

Illustrative A-Z of Service Areas/Executive Portfolios & Committees

Service Area / Function	Responsible 'Head of' / Director	Executive Member (ADC)	Executive Member (WBC)	Committee (if not specific to an Executive Member)
Abandoned Vehicles	Environment	Environment	Environment	
Accountancy (technical and strategic)	Financial Services	Resources	Resources	
Adur Community Leisure (Impulse Leisure) - client role	Director for Communities	Environment	-	
Adur Consultative Forum (ACF)	Housing	Customer Services	-	
Adur Core strategy (now the Local Plan)	Growth	Regeneration		
Adur Homes (including Management Board)	Housing	Customer Services	-	
Affordable Housing Provision	Housing	Customer Services	Customer Services	
Air Quality	Wellbeing	Health and Wellbeing	Environment	
Allotments	Environment	Environment	Environment	
Annual statement of Accounts	Director for Digital and Resources/Financial Services			Joint Governance

Anti Social Behaviour	Wellbeing	Wellbeing	Wellbeing	
Anti Social Behaviour in relation to tenants	Housing	Customer Services	Customer Services	
Assembly Hall	Culture	-	Customer Services	
Asset Management	Business and Technical Services	Leader	Leader	
Audit Fees	Chief Financial Services	Resources	Resources	Joint Governance Committee
Audit Management	Chief Financial Services			Joint Governance Committee
Audit Service	Chief Financial Services			Joint Governance Committee
Beach Huts and Chalets	Environment	Environment	Regeneration	
Beach Maintenance	Environment	Environment	Regeneration	
Benefit Administration (Worthing)	Revenues and Benefits		Customer Services	
Bereavement Services (formerly cemeteries and crematoria)	Environment	Environment	Environment	
Branding	Communications	Leader	Leader	
Budgets (including the overall allocation of Revenue and Capital)	Chief Financial Officer	Resources	Resources	Council Tax (revenue budget approved by Full Councils)

Building / Offices Cleaning	Business and Technical Services	Resources	Resources	
Building cleaning (Adur Homes)	Housing	Customer Services	-	
Building Control	Building Control and Land Charges	Regeneration	Regeneration	
Bulky Waste	Waste and Recycling	Environment	Environment	
Burials	Environment	Environment	Environment	
Bus shelters	Business and Technical Services	Environment	Environment	
Business Engagement and Partnerships	Place and Investment	Regeneration	Regeneration	
Business Rates (Adur)	Revenues and Benefits (Client for CenSus)	Resources		
Business Rates (Worthing)	Revenues and Benefits		Resources	
Business Continuity	Business and Technical Services	Health and Wellbeing	Regeneration	
Business Improvement District Levy	Revenues and Benefits	Resources	Resources	
Building Management (Worthing Town Hall, Portland House,)	Business and Technical services	Resources	Resources	
Capital Programme	Business and Technical services and Chief	Resources	Resources	

	Financial Officer			
Capital Programme (Adur Homes)	Housing and Chief Financial Officer	Customer Services	-	
CenSus Partnership		Customer Services and Resources	Resources	
Chairman of the Council	Wellbeing	Leader	-	
Chief Financial Officer				Statutory Role
Choice Based Lettings	Housing	Customer Services	Customer Services	
Cinema (Ritz)	Culture		Customer Services	
City Deal (strategic matters)		Leader	Leader	
Cleansing (Street)	Waste and cleansing	Environment	Environment	
Clinical waste	Waste and Cleansing	Environment	Environment	
Coastal Protection and monitoring	Business and Technical services	Regeneration	Regeneration	
Coastal West Sussex	Growth	Regeneration	Regeneration	
Commercial Waste	Waste and cleansing	Environment	Environment	
Committee Management	Wellbeing	Leader	Leader	
Community Alarm and telecare service	Housing	Customer Services	-	
Community Safety and Anti Social Behaviour	Wellbeing	Health and Wellbeing	Health and Wellbeing	

Concessions	Place and Investment	Regeneration	Regeneration	
Connaught Theatre	Culture	-	Customer Services	
Conservation areas	Growth	Regeneration	Regeneration	
Consultation (public)	Communications	Leader		
Contact Centre Services	Customer Contact and Engagement	Customer Services	Customer Services	
Contracts & procurement	Financial Services	Resources	Resources	
Corporate Complaints	Customer Contact and Engagement	Leader	Leader	
Corporate Information Management (GIS)	Digital and Design	Resources	Resources	
Corporate Property Terriers	Technical and Business Services	Resources	Leader	
Corporate Property (not included in other portfolios)	Growth	Resources	Resources	
Council sheltered Housing Schemes (Adur)	Housing	Customer Services	-	
Council Tax (Adur)	CenSus	Resources	-	
Council Tax (Worthing)	Revenues and Benefits	-	Resources	
Councillor Code of Conduct (including Parish)	Legal			Joint Governance Committee/Standards Sub Committee
Customer Insight,	Customer Contact and	Customer Services	Customer Services	

