



Title:	Constitution of the Council (Part 3Ca: Leader and Deputy Leaders' Responsibilities)
Owner:	Angela Wakefield
Date of version:	18th May 2018
Version:	5.0
Review due:	May 2019
Approved by Head of Service:	Andy O'Brien
Date of Equality Impact Assessment:	29th October 2013

Date sent to officer responsible for website:	21st May 2018
Date sent to officer responsible for Learning and Development:	21st May 2018
Date sent to officer responsible for CMIS:	21st May 2018

Adopted by Full Council on 18th 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

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

Housing Benefits

Customer Services
Internal Audit (outsourced)
Risk Management
Programme Management
Post & Reprographics
Business Transformation
Communications function
Corporate Procurement
ICT

2 DEPUTY LEADER (ENTERPRISE)

Local Enterprise Partnership
Stewardship of the Growth Point monies
Housing Strategy and Homelessness
Economic Development
Regeneration
Strategic Tourism

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 (TOWN CENTRE AND NEIGHBOURHOODS)

Town Centre Regeneration Programme

Neighbourhood Working (including community centres)

Neighbourhood Development Fund

Councillors' Community Fund

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

.

8 DEPUTY LEADERS WITHOUT PORTFOLIO

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