



<b>Title:</b>	<b>Constitution of the Council (Part 3Ca: Leader and Deputy Leaders' Responsibilities)</b>
<b>Owner:</b>	<b>Angela Wakefield</b>
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<b>Approved by Head of Service:</b>	<b>Andy O'Brien</b>
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<b>Date sent to officer responsible for CMIS:</b>	<b>21<sup>st</sup> May 2018</b>

**Adopted by Full Council on 18<sup>th</sup> May 2018**



## ALLOCATION OF EXECUTIVE FUNCTIONS BY THE LEADER OF THE COUNCIL

### 1 LEADER OF THE COUNCIL

Overall responsibility for all Council functions

Policy Framework, including Corporate Plan and ensuring priority led budgeting

Corporate Plan Performance Management Public Relations

Resilience and Emergency Planning

Councillor Support

Corporate Health & Safety

Voluntary Sector Grant Aid

County Council relations

Equalities

Payroll

Human Resources

Legal Services

Democratic Services

Electoral Registration and Elections

Assets and Estates Management

Financial Management, Treasury Management and Accounts

Budget recommendations

Internal Audit (outsourced)

Risk Management

Programme Management

Post & Reprographics

Business Transformation

Communications function

Corporate Procurement

ICT

## **2 DEPUTY LEADER (HOUSING AND HOMELESSNESS)**

Local Enterprise Partnership

Housing Strategy and Homelessness

Housing Benefits

Customer Services

Collection and recovery of Council Tax, Business Rates and Other Income

## **3 DEPUTY LEADER (CULTURAL SERVICES)**

Arts and Brewhouse Development

Sports and Health Development

Leisure Centres

Markets

Open Spaces and contract management

Greenhouse Centre

Cemeteries

Partnerships (including LSP, community safety, health and well being)

Civic Function Suite and Facilities Management

#### 4 DEPUTY LEADER (REGENERATION)

Town Centre Regeneration Programme

Neighbourhood Working (including community centres)

Neighbourhood Development Fund

Councillors' Community Fund

Stewardship of the Growth Point monies

Economic Development

Regeneration

Strategic Tourism

#### 5 DEPUTY LEADER (REGULATORY SERVICES)

CCTV

Car Parking

Environmental Health (including: pollution, food safety, housing standards and commercial)

Dog re-homing

Licensing (Executive Functions only)

Enforcement

Climate Change (including Air Quality Monitoring)

Private Sector Housing

## **6 DEPUTY LEADER (PLANNING)**

Planning Policy

Planning and Development Control (Executive Functions only)

Local Land Charges

## **7 DEPUTY LEADER (ENVIRONMENT)**

Waste Management and Recycling

Street Cleansing

Public Toilets

Building Control

Borough Council Drainage and Sewerage Functions

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## **8 DEPUTY LEADERS WITHOUT PORTFOLIO**

The Leader may appoint Deputy Leaders Without Portfolio who shall not be able to exercise any executive function individually.