

SERVICE DIRECTOR (PROPERTY MAINTENANCE AND CLIMATE CHANGE)

Deputises for the Chief Executive as necessary.

To be responsible for the implementation of operations relating to property maintenance and climate change.

1 PROPERTY SERVICES

All the following delegated powers relating to Property Services may also be delegated to suitably qualified and/or experienced Officers in accordance with an agreed Scheme of Delegation.

- 1.1. To develop and implement the Asset Management Strategy for the Council, including housing, in the borough.
- 1.2. To ensure that the Borough's housing stock is well-maintained in accordance with the Asset Management Strategy.
- 1.3. To deliver a high quality and cost effective responsive repairs service for council dwellings and garages which reflect Council policy and demonstrates excellent customer services.
- 1.4. To keep in good repair land, pathways and roads which fall under the management of the housing service.
- 1.5. To effectively manage contracts for the repair and maintenance of Council homes, including gas safety checks, maintenance and installation and all mechanical & electrical and Compliance contracts are in place to meet statutory and regulatory requirements.
- 1.6. To ensure that the highest standards are achieved in meeting all health and safety requirements in relation to the maintenance of Council homes.
- 1.7. Dealing with tenant and leaseholder requests for improvements inside and outside Council dwellings subject to building regulations, planning consents and other restrictions.
- 1.8. Community Services Day Centres.
- 1.9. Community Development.
- 1.10. Liaison with Voluntary Agencies.

2 EMERGENCY PLANNING, RISK and RESILIENCE MANAGEMENT

All the following delegated powers relating to Emergency Planning and Risk Management can be delegated to a suitably qualified and/or experienced Officer in accordance with an agreed

Scheme of Delegation

- 2.1. To lead on Risk and Resilience.
- 2.2. To be a member of the Council Resilience Team and take all necessary and appropriate action in response to a civil emergency or business continuity incidents, in accordance with the Council's Emergency Plan or Business Continuity Plans.
- 2.3. To be responsible for the functions and duties of the Council in accordance with the Civil Contingencies Act 2004, including:
 - a) The duty to co-operate with other organisations engaged in response within the local resilience area
 - b) The duty to share information with other responders
 - c) The duty to carry out risk assessments and co-operate with other agencies in this
 - d) Maintaining emergency plans
 - e) Maintaining business continuity plans
 - f) The duty to warn and inform the public
 - g) Advice and assistance to businesses and the voluntary sector in respect of business continuity management
- 2.4. To provide corporate support in respect of resilience including the training of employees and testing, validation and exercising of plans.
- 2.5. To ensure representation of the Council's interests within meetings of the Local Resilience Forum or groups/sub-groups thereof.
- 2.6. To advise the Council as duty holder under the Health and Safety at Work etc Act 1974 and subordinate legislation and guidance.
- 2.7. To maintain an adequate and effective process for risk management.
- 2.8. To enter at all reasonable times onto any Council premises or land to carry out any safety related investigation, inspection, assessment or review, requesting such records and explanation as may be necessary for these purposes, and to authorise other Officers in this regard.
- 2.9. To require the immediate suspension of any activity where it is believed in good faith that a breach of health and safety law and regulation has occurred or is likely to occur, or where it is believed that there is imminent danger to the health, safety and wellbeing of any persons and to authorise other Officers in this regard.
- 2.10. To attend and represent or authorise another Officer to attend and represent the interests of, and make decisions on behalf of, Welwyn Hatfield Borough Council at any of the below which may be set up either in response to any incident or in order to plan for any identified threat or

hazard:

- a) Command Team
- b) Incident Management Team
- c) Multi-agency meeting

These duties may include (but are not limited to) the following:

- Activate the Welwyn Hatfield Borough Council Emergency Plan
- Initiate and approve the deployment of Council employees, contractors and partner organisations in support of the response
- Designate a rest/reception centre and deploy staff
- Request appropriate support from Hertfordshire County Council, including (but not limited to) voluntary sector, social care services and passenger transport services
- Receive requests for support required from Welwyn Hatfield Borough Council
- Recommend that the Chief Executive requests mutual aid from other local authorities
- Receive all relevant communications and documentation related to the incident.
- Attending or facilitating post incident debriefing.

- 2.11. To ensure a plan is prepared and updated in connection with the Prevent agenda.
- 2.12. Ensure that training and data gathering are carried out in respect of Prevent
- 2.13. To take all necessary and appropriate action in response to civil emergency or business continuity incidents, in accordance with the Council's Emergency Plan or Business Continuity Plans and Chair the Council's Business Continuity Incident Management Team.
- 2.14. Upon application and in conjunction with the Risk and Resilience Manager and the Health and Safety Officer (unless they have made that decision) to review any decision in relation to stopping, imposing conditions or imposing restrictions on an event within the Borough on the grounds of health or safety.

3 GARAGES AND COUNCIL OFFICES

- 3.1. To be responsible for General Fund Garages including maintenance, rent setting and recovery of rent owed on these properties.
- 3.2. Authorised signatories for Notices to Quit garages and service of Notices under Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 for garages include Executive Director (Finance and Transformation) and Assistant Director (Finance) and Service Director (Property Maintenance and Climate Change).
- 3.3. To co-ordinate Office Accommodation.