



<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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**Adopted by Full Council on 19<sup>th</sup> May 2017**



## 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

Local Enterprise Partnership

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

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

Housing Benefits  
Customer Services  
Internal Audit (outsourced)  
Risk Management

## **2 DEPUTY LEADER (ENTERPRISE AND ENVIRONMENT)**

Stewardship of the Growth Point monies  
Housing Strategy and Homelessness  
Waste Management and Recycling  
Street Cleansing  
Public Toilets  
Economic Development (including Business Development Fund)  
Regeneration  
Building Control  
Borough Council Drainage and Sewerage Functions

## **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 (PROGRAMMES AND TRANSFORMATION)

Programme Management

Post & Reprographics

Business Transformation

Communications function

Corporate Procurement

ICT

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 AND NEIGHBOURHOODS)**

Planning Policy

Planning and Development Control (Executive Functions only)

Neighbourhood Working (including community centres)

WASPs / Neighbourhood Development Fund

Local Land Charges

## **7 DEPUTY LEADERS WITHOUT PORTFOLIO**

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