



<b>Title:</b>	<b>Constitution of the Council (Part 3Ca: Leader and Cabinet Member Responsibilities)</b>
<b>Owner:</b>	<b>John Teasdale</b>
<b>Date of version:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Review due:</b>	<b>Annually as required</b>
<b>Approved by Chief Officer:</b>	<b>Andy O'Brien</b>



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

### 1 LEADER OF THE COUNCIL

Overall responsibility for all Executive functions  
Policy Framework, including Corporate Plan and ensuring priority led budgeting  
Corporate Plan Performance Management  
Corporate Health & Safety  
County Council relations (Staffordshire Leaders Board)  
Legal Services  
Asset Management and Estates Management  
Human Resources, payroll, equalities and fair employment  
Communications function and Public Relations  
Improving local democracy and consultation including community forums and citizens panels  
Programmes and Transformation team: digital working; corporate procurement (including using local firms); electoral registration and elections; democratic services and councillor support; and resilience and emergency planning ICT

### 2 CABINET MEMBER FOR TOURISM AND CULTURAL DEVELOPMENT

Leisure Centres Contract Management including Sports and Health Development (outsourced)  
Future consideration of insourcing council services and municipal enterprise working  
Brewhouse and Arts Development  
Civic Function Suite  
Markets  
Protecting Heritage and Strategic Tourism and Marketing of the Borough

### 3 CABINET MEMBER FOR COMMUNITIES AND REGULATORY SERVICES

Housing Strategy and Homelessness  
Private Sector Housing and Landlord Licensing  
Disabled Facilities Grants  
Environmental Health (including pollution, food safety, housing standards and commercial)  
Licensing (Executive Functions only) including support to the Taxi Trade  
Environmental Enforcement and Tackling Envirocrime  
Fixed and Mobile CCTV  
Partnerships (including NHS, LSP, health and well-being)  
Voluntary Sector Forum  
Community Centres (including Neighbourhood Working)  
Councillors' Community Fund  
Community Safety including Safeguarding and Counter-Terrorism  
Support for the Cost of Living crisis including ensuring the 'Right to Food'

### 4 CABINET MEMBER FOR ENVIRONMENT & CLIMATE CHANGE

Climate Change Adaption and Green New Deal  
Off Street Parking including Electric Vehicle Charging  
Waste Management and Recycling  
Street Cleansing  
Public Toilets  
Building Control  
Borough Council Drainage and Sewerage Functions  
Open Spaces and Contract Management  
Greenhouse Centre and In Bloom Awards  
Parish Council Forum  
Cemeteries  
Facilities Management

### 5 CABINET MEMBER FOR FINANCE AND TREASURY MANAGEMENT

Financial Management, Treasury Management and Accounts (Revenue and Capital)  
Section 106 Monies  
Internal Audit (outsourced)  
Risk Management  
Housing Benefits and Council Tax Support  
Telephony  
Collection and Recovery of Council Tax and Business Rates including Sundry Debts

## **6 CABINET MEMBER FOR REGENERATION**

Town Centre Regeneration – Burton upon Trent and Uttoxeter  
Economic Development and Business Support – including building a fairer local economy  
UK Shared Prosperity Fund administration  
Brownfield Strategy

## **7 CABINET MEMBER FOR PLANNING POLICY**

Planning Policy  
Planning and Development Control (Executive Functions only)  
Local Land Charges