Customer Experience. Process and Service Improvement	Engagement			
Dangerous Structures	Building Control and Land Charges			Planning Committee
Data Protection	Digital and Design	Resources	Resources	
Debtors	Chief Financial Officer	Resources	Resources	
Democratic Services	Wellbeing	Leader	Leader	
Devolution, strategic direction		Leader	Leader	
Disability Facilities Grant and other Housing Grants	Housing	Customer Services	Customer Services	
Digital Transformation	Digital and Design	Resources	Resources	
Dog Control	Environment	Environment	Environment	
Economic Board - representative on and Strategic Direction		Leaders	Leaders	
Economic Development, Inward Investment & Business Retention, Growth Deal, City Region	Place and Investment	Regeneration	Regeneration	
Education Liaison, promotion etc		Regeneration	Regeneration	
Elections	Returning Officer			Returning Officer / some

	Customer Contact and Engagement			decisions reserved to Council (i.e. frequency of elections)
Emergency Planning	Business and Technical Services	Health and Wellbeing	Regeneration	
Empty Properties		Regeneration	Customer Services	
Employee Relations	Strategic Human Resources	Resources	Resources	
Engineering and Surveying	Business and Technical Services	Resources	Resources	
Environmental Health (Protection)	Wellbeing	Health and Wellbeing	Environment	
Environmental Health (dog control)	Environment	Environment	Environment	
Events and Cultural Projects	Culture	Regeneration and/or Environment	Regeneration and/or Environment	
Exchequer Services	Chief Financial Officer	Resources	Resources	
External Auditor's Annual Letter	Chief Financial Officer			Joint Governance Committee
EU and External Funding	Place and Investment	Resources	Resources	
Facilities Management (incl security, reprographics, porters, pool cars)	Business and Technical Services	Resources	Resources	
Fleet and Transport	Waste and Cleansing	Environment	Environment	

Maintenance				
Food safety incl Enforcement Plan	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Foreshore Management	Environment	Regeneration	Regeneration	
Fraud Investigation (Adur)	CenSus			
Fraud Investigation (worthing)	Chief Financial Officer		Resources	
Freedom of Information	Digital and Design	Resources	Resources	
Fuel Poverty	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Garage Management (Adur Homes properties)	Housing	Customer Services	-	
Garden Waste	Waste and Cleansing	Environment	Environment	
Grounds Maintenance	Environment	Environment	Environment	
Grounds Maintenance (Adur Homes Properties)	Housing	Environment		
Hackney Carriage Licensing	Wellbeing			Licensing Committees
Health and Safety (corporate)	Business and Technical Services	Health & Wellbeing	Regeneration	
Help points/Customer services receptions	Customer Services and Engagement	Customer Services	Customer Services	
Housing Systems support and monitoring (Adur)	Housing	Customer Services	-	

Homes)				
Housing Voice (Adur)	Housing	Customer Services		
Information Security	Digital and Design	Resources	Resources	
Infrastructure delivery plans	Growth	Regeneration	Regeneration	
Insurance	Chief Financial Officer	Resources	Resources	
Internal Audit	Chief Financial Officer	Resources	Resources	
Internal Audit Annual Report and Opinion	Chief Financial Officer			Joint Governance Committee
Investments (treasury Management)	Chief Financial Officer	Resources	Resources	
IT Systems support	Digital and Design	Resources	Resources	
Land Charges	Building and Land charges	Resources	Resources	
Land Drainage	Business and Technical Services	Environment	Environment	
Leasehold administration	Housing	Customer Services		
Leasehold Sheltered Scheme	Housing	Customer Services		
Learning and Development	Organisational Development			
Legal Services	Legal	Resources	Resources	
Leisure Facilities	Director for Communities	Environment		

(management of Adur sites)	(client)			
Leisure Facilities (management of Worthing sites)	Director for Communities (Client)		Environment	
Licensing (Premises, personal, alcohol, gambling hackney carriages etc)	Wellbeing			Licensing Committee
Listed Buildings	Growth			Planning Committee
Local Development Plans	Growth	Regeneration	Regeneration	
Local Land and Property Gazetteer	Building Control and Land Charges	Resources	Resources	
Local Strategic Partnership	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Major Regeneration Projects	Growth	Regeneration	Regeneration	
Mayoralty	Wellbeing		Leader	
Media	Communications	Leader	Leader	
Member Development & Services for	Wellbeing	Leader	Leader	
Monitoring Officer	Legal			Statutory Role
Neighbour Disputes (dealing with) Noise etc via environmental health	Wellbeing	Health and Wellbeing	Environment	

