finch Ian Finch Ian Finch						1 1 4 1 1 0 0 0	Y Y Y N N N
uilding Control and Charges evelopment Control evelopment Control evelopment Control irect Services irect Services irect Services irect Services irect Services	RW RM RM RM RW RW RW RW RW	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling Street Cleaning Fly Tipping Cesspool Emptying Business Waste and Recycling Collections	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch Ian Finch Ian Finch Ian Finch Ian Finch Ian Finch	1					1 1 4 1 1 0 0	Y Y N N N N N N N
uilding Control and Charges evelopment Control evelopment Control evelopment Control irect Services irect Services irect Services irect Services irect Services	RW RM RM RM RW RW RW RW RW RW	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling Street Cleaning Fly Tipping Cesspool Emptying	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch Ian Finch Ian Finch Ian Finch	n n					1 1 4 1 1 0 0 0	Y Y Y N N N
uilding Control and Charges evelopment Control evelopment Control evelopment Control evelopment Control irect Services	RW RM RM RM RW RW RW RW RW	Local Land Searches Planning and related applicaions TPO's Property Searches Refuse Collection & Recycling Street Cleaning Fly Tipping Cesspool Emptying Business Waste and Recycling Collections	Janet Charleswortl Claire Pamberi Claire Pamberi Claire Pamberi Ian Finch Ian Finch Ian Finch Ian Finch Ian Finch Ian Finch						1 1 4 1 1 0 0 0	Y Y N N N N N N N

SDC Functions Listing				+	Impacted	Impacted	Impacted	Impacted	Space Requ	irements	+
ervice	Chief Officer	Function	Officer	Notes	within 24 hrs	1 to 3 days			Office	Home	+
	RW	Noise Control	Annie Littleton	Notes	WIUIIII 24 III S	1 to 3 days	3 to r days	Over 1 days	1 Office	N	+
	AR	NNDR Collection	Meryl Young					<u> </u>	4	N	+
	AR	Council Tax	Meryl Young						4	N	+
	AR	Resume paying suppliers	Helen Martin						1	N	+
emocratic Services and Elections		Agenda Issuing	Vanessa Etheridge						- i	Y	+
emocratic Services and Elections	CN	FOI Request	Vanessa Etheridge						+ i -	+ ·	+-
	PS	Housing Register	Jane Ellis						<u>i</u>	Y	+-
ousing Advice and Standards	PS	Filthy and verminous properties	Jane Ellis						0	Y	+
ousing Advice and Standards	PS PS	Properties fit for occupation	Jane Ellis						0	Y	1
censina	RW	Licensing Act.	Claire Perry						2	N	1
censing	RW	Gambling Act.	Claire Perry						2	N	
icensing	RW	Taxi Licences	Claire Perry						3	N	
											1
										Potential N	No. at
									30		9
											T
uilding Control		Enforcement								+	+
uilding Control uilding Control		Street Naming & Numbering							+	-	+-
uilding Control		Street Naming & Numbering Discretionary Servcies							†	+	+
ustomer Service		Corporate Complaints Procedure							†	+	+
ustomer Service		Swanley Recention							+	+	+
ommunity & Business		Local strategic partnership co-ordination Partnership work with Sencio Community Leisure								+	1
ommunity & Business		Partnership work with Sencio Community Leisure								+	1
ommunity & Business		Community Plan implementation and co-ordination								+	1
ommunity & Business		Community grants								+	1
ommunity & Business		Support to the voluntary sector									1
ommunity & Business		Support to the parish councils								+	1
ommunity & Business		Youth activities									1
ommunity & Business		Health improvement initiatives									1
ommunity & Business		Sustainable development									
ommunity & Business		Regeneration projects									T
ommunity & Business		Arts and culture									
ommunity & Business		Economic development									
ommunity & Business		Stag Community Arts Centre									1
ommunity & Business		West Kent Partnership co-ordination							+	+	1
evelpoment Control		Planning Policy							+	+	+
irect Services		Abandoned Vehicles						_	+	+	+-
irect Services		Fleet Management						_	+	+	+-
		Grounds Maintenance						_			+
irect Services								_		+	+-
inance		Bank reconciliation									_
inance		Debtors									
inance		Annual Accounts									
inance	·	Budget Monitoring		1						1	
inance		Nudget Setting									
emocratic Services and Elections		Electoral Registrations - May be less than 7 days if close to deadline		1					1	1	1
emocratic Services and Elections		Electoral Registrations - May be less than 7 days if close to deadline. Elections - Over 7 Days unless during April of the beginning of May Publication of the notice of key decisions		 					+	+	+
emocratic Services and Elections		Publication of the notice of key decisions								+	+
emocratic Services and Elections		Data Protections enquiries							†	+	+
emocratic Services and Elections		Calender of Council and Committee meetings							+	+	+
				 					+	+	+-
emocratic Services and Elections		Councils consitution		ļ							4
emocratic Services and Elections		Support to members									4
emocratic Services and Elections		Support for handling of complaints							<u> </u>		
mergency Planning		Writing of plans / updating documentation		1						1	
ousing Advice and Standards		Grants for property improvement and disabled adaptations									
ousing Advice and Standards		Joint working with the Home Improvement Agency								+	+
ousing Advice and Standards		Disabled Facility Grants		 					+	+	+
				-					+	+	+
ousing Advice and Standards		Private Landlords accreditation scheme									
ousing Advice and Standards		Welfare funerals									
ousing Advice and Standards		Licensing HMO's	1								
ousing Advice and Standards											

SDC Functions Lis	sting - Septem	iber 2014									
Service		Function	Officer	Notes	Impacted	Impacted	Impacted Impacted		Space Requirements		
	Chief Officer				within 24 hrs	1 to 3 days	3 to 7 days	over 7 days	Office	Home	
Housing Advice and Standard		Private sector lettings scheme									
Housing Advice and Standard	S	HERO project									
Housing Advice and Standard	S	Tenancy strategy with housing policy									
Housing Advice and Standard	S	Deliver Homelessness Strategy									
Human Resources		Recruiting									
Human Resources		Training									
IT Services		IT Projects Development									
Licensing		Charity Collections									
Licensing		Sex Establishments Licences									
Parking and Amenity		Pay & Appeal PCN's									
Parking and Amenity		Issue Car Park Season Tickets									
Parking and Amenity		Issue on Street Permits									
Parking and Amenity		Process payments for permits and parking									
Parking and Amenity		Grounds Maintenance									
Transformation and Strategy		Policy and Performance									
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