Neighbour Disputes (dealing with) Anti-Social Behaviour Team	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Neighbour Disputes (dealing with) Adur homes	Housing	Customer Services		
Non-Domestic Rates (Adur)	CenSus	Resources		
Non-Domestic Rates (Worthing)	Revenues and Benefits		Resources	
Non-Housing property repairs	Business and Technical Services	Resources	Leader	
Ombudsman	Customer Contact and Engagement			Joint Governance Committee
Open spaces	Environment	Environment	Environment	
Organisational Development	Organisational Development	Resources	Resources	
Parking Services	Customer Contact and engagement	Environment	Environment	
Parks Management	Environment	Environment	Environment	
Performance Management	Digital and Design	Leader	Leader	
Pest Control	Waste and Cleansing	Health and Wellbeing	Environment	
Places and Neighbourhoods	Wellbeing	Health and Wellbeing	Health and Wellbeing	

Place Shaping	Place and Investment	Regeneration	Regeneration	
Planning Policy	Growth	Regeneration	Regeneration	
Private Hire Vehicle Licensing	Wellbeing			Licensing Committee
Procurement and contracts	Finance	Resources	Resources	
Public conveniences (Including Cleaning) - contract management	Waste and Cleansing Services	Environment	Environment	
Recruitment and Selection of Chief Executive and Directors	Organisational Development			Joint Senior Staff Committee/Council
Recycling	Waste and Cleansing	Environment	Environment	
Refuse	Waste and Cleansing	Environment	Environment	
Remuneration (Members)	Wellbeing			Joint Independent Remuneration Panel / Governance Committee /Full Council
Rent Accounting (Adur)	Housing	Customer Services		
Repairs and Maintenance (Adur Homes)	Housing	Customer Services		
Reprographics	Business and Technical Services	Resources	Resources	
Resident's Panels	Communications	Leader	Leader	

Risk Management	Digital and Design	Leader	Leader	
Revenues and Benefits (Adur)	CenSus Partnership			CenSus Joint Committee
Revenues and Benefits (Worthing)	Revenues and Benefits		Customer Services	
Road Nameplates	Building Control and Land Charges	Environment	Environment	
Safer Communities	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Safeguarding	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Scrutiny	Digital and Design			Joint Overview and Scrutiny Committee
Section 151 Role	Chief Financial Officer			Statutory Role
Senior Information Risk Officer	Director for Digital and Resources			
Sex Establishments	Wellbeing			Licensing Committees
Shops owned by the Council (Adur)	Business and Technical Services	Resources	Resources	
Skills and Enterprise/Education liaison		Regeneration	Regeneration	
South Downs Leisure Trust (client role)	Director for Communities		Environment	
Strategy, Systems and	Housing	Customer Services	Customer Services	

Clienting (Housing)				
Strategic Housing and Enabling	Housing	Customer Services	Customer Services	
Street Cleansing	Waste and Cleansing	Environment	Environment	
Street Furniture	Business and technical Services	Environment	Environment	
Street and House to House Collections	Wellbeing			Licensing Committees
Street naming and Numbering	Building Control and Land Charges	Environment	Environment	
Supported Housing - sheltered housing and community alarm	Housing	Customer Services	Customer Services	
Systems support and Development	Digital and Design	Resources	Resources	
Taxi and Private Hire	Wellbeing			Licensing Committee
Telephony	Digital and Design	Resources	Resources	
Temporary Accommodation Management	Housing	Customer Services	Customer Services	
Tenancy Services	Housing	Customer Services		
Tenant Participation	Housing	Customer Services		
Theatres	Culture		Customer Services	

Think Family and Early Help	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Third Sector and Partnerships	Wellbeing	Health and Wellbeing	Health and Wellbeing	
Town Centre Management (Lancing, Shoreham, Southwick)	Place and Investment	Regeneration		
Trade Waste	Waste and Cleansing	Environment	Environment	
Treasury Management	Chief Financial Officer	Resources	Resources	Joint governance
Tree Management	Growth			Planning Committee
Tree Preservation Orders (TPOs)	Growth			Planning Committee
Urban Realm	Place and Investment	Regeneration	Regeneration	
Visitors and Events	Place and Investment	Regeneration	Regeneration	
Waste Education	Waste and Cleansing	Environment	Environment	
Waste Management	Waste and cleansing	Environment	Environment	
Waste Strategy and compliance	Waste and Cleansing	Environment	Environment	
Waste Transfer Licences	Waste and Cleansing	Environment	Environment	
Website and Online Service Development	Digital and Design	Resources	Resources	
Wellbeing Hub	Wellbeing	Health and Wellbeing	Health and Wellbeing	

Whistle Blowing Procedure	Legal			Joint governance
Worthing Foreshore Service	Environment		Regeneration	
Worthing Museum and Art Gallery	Culture		Customer Services	
Worthing Pier	Business and Technical Services		Regeneration	

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